



Enrollee's Guide to the SSO Database

Sanitary Sewer Overflow Reduction Program



State Water Resources Control Board



Last Updated August 2013

Acknowledgements

This Enrollee's Guide to the CIWQS SSO Database (SSO Database) was developed by way of a collaborative effort between stakeholders and State Water Board staff. The following agencies contributed to the development of this guide (in alphabetical order):

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- Central Contra Costa Sanitary District
- City of Redding
- City of Vacaville
- Fairfield-Suisun Sewer District
- Orange County Sanitation District
- Sacramento Area Sewer District
- Sacramento Regional County Sanitation District
- Union Sanitary District

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1.0 GENERAL GUIDANCE

This guide was developed to assist enrollees in completing the required SSO reporting forms contained in SSO Database. The guide contains general guidance, detailed information on how to enter the SSO Database module in the California Integrated Water Quality System (CIWQS), how to complete and submit the information which is required annually and after each spill occurrence, a list of [acronyms](#), and a glossary. The format of the guide generally shows individual items from the SSO Database screens in bold brown print and then offers an explanation of how to complete that particular item. This guide was produced by stakeholders in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, a number of people working in the wastewater industry, and the staff of the State Water Resources Control Board. This guidance document is a “living document” and, it will be updated as necessary.

To provide a consistent, statewide regulatory approach to address SSOs, the State Water Resources Control Board (State Water Board) adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003 (SSS WDRs), on May 2, 2006. All public agencies that own or operate a sanitary sewer system that is comprised of more than one mile of pipes or sewer lines which convey wastewater to a publicly owned treatment facility must apply for coverage under the SSS WDRs. The application or Notice of Intent (NOI) for enrollment should have been submitted to the State Water Board by November 2, 2006.

The SSS WDRs requires enrollees, among other things, to maintain compliance with the Monitoring and Reporting Program for the SSS WDRs. Enrollees use the SSO Database to comply with the reporting requirements of the SSS WDRs. The SSO Database is used to collect and store an enrollee’s facility and organizational information (collection system questionnaire) and details of all SSOs which occur from an enrollee’s sanitary sewer system (SSO reports). All of the information collected in the SSO Database is entered by enrollees. State Water Board staff cannot modify any information in the database except for deleting erroneous SSO reports and “no-spill” certifications on request from an enrollee with a valid explanation of why the report or certification is erroneous.

The SSO Database is accessed through the [California Integrated Water Quality System \(CIWQS\)](#), which is the State Water Board’s regulatory and water quality information management system. Enrollees will automatically be assigned a CIWQS account to access the SSO Database when they register as a Legally Responsible Official or Data Submitter.

Access to the SSO Database allows enrollees to complete the collection system questionnaire, certify completion of the Sewer System Management Plan, and submit SSO reports as required by the SSS WDRs. The SSS WDRs requires enrollees to complete the collection system questionnaire within 30 calendar days of enrolling and to update it annually. The Legally Responsible Official (LRO) for each enrollee will receive their CIWQS user ID and password via email to access the SSO Database. Once the LRO has received their CIWQS user ID and password, the enrollee can register additional staff as LROs or Data Submitters (DS) for individual access to the SSO Database. Instructions for completing this registration process are available on the [CIWQS Help Center webpage](#). Electronic LRO and DS forms can be filled out at the following link on the [SSO Database home page](#): (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>).

For additional questions, call the CIWQS Help Center at:

Phone: 866-79-CIWQS (24977)

Email: ciwqs@waterboards.ca.gov

Monday through Friday (excluding State Holidays) 8:00 a.m. - 5:00 p.m.

On adoption In 2006, the SSS WDRs required enrollees to begin reporting all SSOs to the SSO Database according to the following schedule: Regions 4,8, and 9 - starting January 2, 2007; Regions 1,2, and 3 -starting May 2, 2007; and Regions 5,6, and 7 - starting September 2, 2007.

Detailed information on each SSO is submitted by enrollees in the SSO report. Enrollees are required to report all SSOs that result from a failure or flow condition in any portion of a sanitary sewer system under their ownership or management. For the purposes of reporting, SSOs fall into one of three categories: Category 1, Category 2, and Category 3. The definitions for each Category are listed in Table 1, below.

CATEGORIES	DEFINITIONS [see Section A on page 5 of SSS WDRs for SSO definition]
CATEGORY 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:</p> <p>Reach surface water and/or reach a drainage channel tributary to a surface water; or</p> <p>Reach a municipal separate storm sewer system 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 municipal separate storm sewer system 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).</p>
CATEGORY 2	<p>Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
CATEGORY 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.</p>
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	<p>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 <u>voluntarily</u> reported to the SSO Database.</p>

Table 1 – Spill Categories and Definitions

The reporting deadline for submittal of a SSO report depends on the classification of the spill as shown in Table 2. For Category 1 and 2 SSOs, the enrollee must submit an initial, draft report of the SSO as soon as possible but no later than 3 business days after becoming aware of the SSO. The final, certified report for Category 1 and 2 SSOs must be submitted within 15

calendar days of the SSO end date. For Category 3 SSOs, the enrollee must submit a final, certified report (no initial, Draft report required) within 30 calendar days after the end of the calendar month in which the SSO occurred. For instance, if the SSO occurred on February 1st, the enrollee must certify the Category 3 SSO before March 30th.

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B)	Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING (see section C)	<p>Category 1 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</p> <p>Category 2 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</p> <p>Category 3 SSO: Submit Certified report within 30 calendar days of the end of month in which SSO occurred.</p> <p>“No Spill” Monthly Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month in which no SSOs occurred.</p> <p>Collection System Questionnaire: Update and Certify every 12 months.</p>	Enter data into the California Integrated Water Quality System (CIWQS) Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

Notification to Cal OES is required within two hours of becoming aware of a Category 1 SSO greater than or equal to 1,000 gallons that results or may result in a discharge to surface waters. Specifically, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.

With the exception of enrollees in the San Diego region, Private Lateral Sewage Discharges (PLSDs) are not required to be reported, but they can be voluntarily reported to the database. The State Water Board encourages enrollees to Notify Cal OES for PLSDs greater than or equal to 1,000 gallons that result or may result in a discharge to surface waters.

No-spill Certifications are required within 30 days after the end of each calendar month if there are no SSOs during the calendar month. If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee must still file a “No Spill” certification statement for that

month.

1.1 CIWQS USER REGISTRATION

In order to be able to use the SSO Database (i.e., report SSOs, No Spill Certifications, etc.) you need to be registered in the database as a Legally Responsible Official (LRO) or a Data Submitter (DS). If you are not registered in the SSO Database and wish to be registered as a LRO or DS for your agency, follow the steps below:

1. Start by going to the CIWQS login screen at: <http://ciwqs.waterboards.ca.gov/>.

2. Click on “User Registration”.
3. Select one of user responsibility.

CIWQS User Registration:

Please select one of the following:

I am the legally responsible person for my facility or location.

I wish to be able to submit data on behalf of my facility or location, but am not the legally responsible person.

I am a Water Board staff person. (You will be directed to the CIWQS intranet page to complete an account request form.)

If you have questions regarding registration, please contact the California State Water Control Board at 866-79-CIWQS (24977) or your local Water Control Board.

4. A form corresponding to the user responsibility will appear. From the “Discharge Type” dropdown, select “Sanitary Sewer Overflows (SSO).”

- Next, enter the WDID corresponding to your sanitary sewer system. After you enter the WDID number, the form will auto populate information corresponding to your agency.

- Complete the form. Note: Your account PIN can be used to reset your account if you forget your security question answers and inadvertently lock your account.
- If you are registering as Data Submitter, you can submit your form electronically.
- If you are registering as a Legally Responsible Official, you need to print, sign, and send the form to the address below:

CIWQS Registration
P.O. Box 671
Sacramento, CA 95812

- The CIWQS Help Center will send an email notification with your user name and password after the registration has been approved.

2.0 SSO DATABASE SCREENS AND REPORTS

The following sections describe how to use the SSO Database and provide a description of each screen and information required to be entered.

2.1 LOGGING IN AND CHANGING PERSONAL INFORMATION

To get you started we are going to show you how to log into the system, a view of the main menu, and how to make changes to your personal information. While these are very basic

tasks, it is one of the best beginner demonstrations to SSO Database and it will introduce you to the methods with which all information is changed in the system.

2.1.1 CIWQS LOG IN

User roles that need to review this section: All

1. Start by going to the CIWQS login screen at: <http://ciwqs.waterboards.ca.gov/>.
2. Once the page loads enter your CIWQS username into the “User ID:” field and your password into the “Password:” field.
3. Press “Login”.



2.1.2 MAIN MENU

4. After you press “Login” the SSO Database main menu will appear. Depending on your access rights, you will be provided with the links to various CIWQS modules including but not limited to:
 - Submit/Review a Self-Monitoring Report (SMR)
 - Run Reports
 - View/Change My Personal Information
 - Administer System
 - SSO - Sanitary Sewer Overflows

2.1.3 CHANGING PERSONAL INFORMATION

5. Select the “View/Change My Personal Information” module hyperlink.
6. You will be taken to the Personal Information page. Here you can update your contact information, add a new facility, change your password, or request other changes.
7. Let’s start with changing your password. To change your password, press the “Change Password” button.

- After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have selected twice.

- Once you have entered your new password press “Save”.
- After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.
- You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.

- If you make any changes to your contact information, they have to be saved by pressing the “Save Changes” button at the bottom of the page.
- After pressing “Save Changes”, you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.



14. To make other changes to your account that are not available on this page, press the “Request Another Change” button near the bottom of the “view/change my personal information” page.
15. After pressing the “Request Another Change” button, your computer’s email client will launch a new email window with the CIWQS Help Center email address in the “To:” field. Describe the change you wish to have made to your account and send the email. Be sure to include your full name, agency and username.
16. We are now done with this module. Press the “Menu” hyperlink at the top right corner of the page to return to the SSO Database main menu.

2.2 SSO DATABASE MENU

As you log into the SSO Database to enter information regarding your sanitary sewer system, there will be a number of forms you will be required to complete one time, monthly, yearly or every time there is a sewer system overflow (SSO). These forms are as follows:

- Collection System Questionnaire
- Sewer System Management Plan (SSMP) Certification
- Reporting New SSO
- Modifying Existing SSO
- Generate No Spill Certification
- View SSO Incident Map - Public Collection Systems (Not Site Specific)
- View SSO Incident Map - Private Laterals (Not Site Specific)

This discharge’s guide is designed to help sewer system operators in completing the above forms in order to meet their reporting obligations under the SSS WDRs.

2.2.1 COLLECTION SYSTEM QUESTIONNAIRE

The Collection System Questionnaire must be completed initially at the time of enrollment before any SSO reports can be submitted. Additionally, the collection system questionnaire must be updated at least annually. **Notice that if the questionnaire is not updated at least annually, the database will prevent you from reporting SSOs and No-Spill Certifications.**

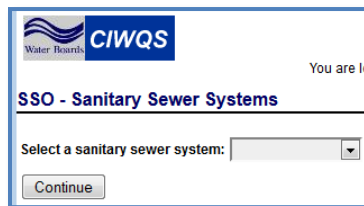
User roles that need to review this section: LRO

1. If you are not already logged into SSO Database, proceed to this URL <http://ciwqs.waterboards.ca.gov/> and login.

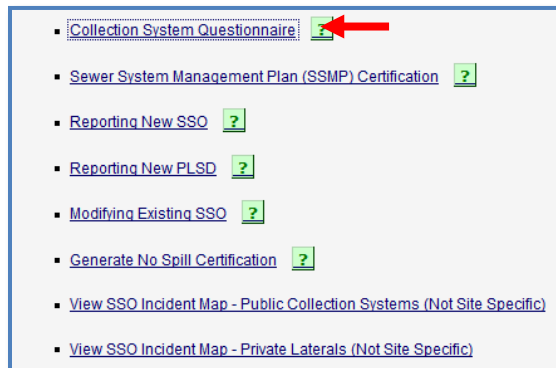
2. After logging in you will see the CIWQS main menu. Select the “SSO” hyperlink to proceed to the “SSO - Sanitary Sewer Overflows” module.



3. If you are registered as a DS or LRO for multiple enrolled sanitary sewer systems, upon entering the SSO Database you will be required to select the sanitary sewer system you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate sanitary sewer system press the “Continue” button.



4. When a sanitary sewer system has been selected you will be taken to the main menu of the SSO Database. At the top of this menu will be the “Collection System Questionnaire” hyperlink. Select that hyperlink.



5. You will be taken to the “Collection System Questionnaire” page. This page has a series of fields that need to be filled in with current information regarding your sanitary sewer system.

2.2.2 QUESTIONS

There are thirty (30) questions to be answered to complete the SSO Questionnaire. These questions are shown below in bold brown type followed by an explanation on how to complete them. On the questionnaire, following each question is a box with a drop down or a place to

insert the answer.

- 1. Sewer System Category:**
Select the appropriate category from the scroll down menu that best fits your sanitary sewer system. Note, selections include: airport, hospital, marina (i.e., pleasure craft), military, municipal, other, park, port (i.e., commerce), prison, and school.
- 2. What is the population served by your agency's sewer system?**
Enter the number of people within the general population served by your agency, district, or city. Include any satellites systems that are under your jurisdiction. Use your billing information, recent [US Census](#) Data, Realtor Association, County Planning, or other official means of substantiating population estimates.
- 3. What is your current annual operation and maintenance budget for sewer system facilities?**
Enter the dollar amount of your agency, district or city's annual Operation & Maintenance Budget for the Sanitary Sewer System for the current fiscal year (include portion of laterals agency owned – none/lower/upper & lower, mains, trunk sewers, lift stations, and force mains, etc., but do not include the Wastewater Treatment Plant O&M or other non- sanitary sewer system related monies). This includes all personnel contributing to routine O&M activities. Estimate the percent of time that a group of employees works on sanitary sewer system activities if they have other shared responsibilities (e.g., storm water, roads, etc.). Use rounded dollar amount with commas up to 12 digits.
- 4. What is your current annual capital expenditure budget for sewer system facilities?**
Enter the dollar amount of your agency, district, or city's annual Capital Expenditure Budget for the Sanitary Sewer System for the current Fiscal year (include portion of laterals agency owned – none/lower/upper & lower, mains, trunk sewers, etc., but do not include the Wastewater Treatment Plant or other non- sanitary sewer system related capital improvement monies).

Questions 5 through 8 – Employee Information

For questions 5 through 8 below, technical and mechanical employees are all those employees involved in the operation and maintenance of your sanitary sewer system. This will include employee's time, or fraction thereof, working on the portion of laterals agency owned – none/lower/upper & lower, trunk sewers, interceptor sewers, collector sewers, pump stations, lift stations, and force mains.

If you have employees that work on your sewer system but either split their time with other sewer systems or with non-sewer related work, you can enter a decimal point representing the fraction of a full time staff member for these four questions (e.g., 0.6 persons, 2.3 persons, etc.). Professional certification information for employees is requested in questions 9 through 13.

- 5. Entry Level (Less than 2 years' experience) - Number of agency employees?**
Provide the number of Entry Level technical and mechanical staff employees that have less than 2 years of sanitary sewer system work experience with your or any

other agency, district, or city.

6. **Journey Level (Greater than or equal 2 years' experience) - Number of agency employees?**

Provide the number of Journey Level technical and mechanical staff employees that have greater than 2 years of sanitary sewer system work experience with your or any other agency, district, or city. Certification or licenses of any kind are not considered important in this question; only the number of years of working experience.

7. **Supervisory Level - Number of agency employees?**

Provide number of agency, district, or city employees that supervise the technical and mechanical staff employees listed above. A supervisor is a person who supervises one or more crews of maintenance personal and is not a crew foreman. Supervisors split their time between field and office work.

8. **Managerial Level - Number of Agency Employees?**

Provide number of agency, district, or city employees that manage the supervisors, technical and mechanical staff employees listed above. A manager oversees supervisors along with providing managerial duties such as budgeting, purchasing and cost control.

Questions 9 through 13 – Employee Certification Information

For questions 9 through 13 below, use whole numbers when showing how many employees have with the various types and grades of certifications. If management and engineering staff have the certifications listed below, include them in the totals. Do not include contract employees.

9. **CWEA Grade I**

Number of certified (Grade I Collection System Maintenance) agency employees:

Enter the number of employees that possess valid, current CWEA Grade I Collection System Maintenance certification.

Number of certified (Grade I Plant Maintenance Technologist) agency employees

Enter the number of employees that possess valid, current CWEA Grade I Plant Maintenance Technologist certification.

10. **CWEA Grade II**

Number of certified (Grade II Collection System Maintenance) agency employees:

Enter the number of employees that possess valid, current CWEA Grade II Collection System Maintenance certification.

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Enter the number of employees that possess valid, current CWEA Grade II Electrical/Instrumentation Technologist certification.

Number of certified (Grade II Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade II Mechanical Technologist certification.

11. CWEA Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Collection System Maintenance certification.

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Electrical/Instrumentation Technologist certification.

Number of certified (Grade III Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Mechanical Technologist certification.

12. CWEA Grade IV

Number of certified (Grade IV Collection System Maintenance) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Collection System Maintenance certification.

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Electrical/Instrumentation Technologist certification.

Number of certified (Grade IV Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Mechanical Technologist certification.

**13. OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY
CERTIFICATES OF COMPLETION:**

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees:
Enter the number of employees that possess a certification of completion for the Operation and Maintenance of Wastewater Collection Systems, Volume I.

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees:
Enter the number of employees that possess a certification of completion for the Operation and Maintenance of Wastewater Collection Systems, Volume II.

14. Estimated Size Distribution of Assets:

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)
6 inches or less	<input type="text"/>	<input type="text"/>
8 inches	<input type="text"/>	<input type="text"/>
9 - 18 inches	<input type="text"/>	<input type="text"/>
19 - 36 inches	<input type="text"/>	<input type="text"/>
> 36	<input type="text"/>	<input type="text"/>
Unknown Diameter	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>

Enter the estimated total percentage (%) of gravity mainlines and force mains for each size category (pipe diameter) comprising the enrolled sanitary sewer system.

15. How many miles of force mains and other pressure systems?

Enter the estimated total miles of force mains in the enrolled sanitary sewer system.

16. How many miles of gravity sewers?

Enter the estimated total miles of gravity mainlines in the enrolled sanitary sewer system. Do not include public or private laterals.

17. Estimated total miles of laterals (upper and lower)?

Enter the total miles of laterals, including private laterals and both upper and lower laterals, that are connected to the enrolled sanitary sewer system. See [definitions](#) of Lateral, Lower Lateral and Upper Lateral in the Glossary.

18. Which portion of laterals is your agency responsible?

For laterals connected to the sanitary sewer system which you have jurisdiction over, enter the portion of these laterals for which your agency is responsible. Responsibility includes inspection, cleaning, maintenance and replacement or any combination thereof.

19. Estimated total miles of laterals your agency is responsible for?

Enter the estimated total miles of the laterals reported in Question 17 that your agency owns and/or is responsible for maintaining. If you have service laterals on G.I.S., use that software to determine the total miles of service laterals you maintain. If not, estimate the mileage by multiplying the number of laterals by the average half width of a street and/or easement and then convert feet to miles.

20. Number of service lateral connections?

Enter the total number of service lateral connections to your sanitary sewer system. Assuming very few parcels connected to your sanitary sewer system have more than one lateral, the total number of service lateral connections can roughly be calculated by adding up the number of parcels of land (or billing accounts) connected to your sanitary sewer system.

21. **Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of:**

Age	Gravity Mainlines & Force Mains (%)	Pump Stations (*) 75k Gal/day & Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1980 - 1999	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1960 - 1979	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1940 - 1959	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1920 - 1939	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1900 - 1919	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Before 1900	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown Age	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (e.g., based on measured flow) or calculated peak flow (e.g., # EDUs x Flow/EDU x Peaking Factor). Age is date asset was originally constructed.

In the second column, enter the percent of your sanitary sewer system that was constructed during the ten year periods noted in the first column. Calculate the percentages based on as-built drawings and other available information. When entering the number of pump or lift stations you maintain, enter the year they were originally constructed or the year that they were significantly improved or re-built. To determine the capacity of the pump station use the design peak wet weather flow rate with no standby pumps running.

22. **Estimated total miles of your sewer system not accessible for maintenance?**

Enter the estimated total miles of the sanitary sewer system your agency has jurisdiction over that are not accessible for maintenance by vehicle or other means for routine maintenance.

23. **How many miles of sewer system did you clean last year (miles)?**

Enter the number of linear miles of the sanitary sewer system your agency cleaned or re-cleaned in the last complete fiscal year.

24. **How many miles of sewer system did you inspect (e.g., CCTV) last year (miles)?**

Enter the number of linear miles of the sanitary sewer system your agency visually inspected or re-inspected in the last complete fiscal year.

25. **Estimated Sewer System Flow Characteristics**

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
<input type="text" value="0"/>	<input type="text" value="0"/>

Average Dry Weather Flow (ADWF) – ADWF consists of average daily sewage flows and groundwater infiltration (GWI) and can be determined from the average measured daily flow of the three consecutive driest months of the year or the time period as defined by the agency’s ordinance, standards, or other planning documents.

Peak Daily Wet Weather Flow (PDWWF) – PDWWF consists of ADWF plus rainfall-dependent inflow and infiltration (RDII). Peak daily wet weather flow is the highest measured daily flow that occurs during the wet weather season period as defined by the agency’s ordinance, standards, or other planning documents.

Wastewater flows can be measured (as noted above), estimated, or modeled. An example of an estimated flow would be the number of Equivalent Dwelling Units (EDUs) times an assumed or measured average flow per EDU times a wet weather peaking factor. This method is often used in the initial design of the sanitary sewer system.

26. **Where does this Sanitary Sewer System Discharge to?**

Where it goes?	Name	WDID
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

Select whether your collection sewer system discharges to a sanitary sewer system or a wastewater treatment plant. Next enter the name and WDID (if Known) of the sanitary sewer system(s) or wastewater treatment plant(s) to which your Sanitary sewer system discharges.

27. **Sanitary Sewer System tributaries:**

a. Are there any tributary sanitary sewer systems:

Select whether another enrolled sanitary sewer system discharges to your sanitary sewer system. If the answer is “Yes”, question 26b must be answered.

b. If yes, please list below:

Tributary system owned by your agency?	Tributary Collection System Name	Tributary Collection System WDID
Yes	<input type="text"/>	<input type="text"/>
Select ...	<input type="text"/>	<input type="text"/>
Select ...	<input type="text"/>	<input type="text"/>
Select ...	<input type="text"/>	<input type="text"/>
Select ...	<input type="text"/>	<input type="text"/>

Select whether the tributary sanitary sewer system is owned by your agency or another agency. Next enter the name and WDID (if Known) of the sanitary sewer system(s).

28. How many gravity sewer aerial or underground crossings of water bodies (i.e., gravity sewer lines crossing over or under water bodies) are located throughout the sewer system?

Enter the number of locations where a gravity sewer crosses over or under a water body (e.g., gravity sewers attached to the side of a bridge or other support). A pipeline parallel to a stream or creek should not be included unless the pipeline is conveying flow from one side of the water body to the other. A water body is any significant accumulation of water such as streams, rivers, ponds, lakes, reservoirs, wetlands, oceans or seas.

29. How many force main aerial or underground crossings of water bodies (e.g., pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?




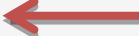
Enter the number of locations where a force main crosses over or under a water body (e.g., force mains attached to the side of a bridge or other support). A pipeline parallel to a stream or creek should not be included unless the pipeline is conveying flow from one side of the water body to the other. A water body is any significant accumulation of water such as streams, rivers, ponds, lakes, reservoirs, wetlands, oceans or seas.

30. How many siphons used to convey sewage are located throughout the sewer system?

Enter the number of wastewater siphons located throughout the sanitary sewer system.

2.3 SSO REPORTS

When you log on to SSO Database to report a sanitary sewer overflow (SSO) on the main menu you will click on the “SSO-Sanitary Sewer Overflows” link, then select your sanitary sewer system (if your agency owns more than one), next you are going to click on the “Reporting New SSO” link.

- [Collection System Questionnaire](#) 
Pertinent information regarding your collection system.
- [Sewer System Management Plan \(SSMP\) Certification](#) 
Certify SSMP completion
- [Reporting New SSO](#)  
Submit Individual SSO Reports.

This will bring you to Screen 1, which is where you fill in basic data about the SSO. On this screen you will enter some basic spill data and the SSO Database will then direct you to the appropriate spill data entry form (i.e., Category 1, Category 2, or Category 3). Figure 1 below is a flow chart illustrating how the categorization is determined. The volumes used by the SSO Database will be shown at the bottom of the page. **NOTE, all SSOs are required to be reported to the SSO database regardless of the SSO volume.**

You should note that the SSS WDRs defines an SSO as an overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system and it defines a sanitary sewer system as being upstream of a wastewater treatment plant head works. Therefore, discharges in a wastewater treatment plant, a reclaimed water system or even from the back of a tanker truck are not SSOs and should not be reported in the SSO Database. However, these types of sewage spills should be reported to your Regional Board per the requirements in the wastewater treatment plant NPDES permit (refer to the Monitoring and Reporting Program in your permit) and/or local Health Department.

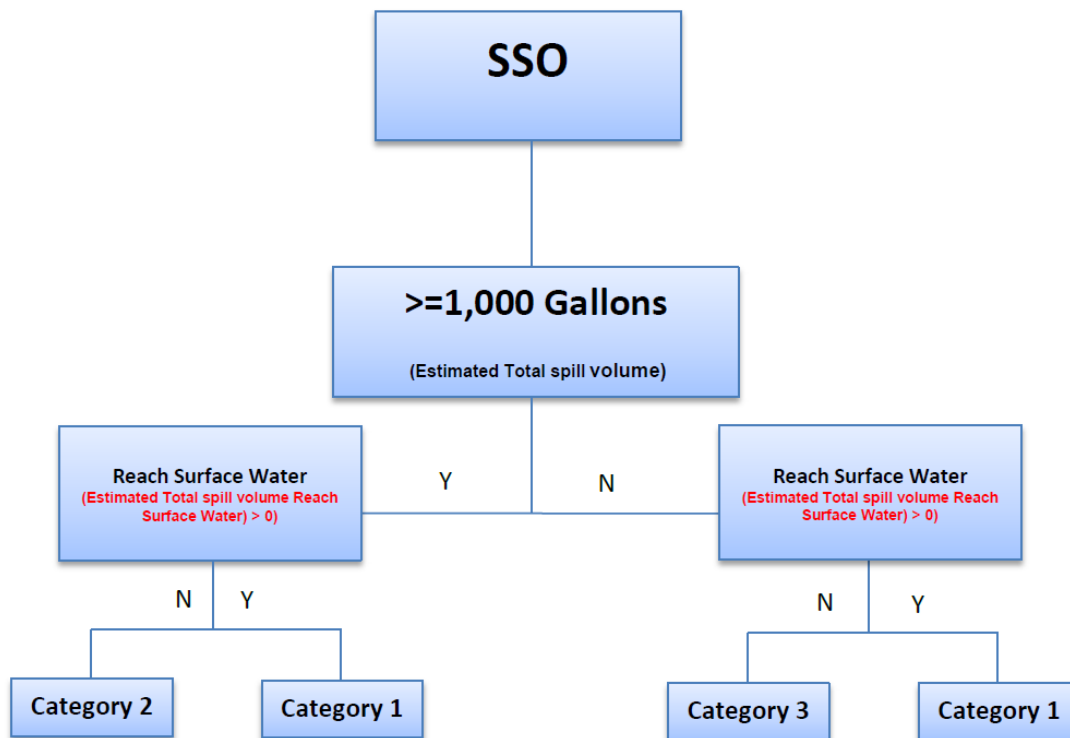


Figure 1 – SSO Categorization

2.3.1 SCREEN 1 FOR BASIC SPILL DATA

1. Physical location details

If one SSO event results in multiple appearance points in a sanitary sewer system asset, enter the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO and provide descriptions of the locations of all other discharge points associated with the SSO event.

a. Spill location name

Enter the name of the location where the SSO occurred in the “Spill Location Name” field. This entry may be a general descriptor of the SSO location (e.g., street address, intersection, or manhole number or any other identification you wish to use).

b. Latitude of spill location

Enter the latitude of the spill location. A handheld GPS unit or the “GIS Tool” link on the SSO Database spill report page in the SSO Database can be used to determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

c. Longitude of spill location

Enter the longitude of the spill location. A handheld GPS unit or the “GIS Tool” link on the SSO Database spill report page can be used to determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

d. County

Enter the County where the SSO occurred. This field will be auto filled based on the location information provided above.

e. Regional Water Quality Control Board

Enter the Regional Water Quality Control Board where the SSO occurred. This field will be auto filled based on the location information provided above.

2. Estimate Spill Volumes

a. Estimated spill volume that reached a separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that entered the separate storm drain.

b. Estimated spill volume recovered from the separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that was recovered from the separate storm drain. **Do not include wash water recovered.**

c. Estimated spill volume that reached a drainage channel that flows to a surface water body?

Enter the volume, in whole numbers, that was discharged to a drainage channel.

Do not include any volume that entered a separate storm drain.

d. Estimated spill volume recovered from a drainage channel that flows to a surface water body?

Enter the volume, in whole numbers, that was recovered from the drainage channel. Do not include volume recovered from the separate storm drain or wash water recovered.

e. Estimated spill volume discharged directly to a surface water body?

Enter the volume, in whole numbers, that was discharged directly to a surface water body.

f. Estimated spill volume recovered from the surface water body?

Enter the volume, in whole numbers, that was recovered from the surface water body. Refer to question 36 in section 3.0 for important notification requirements required before diverting from surface water bodies.

g. Estimated spill volume discharged to land?

Enter the volume, in whole numbers, that discharged to the land (e.g., soil, grass, curb, street, etc.)

h. Estimated spill volume recovered from the discharge to land?

Enter the volume, in whole numbers, recovered from the discharge to land. This includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.

After entering all the required information, select “Continue” to go to the next screen. If there are any errors or missing information, the system will highlight the questions with errors on the form in red.

2.3.2 SCREEN 2 FOR CATEGORY 3 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 3 spill (i.e., the SSO was less than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the “County” or “Regional Water Quality Control Board” fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 30 questions total with 22 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 3 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a “draft” report and questions with two asterisks (**) are required to certify the report.

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. Did the spill reach a storm drainpipe that is not part of a combined sewer system?*

This question is auto populated based on the answers to the Estimated Spill Volumes on screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than zero. A “No” will be displayed if the answer to question 2.a equals zero.

5. If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?*

This answer is auto populated based on the answers to the Estimated Spill Volumes. A “Yes” will be displayed if the answer to question 2.b equals the answer to question 2.a. A “No” will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. Spill location name:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. Latitude of spill location:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. Longitude of spill location:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. County:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. Regional Water Quality Control Board:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. Spill location description:

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. Number of Appearance Points:*

Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. Spill appearance point:*

Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in text box No. 14 below. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. Spill appearance point explanation:

If “Other” and/or multiple appearance points are selected, enter a description of the “Other” SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. Final spill destination:**

Select the final destinations of the spill in the “Final Spill Destination” box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected “other” you are required to enter a description in the text box No 16 below. The “Final Spill Destination:” describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. Explanation of final spill destination:

If the “final spill destination” is not listed in the dropdown menu and “Other” was selected, then enter a description of the final spill destination.

17. Estimated spill start date/time:*

Enter the estimated spill start date/time in a 24-hour clock format.

18. Date and time sanitary sewer system agency was notified of or discovered the spill:*

Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. Estimated Operator arrival date/time:*

Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. Estimated spill end date/time:**

Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. Spill cause:**

Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was “Other”, you are required to enter an explanation in text box No. 22 below.

22. Spill cause explanation:

If the “spill cause” is not listed in the dropdown menu and “Other” was selected in question 21, then enter a description of the spill cause.

23. Where did failure occur?***

Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is “Other”, you are required to enter an explanation in text box No. 24 below.

- 24. Explanation of where failure occurred:**
If the “where failure occurred” is not listed in the dropdown menu and “Other” was selected in question 23, then enter a description of where failure occurred.
- 25. Was this spill associated with a storm event?***
Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.
- 26. Diameter of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.
- 27. Material of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.
- 28. Estimated age of sewer asset at the point of blockage or failure (if applicable):**
If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.
- 29. Explanation of volume estimation methods used:**
Give an explanation of the method(s) used to estimate the volume of the spill. The agency may refer to its spill response procedures or attach a sketch, if needed. The explanation may reference estimation methods contained within your agency’s SSO response procedures.
- 30. SSO Contact information:***
- Name and Title (Contact person who can answer specific questions about this SSO)
 - Contact Person Phone Number

2.3.3 SCREEN 2 FOR CATEGORY 2 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 2 spill (i.e., SSO was greater than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the “County” or “Regional Water Quality Control Board” fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 36 questions total with 28 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 2 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a “draft” report and questions with two asterisks (**) are required to certify the report.

1. Spill Type:

This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 2 SSO (i.e., spill is greater than 1,000 gallons and not reaching surface waters).

2. Estimated spill volumes:*

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

c) Estimated spill volume that reached a drainage channel that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

e) Estimated spill volume discharged directly to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

f) Estimated spill volume recovered from a drainage channel or surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

g) Estimated spill volume discharged to land?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

h) Estimated spill volume recovered from the discharge to land?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. Did the spill discharge to a drainage channel and/or surface water?*

This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A “No” will be displayed

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. Did the spill reach a storm drainpipe that is not part of a combined sewer system?*

This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than zero. A “No” will be displayed if the answer to question 2.a equals zero.

5. If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? *

This answer is auto populated based on the answers to the Estimated Spill Volumes. A “Yes” will be displayed if the answer to question 2.b equals the answer to question 2.a. A “No” will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. Spill location name:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. Latitude of spill location:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. Longitude of spill location:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. County:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. Regional Water Quality Control Board:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. Spill location description:

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. Number of Appearance Points:*

Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. Spill appearance point:*

Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in text box No. 14 below. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. Spill appearance point explanation:*

If “Other” and/or multiple appearance points are selected, enter a description of the “Other” SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. Final spill destination:**

Select the final destinations of the spill in the “Final Spill Destination” box. Multiple spill destinations can be chosen by holding the CTRL key on your keyboard. If you selected “other” you are required to enter a description in the text box No 16 below. The “Final Spill Destination:” describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. Explanation of final spill destination:

If the “final spill destination” is not listed in the dropdown menu and “Other” was selected, then enter a description of the final spill destination

17. Estimated spill start date/time:*

Enter the estimated spill start date/time in a 24-hour clock format.

18. Date and time sanitary sewer system agency was notified of or discovered the spill:*

Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. Estimated Operator arrival date/time:*

Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. Estimated spill end date/time:**

Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. Spill cause:**

Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was “Other”, you are required to enter an explanation in text box No. 22 below.

22. Spill cause explanation:

If the “spill cause” is not listed in the dropdown menu and “Other” was selected in question 21, then enter a description of the spill cause.

23. Where did failure occur?:**

Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is “Other”, you are required to enter an explanation in text box No. 24 below.

- 24. Explanation of where failure occurred:**
If the “where failure occurred” is not listed in the dropdown menu and “Other” was selected in question 23, then enter a description of where failure occurred.
- 25. Was this spill associated with a storm event?***
Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.
- 26. Diameter of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.
- 27. Material of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.
- 28. Estimated age of sewer asset at the point of blockage or failure (if applicable):**
If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.
- 29. Spill response activities:***
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was “Other”, you are required to enter a description of the response activities in text box No. 30 below.
- 30. Explanation of spill response activities:**
If the “spill response activities” completed are not listed in the dropdown menu and “Other” was selected in question 29, enter a description of the spill response activities completed.
- 31. Spill response completion date:***
Enter the spill response completion date/time in a 24-hour clock format (i.e., when agency staff completed their cleanup work). The date/time has to be later than the estimated spill start date/time.
- 32. Spill corrective action taken:***
Select the corrective actions which were taken by your agency in response to the spill. Multiple corrective actions can be selected by holding the CTRL key on your keyboard. If your selection was “Other”, you are required to enter a description of the corrective actions taken in text box No. 33 below.
- 33. Explanation of spill corrective action taken:**
If the “spill corrective action taken” tasks completed are not listed in the dropdown menu and “Other” was selected, then enter a description of the spill corrective actions taken.
- 34. Is there an ongoing investigation:***
Select “yes” from the dropdown menu if there is an ongoing investigation of the SSO. Select “no” from the dropdown menu if the investigation of the SSO has been

completed.

35. Explanation of volume estimation methods used:

Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

36. SSO Contact information:*

- a. Name and Title (Contact person who can answer specific questions about this SSO)
- b. Contact Person Phone Number

2.3.4 SCREEN 2 FOR CATEGORY 1 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 1 spill (i.e., the SSO reached surface waters). On this screen, you will enter additional data on the SSO that was not entered on Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 47 questions total with 37 (including the questions answered in Screen 1) that have to be answered to complete Screen 2. These forty seven questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. Spill Type:

This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 1 SSO (i.e., the spill reached surface waters).

2. Estimated spill volumes:*

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

c) Estimated spill volume that reached a drainage channel that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1

for guidance.

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

e) Estimated spill volume discharged directly to a surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

f) Estimated spill volume recovered from a drainage channel or surface water body?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

g) Estimated spill volume discharged to land?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

h) Estimated spill volume recovered from the discharge to land?

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. Did the spill discharge to a drainage channel and/or surface water?*

This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A “No” will be displayed if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. Did the spill reach a storm drainpipe that is not part of a combined sewer system?*

This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than zero. A “No” will be displayed if the answer to question 2.a equals zero.

5. If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?*

This answer is auto populated based on the answers to the Estimated Spill Volumes. A “Yes” will be displayed if the answer to question 2.b equals the answer to question 2.a. A “No” will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. Spill location name:*

The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

- 7. Latitude of spill location:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.
- 8. Longitude of spill location:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.
- 9. County:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.
- 10. Regional Water Quality Control Board:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.
- 11. Spill location description:**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.
- 12. Number of Appearance Points:***
Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).
- 13. Spill appearance point:***
Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other” you are required to enter a description in text box No. 14 below. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.
- 14. Spill appearance point explanation:***
If “Other” and/or multiple appearance points are selected, enter a description of the “Other” SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.
- 15. Final spill destination:****
Select the final destinations of the spill in the “Final Spill Destination” box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected “other” you are required to enter a description in text box No 16 below. The “Final Spill Destination:” describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.
- 16. Explanation of final spill destination:**
If the “final spill destination” is not listed in the dropdown menu and “Other” was selected, then enter a description of the final spill destination

- 17. Estimated spill start date/time:***
Enter the estimated spill start date/time in a 24-hour clock format.
- 18. Date and time sanitary sewer system agency was notified of or discovered spill:***
Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.
- 19. Estimated Operator arrival date/time:***
Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.
- 20. Estimate spill end date/time:****
Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.
- 21. Spill cause: ****
Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.
- 22. Spill cause explanation: ****
If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.
- 23. Where did failure occur? ****
Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other" you are required to enter an explanation in text box No. 24 below.
- 24. Explanation of where failure occurred:**
If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where the failure occurred.
- 25. Was this spill associated with a storm event? ****
Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.
- 26. Diameter of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage of the pipe or failure occurred.
- 27. Material of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the material of sewer pipe where the point of blockage of the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.
- 28. Estimated age of sewer asset at the point of blockage or failure (if applicable):**
If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage of the asset or failure occurred.

separate multiple entries. If a receiving surface water body is un-named, enter “Un-named Tributary to “XXXXX” where XXXXX is the name of the first named (e.g., on the USGS Topo Map for the area) downstream surface water body.

40. Water quality samples analyzed for:**

Select the water quality indicators for which water quality sample results were obtained. Multiple indicators can be chosen by holding the CTRL key on your keyboard. Select “No water quality samples taken” if the SSO reached a surface water, but water quality sampling was not performed. If your selection included “Other”, “Other chemical indicator(s)”, or “Biological Indicator(s)”, you are required to enter an explanation of the other indicators analyzed in text box No. 41 below.

41. Explanation of water quality samples analyzed for:

If “Other”, “Other chemical indicator(s)”, or “Biological Indicator(s)” were selected, enter an explanation of the indicators analyzed in the water quality sample(s).

42. Water quality sample results reported to:**

Select which agencies the water quality sample results were reported to. Multiple agencies can be selected by holding the CTRL key on your keyboard. Select “No water quality samples taken” if the SSO reached a surface water, but water quality sampling was not performed. If your selection includes “Other”, you are required to enter the names of the other agencies reported to in text box No. 43 below.

43. Explanation of water quality samples reported to:

If “Other” was selected, then enter the names of the other agencies the water quality sample results were reported to.

44. Explanation of volume estimation methods used:**

Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency’s SSO response procedures.

45. Cal OES Control Number:**

For spills of 1,000 gallons or greater, enter the control number received from Cal OES when you notified them of the SSO. The control number must be entered without dashes. If multiple notifications were made to Cal OES, use the control number for the first notification. The control number can also be found on the Cal OES website at: [http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview). NOTE: Per section B.3 of the SSS WDRs, Monitoring and Reporting Program (MRP), information provided to Cal OES must be updated related to volume and impacts to surface water if there are significant changes to this information after your initial report.

46. Cal OES called date/time:**

Enter the date and time Cal-OES was notified in a 24-hour clock format. If multiple notifications were made to Cal-OES, use the first call time associated with the control number entered in box No. 45 above. The call date and time can be found on the Cal OES website at: [http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview)

47. SSO Contact information:*

- a. Name and Title (Contact person who can answer specific questions about this SSO)
- b. Contact Person Phone Number

2.4 PRIVATE LATERAL SEWER DISCHARGE (PLSD)

The MRP for the SSS WDRs requires that all Category 1, Category 2, and Category 3 SSOs from an Enrollee's sanitary sewer systems be reported to the SSO Database, however, when failures from Private Laterals result in sewage discharges and the enrollee has knowledge of it, they are not required to report those discharges to the SSO Database. The enrollee can, however, report the PLSD to the SSO Database voluntarily.

Generally, a sanitary sewer lateral is defined as the sewer line running from a connection to a sewer main line to a structure or facility connected to that sanitary sewer system. The lower lateral is usually defined as that portion of the lateral running from the point of connection to the sewer main to the property line or easement line of the parcel being served. The upper lateral is usually defined as that portion of the lateral running from the property or easement line to the structure(s) being served. Some sewer agencies do not own or maintain either portion of the lateral, some agencies own and maintain only the lower lateral, and in some cases, an agency may own and maintain both the upper and lower lateral.

There are thirty four (34) questions total with, depending on how the location information is answered, twelve to fifteen (12-15) of those questions that have to be answered to complete a PLSD report.

2.4.1 PLSD REPORT

1. Spill Location Name:*

Enter the name of the party responsible for the spill. Do not enter private party information (i.e., name or other identifying information).

2. Estimated spill volume?*

Enter the total estimated spill volume. This can be ascertained by questioning the property occupants regarding the spill duration and estimating the volume using standard spill volume estimation methods.

3. Did the spill discharge to a drainage channel and/or surface water?*

This can be determined by the physical evidence at the site.

4. Did the spill reach a storm drainpipe that is not part of a combined sewer system?*

This can be determined by the physical evidence at the site.

5. If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?*

If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning property owners.

- 6. Estimated volume of spill recovered:**
If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.
- 7. Estimated volume of spill that reached surface water, drainage channel, or not recovered from a separate storm drain:**
If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.
- 8. Latitude of spill location (only required if questions 10-14 are not answered): ***
If questions 10 – 14 are not answered, enter the latitude of the spill location. A handheld GPS unit or the “GIS Tool” link on the SSO Database spill report page can be used to determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.
- 9. Longitude of spill location(only required if questions 10-14 are not answered): ***
If questions 10 – 14 are not answered, enter the longitude of the spill location. A handheld GPS unit or the “GIS Tool” link on the SSO Database spill report page can be used to determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.
- 10. Physical Location Details (only required if questions 8 & 9 are not answered):***
If questions 8 and 9 are not answered, for questions 10 – 14, enter the street number, street name, Suite or Apt, City and zip code of the site of the PLSD.
- 15. Spill location description:**
Enter a detailed spill location description. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.
- 16. Spill appearance point:***
Select the spill appearance point from the “Spill Appearance Point:” dropdown. If you selected “other”, you are required to enter a description in text box No. 17 below. The “Spill Appearance Point:” is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.
- 17. Spill appearance point explanation:**
If “Other” and/or multiple appearance points are selected, enter a description of the “Other” SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.
- 18. Final spill destination:**
Select the final destinations of the spill in the “Final Spill Destination” field. Multiple spill locations can be selected by holding the CTRL key on your keyboard. If you selected “other”, you are required to enter a description in text box No 19 below. The

“Final Spill Destination” describes all the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

19. Explanation of final spill destination:

If the “final spill destination” is not listed in the dropdown menu and “Other” was selected question 18, then enter a description of the final spill destination

20. Estimated spill start date/time:*

Enter the estimated spill start date/time in a 24-hour clock format.

21. Date and time sanitary sewer system agency was notified of or discovered the spill: *

Enter the date/time, in a 24-hour clock format, when your agency was notified or discovered the spill. The date/time has to be the same or later than the estimated spill start date/time.

22. Estimated Operator arrival date/time:

Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

23. Estimated spill end date/time:

Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.

24. Spill cause:*

Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was “Other”, you are required to enter an explanation in text box No. 25 below.

25. Spill cause explanation:

If the “spill cause” is not listed in the dropdown menu and “Other” was selected in question 24, then enter a description of the spill cause.

26. PLSD Source:

Select the source of the spill from the dropdown menu. Multiple sources can be selected by holding the CTRL key on your keyboard. If the source selected is “Other”, you are required to enter an explanation in text box No. 27 below.

27. Explanation of PLSD Source:

If the “PLSD Source” is not listed in the dropdown menu and “Other” was selected in question 26, then enter a description of the PLSD Source.

28. Where did failure occur?*

Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the location selected is “Other”, you are required to enter an explanation in text box No. 29 below.

29. Explanation of Where Failure Occurred:

If the “where failure occurred” is not listed in the dropdown menu and “Other” was selected in question 28, then enter a description of where the failure occurred.

- 30. Diameter of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the lateral diameter in inches.
- 31. Material of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the material type of the lateral.
- 32. Estimated age of sewer asset at the point of blockage or failure (if applicable):**
If applicable, enter the estimated age of the sewer asset in whole numbers.
- 33. Spill response activities:**
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was “Other”, enter a description of the response activities in text box No. 34 below.
- 34. Explanation of spill response activities:**
If the “spill response activities” completed are not listed in the dropdown menu and “Other” was selected in question 33, then enter a description of the spill response activities completed.

2.5 NO SPILL CERTIFICATION

The SSS WDRs require enrollees to certify on a monthly basis in the SSO Database that they have not had any overflows for months in which they do not report one or more SSOs. This is a simple process that takes about three clicks of a mouse.

When you are at the main SSO Database screen for your sanitary sewer system, click on the “Generate No Spill Certification” button and the no spill certification screen will appear. You will see three items: (1) a paragraph starting with “I certify under penalty of law that ...”; (2) drop downs and a certification button; and (3) a list of previous No Spill Certifications that your sanitary sewer system staff has submitted (see sample below).

To certify a no-spill month, use the two drop downs to select the month and year and then click on the “Certify” button and your certification will be added to the list below. You should note that in reviewing the list of previous certifications, if you find a month that had no spills and for some reason it was not reported, you can certify that month at any time.

If you have a spill that continues over two months (i.e., starts on the last day of a month but is not stopped until the next month), you should report the spill on the month that it started and, if no other spills occur in the next month in which the spill ended, then that month can be considered a no-spill month. If you have reported one or more Private Lateral Sewage Discharges in a given month but had no SSOs then, a no-spill certification is required to be submitted for that month.

3.0 FREQUENTLY ASKED QUESTIONS

1. What is a sanitary sewer overflow (SSO)?

An SSO is any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

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

If a release of sewage in a construction trench results from construction activity, this is not considered an SSO unless the spill escapes the construction trench.

2. What is a sanitary sewer system?

Any system of pipes, pump stations, sewer lines or other conveyances, upstream of a wastewater treatment plant head-works, used to collect and convey wastewater to the publicly owned treatment facility or another sanitary sewer system. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, but discharges into these temporary storage facilities are not considered to be SSOs. Other common terms for a sanitary sewer system are collection system, wastewater collection system, and sewer system (not to be confused with a storm sewer).

3. What is the purpose of Statewide General Waste Discharge Requirements for Sanitary Sewer Systems – Water Quality Order No. 2006-0003-DWQ (SSS WDRs)?

The purpose of the SSS WDRs is to uniformly regulate sanitary sewer systems throughout the State in an effort to reduce the number and volume of SSOs. The SSS WDRs requires sanitary sewer system agencies to implement sewer system management plans and electronically report all SSOs. The SSS WDRs is available for viewing on the State Water Resource Control Board's (State Water Board's) SSO program web page – www.waterboards.ca.gov/sso/index.html.

4. Who has to apply for coverage under the SSS WDRs?

All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a sanitary sewer system comprised of more than one mile of pipes or sewer lines which collects and conveys untreated wastewater to a publicly owned treatment facility in the State of California are required to apply for coverage under the SSS WDRs. If your sanitary sewer system has one mile or less of sewer pipes or lines, your agency is not required to apply for coverage under the SSS WDRs.

5. How does a sanitary sewer system agency apply for coverage under the SSS WDRs?

To apply for coverage under the SSS WDRs, an agency needs to complete and submit a Notice of Intent (available at State Water Board's SSO program web

page - http://www.waterboards.ca.gov/water_issues/programs/ssw/docs/noi.pdf) to the State Water Board at the address listed on the form. Additionally, instructions on how to complete the Notice of Intent form are available on the [SSO program web page](#).

6. Do sanitary sewer system agencies have to report all SSOs?

Yes. All SSOs from sanitary sewer systems that are covered under the SSS WDRs must be reported electronically to the State Water Board's online SSO Database through the California Integrated Water Quality System (CIWQS). This reporting is in addition to any other notification/reporting that the sanitary sewer system agency is required to do for other State agencies.

7. How do sanitary sewer system agencies report SSOs to meet the requirements of the SSS WDRs?

SSO reports are submitted electronically through the State Water Board's online SSO Database available at <http://ciwqs.waterboards.ca.gov/>.

8. Do sanitary sewer system agencies still have to report SSOs to other agencies?

Yes. Sanitary sewer system agencies must fulfill any and all other applicable SSO reporting requirements pertaining to other agencies or statutes/regulations. The reporting requirements of the SSS WDRs do not supersede or preclude, and are in addition to, reporting requirements from other agencies.

Typically, reporting to other agencies is limited to notification of Cal OES for spills to surface water of 1,000 gallons or more and notification of your local Health Department for spills meeting their threshold reporting requirements. When Cal OES is notified, they will notify all applicable agencies in your jurisdiction of the spill. You should inquire with your local agencies and Health Department staff regarding their notification and reporting requirements.

9. If a sanitary sewer system agency doesn't have any SSOs during the month, does it still have to report?

Yes. If no SSOs occurred during a calendar month, the sanitary sewer system agency must submit a "no spill" certification in the SSO Database.

10. Do sanitary sewer system agencies covered under the SSS WDRs have to report a SSO that results in sewage spilling into someone's home or onto private property?

If the SSO is caused by blockages or flow conditions within the publicly owned portion of the sanitary sewer system, then it must be reported to the SSO Database as an SSO, regardless of the specific spill appearance point.

11. What is a sewer system management plan (SSMP)?

An SSMP is a plan and schedule to properly manage, operate, and maintain all parts of the agencies sanitary sewer system. The SSS WDRs specifies the elements to be included in an SSMP.

12. Who has to implement an SSMP?

All sanitary sewer system agencies that are covered under the SSS WDRs must develop and implement an SSMP.

13. When do sanitary sewer system agencies have to implement their SSMP?

The [Statewide General WDRs for Sanitary Sewer Systems \(SSS WDRs\), WQO No. 2006-0003-DWQ](#) specifies the SSMP implementation schedule that each sanitary sewer system agency was required to follow on adoption of the SSS WDRs. If you are enrolling after adoption of the SSS WDRs, contact State Water Board SSO Reduction Program staff, and they will work out a reasonable schedule with you for development of the SSMP.

14. What if an element of the SSMP isn't applicable to an agency's sanitary sewer system?

The sanitary sewer system agency doesn't need to implement an element of the SSMP if it isn't applicable to their sanitary sewer system. However, the agency must provide an explanation in the SSMP of why that element isn't applicable to their sanitary sewer system and a statement indicating that element will be added if it becomes applicable in the future. If that element becomes applicable in the future, the agency must develop and implement that specific element.

15. Does a sanitary sewer system agency covered under the SSS WDRs have to report the status of their SSMP implementation?

Yes. Each completed phase of an agency's SSMP implementation must be certified in the SSO Database.

16. Do sanitary sewer system agencies have to pay a fee if they are covered under the SSS WDRs?

Yes. All sanitary sewer system agencies covered under the SSS WDRs must pay an annual fee according to the State Water Board's [Waste Discharge Requirement Fee Schedule](#). Once enrolled, agencies will be automatically billed each subsequent year by the State Water Board.

17. How do I remove an erroneous SSO Report or a No-Spill Certification from the database?

If an SSO or No-spill Certification needs to be removed from the database, the CIWQS Help Center needs to be contacted by email. The email should specify the event id# and include a brief explanation of why SSO report or No-Spill Certification should be removed. Valid reasons for SSO Report deletions include, but may not be limited to, duplicate reports and erroneous reports (e.g., the spill turned out to be potable water). Valid reasons for No-Spill certification removals include, but may not be limited to, erroneous No-Spill certifications (e.g., there actual was an SSO in the agencies system for the month in which the No-Spill certification was filed).

18. How often do I have to update my sanitary sewer system Questionnaire?

The Sanitary Sewer System Questionnaire is required to be updated at least every twelve months. If you do not update the Sanitary Sewer System Questionnaire within twelve months of initially filling it out or your last update, the SSO Database will not allow you to enter any reports or certifications until the questionnaire is updated.

19. How do I certify the SSMP elements in CIWQs?

Once the SSMP elements are completed the completion dates for each of the elements is required to be entered in the SSO Database by the agencies LRO.

20. How do I reset my Password?

The password can be reset manually in the SSO Database login screen (<https://ciwqs.waterboards.ca.gov/ciwqs/forgotPassword.jsp>) or by calling the CIWQS Help Center at 866-79-CIWQS (24977).

21. Why do I receive the automated email reminders?

The Email reminders are sent each month to sanitary sewer systems enrolled in the SSS WDRs with outstanding reporting issues like missed No-Spill certifications or draft reports that are overdue for certification. The outstanding items will be listed in the email reminders until the items are completed or corrected in the SSO Database.

22. How do I remove personnel (i.e., LROs and DSs) from the SSO Database?

Agencies are required to notify the State Water Board when there is a change in personnel registered in the SSO Database (e.g., an LRO retires). Request for removal of personnel registered in the SSO Database should be made in writing to the CIWQS Help Center at CIWQS@waterboards.ca.gov.

23. How do I become a Legally Responsible Official (LRO) or Data Submitter (DS) for my agency?

The forms can be downloaded from the SSO Reduction Program Website:
http://www.waterboards.ca.gov/water_issues/programs/sso/docs/lro_form.pdf
http://www.waterboards.ca.gov/water_issues/programs/sso/docs/datasubmitter_form.pdf

Agencies are encouraged to enroll multiple personnel as LROs and DSs to ensure SSO reporting and other reporting requirements of the SSS WDRs can be completed on time in the case of staff vacations, sickness, etc.

24. Can I share my username and password?

NO, that activity is considered a fraudulent activity and may be prosecuted as criminal activity.

25. Who can be contacted for additional information?

For additional information, please contact the:

CIWQS Help Center
Phone: 866-79-CIWQS (24977)
Email: ciwqs@waterboards.ca.gov
Monday through Friday (excluding State Holidays)
8:00 a.m. - 5:00 p.m.

Or

SSO Reduction Program Staff
http://www.waterboards.ca.gov/water_issues/programs/sso/index.shtml#contact

26. What INFORMAL enforcement could an Enrollee expect for not complying with the SSS WDRs?

- a. Verbal warning.
- b. Notice of Violation (NOV).
- c. Staff Enforcement Letter
 - i. Penalties of \$10,000 per day and \$10 per gallon for spills over 1,000 gallons (per Water Code 13350 or 13383).

For additional information, contact the [State Water Board Office of Enforcement](#) at 916-341-5272.

27. What FORMAL enforcement could an Enrollee be subject to for not complying with the SSS WDRs?

- a. Water Code 13267 Order:
 - i. Technical report/justified by need.
- b. Discharge To Surface Waters/Storm Drain Not Recovered:
 - i. Penalties of \$10,000 per day and \$10 per gallon for spills over 1,000 gallons (per Water Code 13350 or 13383)
- c. Violations of the SSS WDRs not associated with a discharge:
 - Water Code 13268 violations (\$1,000 per day for failure to):
 - i. Failure to comply with any MRP requirement, including:
 - 1. Failure to report and certify all SSOs.
 - 2. Failure to accurately reporting (i.e., intentional falsification) of any SSO.
 - 3. Failure to provide 2 hour notification for an SSO to surface water of 1,000 gallons or more.
 - 4. Failure to submit a draft SSO report within the required time line (e.g., failure to submit draft Category 2 SSO report within 3 business days).
 - 5. Failure to submit a certified SSO report within the required time line (e.g., failure to submit certified Category 1 SSO report within 15 business days).
 - 6. Failure to certify SSMP elements within the required timeframes.
 - 7. Failure to implement the SSMP as specified in the adopted plan.
 - 8. Failure to comply with any record keeping requirement.
 - 9. Failure to complete the questionnaire or update it every twelve months.
 - 10. Failure to complete an SSMP audit within required timeframes.

28. Where can I find some examples of FORMAL enforcement actions that have been taken by the State or Regional Water Boards?

- a. [Enforcement Reports.](#)
- b. [Region 3 \(Central Coast Water Board\).](#)
- c. [Region 9 \(San Diego Water Board\).](#)
- d. [Region 2 \(San Francisco Bay Area Water Board\).](#)
- e. [Region 4 \(Los Angeles Water Board\).](#)
- f. [Region 5 \(Central Valley Water Board\).](#)

29. If my agency owns multiple sanitary sewer systems of one mile or greater that are not contiguous, are we required to submit an NOI (i.e., enroll) each sanitary sewer system separately or can they all be included under one NOI?

Enrollees who own multiple sanitary sewer systems meeting enrollment requirements that are not physically connected are required to enroll each distinct sanitary sewer system separately under the SSS WDRs if they are managed as distinct assets in the form of separate sanitation districts, under separate operations and maintenance, and/or capital improvement budgets, or are otherwise managed as distinct and separate sanitary sewer systems.

30. What is the difference between a PLSD and an SSO?

The failure point determines the difference between a PLSD and an SSO. PLSDs are sewage discharges that are caused by blockages or other problems within a privately-owned lateral or other private sewer asset, regardless of actual sewage appearance point(s). SSOs are sewage discharges that are caused by blockages or other problems within the publicly-owned sanitary sewer system, regardless of actual sewage appearance point(s). For instance, if a blockage in the publicly –owned sanitary sewer system causes a back-up in a private residence (e.g., a basement, a cleanout), the overflow should be reported to the SSO Database as an SSO not a PLSD.

31. Do I have to submit my internal two-year audits to the State and Regional Water Boards?

No, unless it is requested by the State and/or Regional Water Boards. The Audit findings should be kept in your records and made available upon State and/or Regional Water Board staff request.

32. When is governing board approval required for changes to the SSMP?

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the SSMP is only required, in accordance with section D.14 of the SSS WDRs, when significant updates to the SSMP are made. Significant updates generally mean SSMP updates requiring additional monies to implement the SSMP which must be approved by the governing board.

33. Can I register multiple LROs and DSs for my sanitary sewer system?

Yes, it is encouraged to have multiple LROs and DSs. See [Section 1.1](#) for additional information.

34. Where can I access SSO data submitted by my agency?

SSO data is publicly available via the [SSO Reduction Program website](#).

- a. [Interactive SSO Report](#) - The SSO Report allows users to view summary information of the certified SSOs reported by Enrollees as well as complete certified reports submitted for specific sewage discharge locations.
- b. [Public Sewage Spill Incident Map](#) - These interactive geographic information system (GIS) maps, updated nightly, graphically display all certified sanitary sewer overflow (SSO) reports entered by enrolled sanitary sewer systems. The GIS map data includes the spill location, amount, cause, and name of the responsible or reporting agency.

- c. [SSO Data Flat Files](#) – These files contain all the raw data submitted to the SSO Database. The raw data files include draft, work in progress, and certified SSO and PLSD reports.

35. Do I have to notify other agencies if my agency intends to recover sewage from a surface water?

Yes. Based on guidance from the California Department of Fish and Wildlife (CDFW), Lake and Streambed Alteration Program, Habitat Conservation Planning Branch staff, the following notifications and permits may be required to recover water from a surface water body:

For Lake and Streambed Alteration program purposes, a formal notification to the Department will be necessary to block a creek for any purpose. If the applicant has an agreement before the spill occurs, there will likely be measures within the agreement that include a spill contingency plan outlining steps necessary to protect fish and wildlife resources.

In the event of an emergency, work can begin without entering into an agreement with the Department, however an Emergency Notification must still be sent to the Department within 14 days of beginning work. Emergencies are defined by the program as follows:

- 1) Immediate emergency work necessary to protect life or property;
- 2) Immediate emergency repairs to public service facilities necessary to maintain service as a result of a disaster in an area in which the Governor has proclaimed a state of emergency; and/or
- 3) Emergency projects undertaken, carried out, or approved by a state or local governmental agency to maintain, repair, or restore an existing highway, as defined in Vehicle Code section 360, within the existing right-of-way of the highway, that has been damaged as a result of fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, within one year of the damage.

The Notification forms, instructions and current fee schedule can be accessed online at <http://www.dfg.ca.gov/habcon/1600/forms.html>. The complete Notification along with all applicable fees should be sent to the regional office serving the county in which the project will take place. Regional contact information can also be accessed online at <http://www.dfg.ca.gov/regions/>. Enrollees can contact CDFW at **1-888-334-2258**.

If there are listed species, the entity may need an Incidental Take Permit (ITP) from the California Endangered Species Act (CESA) permitting program. A regional representative for the office serving the county in which a project may take place will be able to assist you in navigating the Department permits an entity may need for this type of work. You can find contact information for regional offices online at <http://www.dfg.ca.gov/regions/>.

In addition, the agencies noted below may also need to be contacted to gain approval for diverting water from waters of the U.S. and waters of the State:

State agencies:

- Coastal Commission
- Department of Conservation
- Department of Forestry
- Department of Water Resources
- Regional Water Quality Control Boards
- State Lands Commission

Federal agencies:

- NOAA Fisheries
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- U.S. Forest Service

SSO Reduction Program Staff acknowledges the efforts that some agencies take to mitigate the effects of SSOs that reach surface waters. However, staff believes that regardless of the amount of wastewater recovered from a surface water, the damage to the surface water may not be mitigated, and may be exacerbated, by recovery of the comingled sewage and receiving water. Each case is unique, and the enrollees should follow the procedures outlined in their Overflow Emergency Response Plan element of the SSMP to cleanup and mitigate the effects of their SSOs.

4.0 LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CDO	Cease and Desist Order
CIP	Capital Improvements Program
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CVCWA	Central Valley Clean Water Agencies
CWEA	California Water Environmental Association
CY	Calendar Year
DS	Data Submitter
DWQ	Department of Water Quality (of the State Water Resources Control Board)
ES	Executive Summary
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments

FY	Fiscal Year
GIS	Geographic Information System
GSC	Grease Source Control
I/I	Infiltration and Inflow
LRO	Legally Responsible Official
MUD	Municipal Utility District
NGO	Non-Government Organization
NOV	Notice of Violation
O&M	Operations & Maintenance
PLCO	Property Line Clean-Out
PM	Preventive Maintenance
POTW	Publicly Owned Treatment Works
PVC	Polyvinyl Chloride
QA/QC	Quality Assurance/Quality Control
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS WDR	Waste Discharge Requirements for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
TVI	Television Inspection
USEPA	United States Environmental Protection Agency
VCP	Vitrified Clay Pipe
WDR	Waste Discharge Requirements
WDID	Waste Discharge Identification Number
WEF	Water Environment Federation
WWTP	Wastewater Treatment Plant

5.0 GLOSSARY OF TERMS

Enrollee – A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ)

Event ID – A unique identifier assigned by the SSO Database to each reported SSO or private lateral sewage discharge.

Lateral (also called Service Lateral) – The segment of pipe which connects a private home, building, or development to the publicly owned sewer main. The responsibility for maintaining a lateral can be solely that of the sewerage agency or private property owner; or it can be shared between the two parties. Local communities and land ownership dictate lateral responsibility and the basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral definitions.

Lower Lateral – That portion of a lateral usually from the property line or easement line to the sewer main. Sewer agencies may or may not be responsible for maintenance of this portion of the lateral. If not, the lower lateral is owned and maintained by the property owner of the property its serves.

Miles of Private Laterals – Amount of private laterals tributary to an Enrollee’s sanitary sewer system, which private property owners are responsible for maintaining, expressed in miles.

Percent Reached Surface Water – Volume of sewage discharged from an SSO or PLSD that reached surface water divided by the total volume of the SSO or PLSD.

Percent Recovered – Volume of the SSO or PLSD that was captured and returned to the sanitary sewer system or private lateral divided by the total volume of the SSO or PLSD.

Private Lateral – Privately owned lateral.

Private Lateral Sewage Discharge (PLSD) – Sewage discharges that are caused by blockages or other problems within privately owned laterals or other private sewer system assets which are tributary to the reporting Enrollee’s sanitary sewer system. Reports of these events are submitted by Enrollees on a voluntary basis but are not their responsibility. This type of sewage discharge is the responsibility of the private lateral owner.

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- i. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;

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

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

Service Lateral – See Lateral definition.

Spill – Generic term referring to any sewage discharge (i.e., SSO or private lateral sewage discharge) resulting from a failure in a sanitary sewer system or privately owned lateral or other private sewer system asset.

SSO Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a municipal separate storm sewer system 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 municipal separate storm sewer system 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).

SSO Category 2 – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges that reach a municipal separate storm sewer system are considered Category 2 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

SSO Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition. Specifically, discharges of untreated or partially treated wastewater of less than 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges of less than 1,000 gallons that reach a municipal separate storm sewer system are considered Category 3 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

SSO Database – Online reporting system developed, hosted, and maintained by the State Water Resources Control Board for compliance with the Monitoring and Reporting Program contained in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ).

Total # of SSOs per 100 miles of Sewer – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the number of SSOs, for which the reporting Enrollee is responsible, for every 100 miles of pipe or sewer lines in an Enrollee’s sanitary sewer system. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. The metric is calculated as described below:

$$SSOs \text{ per } 100 \text{ Miles of Sewer} = \frac{\text{Total Number of SSOs}}{\text{Total Miles of Pipe} * } \times 100$$

* Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals

Total Volume of SSOs Reached Surface Water per 100 miles of Sewer – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the volume of SSOs, for which the reporting Enrollee is responsible, that reached surface water for every 100 miles of pipe or sewer lines in an Enrollee’s sanitary sewer system. Because sewage discharges that reach surface water pose a greater threat to public health and the environment, this metric reflects some accounting of the impact posed by an Enrollee’s SSOs. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. The metric is calculated as described below:

$$SSO \text{ Volume Reaching SW (gal)} = \frac{\text{Total SSO Volume Reachign SW}}{\text{Total Miles of Pipe} * } \times 100$$

* Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals

Total Volume Reached Surface Water – Amount of sewage discharged from a sanitary sewer system or private lateral or other private sewer system asset that reaches a surface water.

Total Volume Recovered – Amount of sewage discharged that was captured and returned to the sanitary sewer system or private sewer system asset.

Upper Lateral – Portion of a lateral usually from the building foundation to the property line or easement line where it is connected to the Lower Lateral. Sewer agencies usually do not own and maintain this portion of a Lateral. That responsibility is usually with the owner of the property the lateral serves.

WDID – Waste Discharge Identification number which is a unique identifier assigned by the State Water Board to each Enrollee for regulatory record and data management purposes.

6.0 SPILL FORMS AND QUESTIONNAIRE EXAMPLES

6.1 QUESTIONNAIRE



SSO - Questionnaire ? [SSO Menu](#)

Regional Water Board: Region 5S - Sacramento
Agency: State Water Resources Control Board
Sanitary Sewer System: Demo South CS
WDID: 5SSO10000

Collection System Questionnaire

Save

Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

Last updated: 2013-07-24 **First updated:** 2007-04-10

Collection System Questionnaire ?

1) Sanitary Sewer System Category: Municipal (Public)

2) What is the population served by your agency's sanitary sewer system? 1,000

3) What is your current annual operation and maintenance budget for sanitary sewer system facilities? \$50,000

4) What is your current annual capital expenditure budget for sanitary sewer system facilities? \$100,000

Please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

5) Entry Level (Less than 2 years experience)
 Number of agency employees? 1

6) Journey Level (Greater than or equal 2 years experience)
 Number of agency employees? 2

7) Supervisory Level
 Number of agency employees? 3

8) Managerial Level
 Number of agency employees? 4

Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

9) Grade I
 Number of certified (Grade I Collection System Maintenance) agency employees: 1
 Number of certified (Grade I Plant Maintenance Technologist) agency employees? 2

10) Grade II
 Number of certified (Grade II Collection System Maintenance) agency employees: 1
 Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees: 1
 Number of certified (Grade II Mechanical Technologist) agency employees: 1

11) Grade III
 Number of certified (Grade III Collection System Maintenance) agency employees: 1
 Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees: 1
 Number of certified (Grade III Mechanical Technologist) agency employees: 1

12) Grade IV
 Number of certified (Grade IV Collection System Maintenance) agency employees: 1
 Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees: 1
 Number of certified (Grade IV Mechanical Technologist) agency employees: 1

13) OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY's CERTIFICATES OF COMPLETION
 Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees: 0
 Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees: 0

14) Estimated Size Distributions of Assets (note: total % must sum to 100%)

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)

6 inches or less	<input type="text" value="14"/>	<input type="text" value="14"/>
8 inches	<input type="text" value="14"/>	<input type="text" value="14"/>
9 - 18 inches	<input type="text" value="14"/>	<input type="text" value="14"/>
19 - 36 inches	<input type="text" value="14"/>	<input type="text" value="14"/>
> 36	<input type="text" value="14"/>	<input type="text" value="14"/>
Unknown Diameter	<input type="text" value="30"/>	<input type="text" value="30"/>
Totals	<input type="text" value="100"/>	<input type="text" value="100"/>

15) How many miles of forced mains and other pressure systems?

16) How many miles of gravity sewers?

17) Estimated total miles of laterals (upper and lower)?

18) Which portion of laterals is your agency responsible for?

(If the answer of question-18 is None, answer 0 (zero) for question-19)

19) Estimated total miles of laterals your agency is responsible for?

20) Number of service lateral connections?

21) Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of: (note: total % must sum to 100%)

Age	Gravity Mainlines & Force Mains (%)	Pump Stations (*) 75k Gal/day & Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
1980 - 1999	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1960 - 1979	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1940 - 1959	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1920 - 1939	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1900 - 1919	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Before 1900	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown Age	<input type="text" value="93"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="2"/>

(*) For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (i.e., flow measurement) or calculated peak flow (e.g., # EDUs x Flow/EDU x Peaking Factor). Age is date asset was originally constructed.

22) Estimated total miles of your sewer system not accessible for maintenance?

23) How many miles of sewer system did you clean last year(miles)?

24) How many miles of sewer system did you inspect(e.g., CCTV) last year (miles)?

25) Estimated Sewer System Flow Characteristics

Average Daily Dry Weather Flow (MGD) Peak Daily Wet Weather Flow (MGD)

26) Where does this Sanitary Sewer System Discharge to?

Where it goes?	Name	WDID
<input type="text" value="WWTP same agency"/>	<input type="text" value="Wastewater Treatment Plant"/>	<input type="text" value="5 12345678"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

27a) Are there any tributary sanitary sewer systems?

27b) If yes, please list below:

Tributary system owned by your agency?	Tributary Collection System Name	Tributary Collection System WDID
<input type="text" value="No"/>	<input type="text" value="Example CS"/>	<input type="text" value="5SSO12345"/>
<input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

Select ... ▼

Select ... ▼

28) How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system

29) How many force main aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?

30) How many siphons used to convey sewage are located throughout the sewer system?

Save

Note: All questions are required to be answered. Enter NA for questions that do not apply or unknown.

[Export Questionnaire History To Excel](#)

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6.2 SSO CATEGORY 1



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Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information ?

[SSO Menu](#)

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WDID: 5SSO10000 Sanitary Sewer System: Demo South CS

[General Info](#) [Spill Related Parties](#) [Attachments](#)

Spill - General Information, Screen 2

You have minutes to save your report before your session expires.

Note: Questions with ****** are required to be answered for 'Save Work in Progress'.

Questions with ***** are required to be answered for 'Submit Draft'.

Questions with ******* are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: [SSO Demo](#)

1 - Spill Type: Category 1

*** 2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons

c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons

e) Estimated spill volume discharged directly to a surface water body? gallons

f) Estimated spill volume recovered from surface water body? gallons

g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons

h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 8 - Longitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

Spill Details

*** 12 - Number Of appearance points:**

*** 13 - Spill appearance point:**
(Hold Ctrl key to Select Multiple answers from the list)

*** 14 - Spill appearance point explanation:**
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**** 15 - Final spill destination:**
(Hold Ctrl key to Select Multiple answers from the list)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*** 17 - Estimated spill start date/time:** : Date Format: MM/DD/YYYY

*** 18 - Date and time sanitary sewer system agency was notified of or discovered spill:** : Date Format: MM/DD/YYYY

*** 19 - Estimated Operator arrival date/time:** : Date Format: MM/DD/YYYY

**** 20 - Estimated spill end date/time:** : Date Format: MM/DD/YYYY

**** 21 - Spill cause:**

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**** 23 - Where did failure occur?**

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**** 25 - Was this spill associated with a storm event?**

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

**** 29 - Spill response activities:**
(Hold Ctrl key to Select Multiple answers from the list)

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

**** 31 - Spill response completion date:** : Date Format: MM/DD/YYYY

**** 32 - Spill corrective action taken:**
(Hold Ctrl key to Select Multiple answers from the list)

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

**** 34a - Is there an ongoing investigation?**

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water:

**** 36 - Health warnings posted?**

**** 37 - Did the spill result in a beach closure (If YES, answer questions 38)?**

**** 38 - Name of impacted beach(es) (enter NA if None):**

39 - Name of impacted surface water(s) (enter Un-named Tributary to XXXXX where XXXXX is the name of first named downstream tributary if receiving surface water body is un-named):

****40 - Water quality samples analyzed for:**
(Hold Ctrl key to Select Multiple answers from the list)

41 - Explanation of water quality samples analyzed for:
(Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")

****42 - Water quality sample results reported to:**
(Hold Ctrl key to Select Multiple answers)

County Health Agency
Regional Water Quality Control Board
Other (specify below)

43 - Explanation of water quality sample results reported to:
(Required if water quality sample results reported to is "Other")

**** 44 - Explanation of volume estimation methods used:**
(Describe how you developed spill volume estimates for this spill)

Notification Details

45 - Cal OES Control Number
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

46 - Cal OES Called Date/Time
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

: : Date Format: MM/DD/YYYY

*** 47(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)**

*** 47(b) - Contact Person Phone Number**

Save Work in Progress

Submit Draft

Ready to Certify

6.3 SSO CATEGORY 2



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Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information ?

[SSO Menu](#)

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WDID: 5SSO10000 Sanitary Sewer System: Demo South CS

[General Info](#) [Spill Related Parties](#) [Attachments](#)

Spill - General Information, Screen 2

Save Work in Progress Submit Draft Ready to Certify

You have minutes to save your report before your session expires.

Note: Questions with ****** are required to be answered for 'Save Work in Progress'.
 Questions with ***** are required to be answered for 'Submit Draft'.
 Questions with ******* are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: [SSO Demo](#)

1 - Spill Type: Category 2

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 8 - Longitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

Spill Details

* 12 - Number Of appearance points:

* 13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)

* 14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

** 15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

* 17 - Estimated spill start date/time: : Date Format: MM/DD/YYYY

* 18 - Date and time sanitary sewer system agency was notified of or discovered spill: : Date Format: MM/DD/YYYY

* 19 - Estimated Operator arrival date/time: : Date Format: MM/DD/YYYY

** 20 - Estimated spill end date/time: : Date Format: MM/DD/YYYY

** 21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

** 23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

** 25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: : Date Format: MM/DD/YYYY

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

35 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

* 36(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

* 36(b) - Contact Person Phone Number

6.4 SSO CATEGORY 3



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information ?

[SSO Menu](#)

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WDID: 5SSO10000 Sanitary Sewer System: Demo South CS

[General Info](#) [Spill Related Parties](#) [Attachments](#)

Spill - General Information, Screen 2

You have minutes to save your report before your session expires.

Note: Questions with ****** are required to be answered for 'Save Work in Progress'.
 Questions with ***** are required to be answered for 'Submit Draft'.
 Questions with ******* are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: [SSO Demo](#)

1 - Spill Type: Category 3

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 8 - Longitude of spill location: deg. min. sec. OR decimal degrees [\[Map \]](#)

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

Spill Details

* 12 - Number Of appearance points:

* 13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)

* 14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

** 15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

* 17 - Estimated spill start date/time: Date Format: MM/DD/YYYY

* 18 - Date and time sanitary sewer system agency was notified of or discovered spill: Date Format: MM/DD/YYYY

* 19 - Estimated Operator arrival date/time: Date Format: MM/DD/YYYY

** 20 - Estimated spill end date/time: Date Format: MM/DD/YYYY

** 21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

** 23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

** 25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

29 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

* 30(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

* 30(b) - Contact Person Phone Number

6.1 NO SPILL CERTIFICATION



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

You are logged-in as: SSO Demo . If this account does not belong to you, please log out.

SSO - No Spill Certification [?](#) [SSO Menu](#)

Regional Water Board: Region 5S - Sacramento
Agency: State Water Resources Control Board
Sanitary Sewer System: Demo South CS
WDID: 5SSO10000

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:

Certifier Name*:

Certifier Title*:

Executed On*:

Executed At*:

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified UserID	Certified Name
2362863	February 2013	2013-7-19.13.39. 26. 0	SSO Demo	d
2362859	January 2013	2013-7-17.14.51. 11. 0	SSO Demo	test
2306210	September 2011	2011-11-10.9.34. 37. 0	SSO Demo	Test
2294930	January 2011	2011-7-15.11.57. 22. 0	SSO Demo	
2253851	July 2010	2010-8-19.8.59. 38. 0	SSO Demo	
2247649	June 2010	2010-7-7.13.43. 35. 0	SSO Demo	
2239286	April 2010	2010-4-29.11.10. 18. 0	SSO Demo	
2212902	December 2009	2009-11-9.8.19. 48. 0	SSO Demo	
821795	December 2009	2009-4-9.7.47. 6. 0	SSO Demo	
2199725	August 2009	2009-8-31.7.18. 33. 0	SSO Demo	
2186309	July 2009	2009-7-13.10.4. 36. 0	SSO Demo	
2186308	July 2009	2009-7-13.9.47. 7. 0	SSO Demo	
829411	June 2009	2009-5-27.16.9. 12. 0	SSO Demo	
821794	April 2009	2009-4-9.7.42. 29. 0	SSO Demo	
826402	March 2009	2009-5-11.8.26. 15. 0	SSO Demo	
821793	March 2009	2009-4-9.7.41. 39. 0	SSO Demo	
821792	March 2009	2009-4-9.7.28. 7. 0	SSO Demo	
803308	November 2008	2008-11-12.15.7. 17. 0	SSO Demo	
803281	October 2008	2008-11-12.10.16. 34. 0	SSO Demo	
803282	October 2008	2008-11-12.10.18. 7. 0	SSO Demo	
821791	April 2008	2009-4-9.7.25. 16. 0	SSO Demo	
2182154	February 2008	2009-7-1.10.40. 39. 0	SSO Demo	
803303	January 2008	2008-11-12.14.1. 34. 0	SSO Demo	
2174848	December 2007	2009-6-22.13.7. 40. 0	SSO Demo	
2232727	January 2007	2010-3-8.11.33. 49. 0	SSO Demo	
2248328	August 2006	2010-7-12.9.40. 51. 0	SSO Demo	
491397	February 2006	2007-4-10.9.41. 34. 0	SSO Demo	

7.0 RESOURCES
7.1 PRE-INSPECTION QUESTIONNAIRE



SEWER COLLECTION SYSTEM
PRE-INSPECTION QUESTIONNAIRE
Version 1.5

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PART 1 — DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes mandatory questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order No. 2006-0003-DWQ (hereafter SSSWDR), and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP).

All of the questions in this Questionnaire must be answered by the Enrollee (one Questionnaire for each collection system only) to demonstrate how the agency is complying with the SSSWDR and the Amended MRP. All responses provided in the Questionnaire along with the documentation required to be submitted by each Enrollee (see Part 3, Section 1) will be used by the Water Boards to prioritize inspection and enforcement activities statewide for the SSSWDR.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.
2. Save an electronic copy of the completed Pre-Inspection Questionnaire (in MS Word), and the other documentation required for your collection system (see Part 3, Section 1). Print the last page of this Questionnaire and sign it in ink. Submit the electronic copy (e.g., CD) and the original completed last page to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

PART 3 — REQUIRED INFORMATION

1 DOCUMENTATION

Please mail an electronic copy (e.g., CD) of the following documents to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

- 1.1 Sewer System Management Plan [(SSMP) [Sanitary Sewer System General Waste Discharge Requirements (SSSWDR), Sect. D.13] and any documents referenced within the SSMP. Also include documentation showing approval of the SSMP by your agency's local governing board (e.g., Board Resolution or other documentation).
- 1.2 SSMP Program Audit¹ [SSSWDR, Sect. D.13(x)], if not contained within your agency's SSMP
- 1.3 Sewer System Area Map [SSSWDR, Sect. D.13(iv)], if not contained within your agency's SSMP
- 1.4 Local Sewer Use Ordinance [SSSWDR, Sects. D.13(iii) and D.13(vi)], if not contained within your agency's SSMP
- 1.5 Evidence of Agency's SSO Field Response Documentation [SSSWDR, Amended MRP, B.5], if not contained within your agency's SSMP
- 1.6 Rehabilitation and Replacement Plan [SSSWDR, Sect. D.13(iv)(c)], if not contained within your agency's SSMP

¹ To satisfy SSSWDR, Sect. D.13(x), the SSMP Audit must occur at least every two years following the original approval date of the agency's SSMP by the local governing board. The SSMP Audit must measure the effectiveness and compliance of an Enrollee's SSMP.

1.7 Capital Improvement Plan (CIP) Schedule for System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR, Sect. D.13(viii)], if not contained within your agency's SSMP

2 Basic Information

2.1 Collection System Waste Discharge ID number (WDID) and Collection System Name: _____

2.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number):

2.3 Type of Sanitary Sewer System (select ONE of the following: Municipal, Park, School, Military, Hospital, Prison, Airport, Port, Other)

2.4 What is the population served by your agency's sanitary sewer system?

2.5 What is this fiscal year's budget for operation and maintenance sanitary sewer system facilities?

2.6 What is this fiscal year's budget for capital expenditures for sanitary sewer system facilities?

For questions 2.7 - 2.10, please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

2.7 Entry Level (Less than 2 years experience)

Number of agency employees?

2.8 Journey Level (Greater than or equal to 2 years experience)

Number of agency employees?

2.9 Supervisory Level

Number of agency employees?

2.10 Managerial Level

Number of agency employees?

For questions 2.11 – 2.14, please identify the total number of employees who hold CWEA Certification for Collection System Maintenance for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

2.11 Grade I

Number of certified (Grade I Collection System Maintenance) agency employees:

Number of certified (Grade I Plant Maintenance Technologist) agency employees:

2.12 Grade II

Number of certified (Grade II Collection System Maintenance) agency employees:

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade II Mechanical Technologist) agency employees:

2.13 Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade III Mechanical Technologist) agency employees:

2.14 Grade IV

Number of certified (Grade IV Collection System Maintenance) agency employees:

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade IV Mechanical Technologist) agency employees:

2.15 Estimated Size Distribution of Assets

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	[# or ENTER ZERO]	[# or ENTER ZERO]
8 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
9 - 18 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
19 - 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
> 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Diameter	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals	[# or ENTER ZERO]	[# or ENTER ZERO]

2.16 For which portion of sewer service laterals is your agency responsible?

(If None, skip question 2.17.)

2.17 Estimated total miles of sewer service laterals (upper and lower) for which your agency is responsible?

2.18 Number of sewer service lateral connections?

2.19 Estimated total miles of easements within your sanitary sewer system?

2.20 What is your total easement sewer system cleaning production in miles/year?

2.21 What is your total gravity sewer system cleaning production in miles/year?

2.22 Does your agency own any separately enrolled collection systems? [Y/N]

2.23 If yes to question 2.22, which collection system(s) does your agency own?

Collection System name(s):

Collection System WDID(s):

2.24 Which wastewater treatment plant(s) (WWTPs) ultimately receive wastewater from this collection system?

Receiving Treatment Plant name(s):

Receiving Treatment Plant WDID(s):

2.25 For question 2.24, does your agency own this/these WWTP(s)? [Y/N]

2.26 Does your collection system discharge into any other collection system(s)]? [Y/N]

2.27 If yes to question 2.26, which collection system(s) receive wastewater from this collection system?

Receiving Collection System name(s):

Receiving Collection System WDID(s):

2.28 Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? [Y/N]

2.29 If yes to question 2.28, which collection system(s) discharge into this collection system?

Upstream Collection System name(s):

Upstream Collection System WDID(s):

2.30 Estimated Collection System Flow Characteristics for your collection system:

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
[# or Unknown]	[# or Unknown]
Enter description here how info. Is derived (based on EDUs measured, etc.)	Enter description here how info. Is derived (based on EDUs measured, etc.)

2.31 How many pump stations are there throughout the sewer collection system?

2.32 How many feet of above ground gravity pipelines are there throughout the sewer collection system?

2.33 How many feet of above ground pressurized pipelines are located throughout the sewer collection system?

2.34 How many air relief valves (ARVs) are located throughout the sewer collection system?

2.35 How many siphons are there throughout the sewer collection system?

2.36 Specify the percentage of piping and the number of pump stations constructed in the following table below:
(note: total percentage must equal 100%)

Age	Source of Age Info. (records, estimated, etc.)	Gravity & Pressure Sewers (%)	Pump Stations ² 25k Gal/day & Over (number of stations)	Pump Stations ¹ Under 25k Gal/day (number of stations)
2000 - Present		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1980 - 1999		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1960 - 1979		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1940 - 1959		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1920 - 1939		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1900 - 1919		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Before 1900		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Age		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]

¹ For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data. Age is date asset was originally constructed.

3 ORGANIZATION

Local Governing Board Information

3.1 [SSSWDR, Sect. D.13(ii)]: Is/are your agency's Legally Responsible Official(s) and Data Submitter(s) registration information up-to-date with the State Water Board? [Y/N]

3.2 [SSSWDR, Sect. D.13(ii)]: If your local governing board has an internet website, please specify the internet address here:

3.3 [SSSWDR, Sect. D.13(ii)]: Please list the names and titles of each of your agency's current governing board members:

Sewer System Management Plan Information

3.4 [SSSWDR, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N]

3.5 [SSSWDR, Sect. E.]: If yes to question 3.4, please provide the internet address here: _____

4 SEWER SYSTEM ASSETS

General System Information

4.1 [SSSWDR, Findings 2 & 3]: Please specify the basis for the population estimate in question 2.4 (e.g., official census data, estimated by agency, etc.)?

4.2 [SSSWDR, Sects. D.8, D.10]: What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? [# or Unknown]

4.3 [SSSWDR, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?

4.4 [SSSWDR, Sects. D.8, D.10]: Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. [% FOR EACH or Unknown]

Asset Mapping

4.5 [SSSWDR, D.13(iv)]: Has your agency identified and mapped all the gravity sewer line segments, public access points (manholes, lamp holes, rod holes, etc.), pumping facilities, pressure pipes and valves, and stormwater-related facilities? [Y/N]

4.6 [SSSWDR, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N]

4.7 [SSSWDR, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N]

4.8 [SSSWDR, D.8 and D.10]: What is the estimated number of gravity sewer line pipe segments located throughout the collection system? [# or Unknown]

4.9 [SSSWDR, D.13(iv)]: Does your agency have a formal review process in place to ensure that any mapping issues noted by field staff or others are addressed? [Y/N]

4.10 [SSSWDR, D.13(iv)]: Please indicate the total number of public access points (manholes, lamp holes, rod holes, etc.) located within your sewer collection system. [# or Unknown]

Sewer Service Laterals [SSSWDR, D.8, D.13(iv)]

4.11 Has your agency ever historically owned or maintained any portion of sewer service laterals? [Y/N or Unknown]

4.12 Does your agency have a voluntary sewer service lateral incentive program in place? [Y/N]

4.13 How many incoming complaints did your agency receive for privately-owned sewer service lateral problems in the previous fiscal year? [# or Unknown]

4.14 How many service calls did your agency respond to in the field for privately-owned service lateral problems in the previous fiscal year? [# or Unknown]

Pumping Facility Assets

For questions 4.15 – 4.32 refer to your pump station assets from question 2.31 (above)

- 4.15 [SSSWDR, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N]
- 4.16 [SSSWDR, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N]
- 4.17 [SSSWDR, D.8 and D.10]: How many of these assets have redundant pipelines installed? [#]
- 4.18 [SSSWDR, D.8 and D.10]: How many have dedicated emergency stand-by power generators located onsite? [#]
- 4.19 [SSSWDR, D.8 and D.10]: Has your agency developed standard and emergency operating procedures for each asset in the event of a power and/or pumping failure? [Y/N]
- 4.20 [SSSWDR, D.8 and D.10]: Has your agency determined the lowest hydraulic overflow point(s) and calculated the longest possible holding time(s) for each asset? [Y/N]
- 4.21 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N]
- 4.22 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: For question 4.21, does your agency maintain the spare parts identified for each asset? [Y/N]
- 4.23 [SSSWDR, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? [#]
- 4.24 [SSSWDR, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? [#]
- 4.25 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.26 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? [#]
- 4.27 [SSSWDR, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? [#]
- 4.28 [SSSWDR, D.8 and D.10]: For question 4.27, how many can be remotely operated? [#]
- 4.29 [SSSWDR, D.8 and D.10]: How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? [#]
- 4.30 [SSSWDR, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? [#]
- 4.31 [SSSWDR, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? [#]
- 4.32 [SSSWDR, D.8 and D.10]: How many have electrical power connections installed to allow for the use of portable emergency generators? [#]

Force Main Sewer Assets

- 4.33 [SSSWDR, D.8, D.13(iv)]: How many sewer force mains are owned by your agency? [#]
- 4.34 [SSSWDR, D.8, D.13(iv)]: For the assets in question 4.33, has your agency conducted a risk assessment for each asset? [Y/N]
- 4.36 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, how many have a dedicated corrosion protection system(s) installed? [#]
- 4.37 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, what is the total number of air relief valves installed? [#]

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSSWDR, D.9]

- 5.1 Does your agency utilize an Enterprise Fund for services provided to the public? [Y/N]
- 5.2 If yes to question 5.1, what are the total estimated annual revenues generated from this fund? [#]
- 5.3 If yes to 5.1, what is the current fund balance? [#]
- 5.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., user fees, annual budget allocation, property taxes, etc.).
-
- 5.5 What is your agency's total number of billed sewer connections? [# OR Unknown]
- 5.6 What is your agency's total number of billed customers for sewer service? [# OR Unknown]
- 5.7 What is your agency's current average monthly household user fee for sewage collection only? [\$ or Unknown]
- 5.8 For the answer in 5.7, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.)
- 5.9 Has your local governing board approved any future sewer use fee increase(s)? [Y/N]

Operations, Maintenance and Capital Funds and Expenditures [SSSWDR, Sects. D.9]

- 5.10 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) of sewer assets? [\$]
- 5.11 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipelines or equipment)? [\$]

6 LOCAL SEWER USE ORDINANCE [SSSWDR, D.13(iii) and/or D.13(vii)]

- 6.1 Does your agency have an adopted sewer use ordinance (Ordinance)? [Y/N]
- If no to question 6.1, skip to question 7.1
- 6.2 Specify the date of last update/change of your agency's local Ordinance approved by your agency's local governing board. [DATE]
- 6.3 Specify the time frequency in which the Ordinance is reviewed. [FREQ]
- 6.4 Does your agency have legal authority within the Ordinance to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]
- 6.5 If no to question 6.4, does your agency have service agreements or other procedures to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]
- 6.6 Does the Ordinance ban inflow from stormwater sources? [Y/N]
- 6.7 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the building foundation to the property line (upper lateral portion)? [Y/N]
- 6.8 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the property line to the sewer main line (lower lateral portion)? [Y/N]
- 6.9 Does the Ordinance require testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence? [Y/N]

- 6.10 Does the Ordinance prohibit illicit discharges from service connections into the sewer? [Y/N]
- 6.11 Does the Ordinance require sewers and connections to be properly designed and constructed? [Y/N]
- 6.12 Does the Ordinance require proper maintenance, inspection and repairs of laterals? [Y/N]
- 6.13 Does the Ordinance limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages? [Y/N]
- 6.14 Does the Ordinance give your agency the authority to inspect grease producing facilities? [Y/N]
- 6.15 Does the Ordinance reference the Uniform Building Code? [Y/N]
- 6.16 Does the Ordinance reference the California Plumbing Code? [Y/N]
- 6.17 Does the Ordinance give your agency the authority to inspect, maintain and repair assets located within sewer easements? [Y/N]
- 6.18 Does the Ordinance provide your agency with the proper authority to issue notices of violation (NOVs)? [Y/N]
- 6.19 If yes to question 6.18, how many NOVs has your agency issued in the past 3 years? [# or Unknown]
- 6.20 Does the Ordinance provide your agency with the proper authority to issue enforcement penalties for violators? [Y/N]
- 6.21 If yes to question 6.20, how many enforcement penalties has your agency issued in the past 3 years? [# or Unknown]
- 6.22 Does Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? [Y/N]
- 6.23 If yes to question 6.22, how many actions has your agency undertaken in the past 3 years? [Y/N]
- 6.24 Does the Ordinance provide your agency with the authority to limit future development and/or building? [Y/N]
- 6.25 If yes to question 6.24, how many actions has your agency undertaken in the past 3 years? [# or Unknown]

7 CAPITAL IMPROVEMENT PLAN

- 7.1 [SSSWDR, D.9]: What is the approval date of your Sewer Capital Improvement Plan (Sewer CIP) by your agency's local governing board? [M/D/Y]
- 7.2 [SSSWDR, D.8 and D.13(iv)]: For question 7.1, is your Sewer CIP available on the internet for public review? [Y/N]
- 7.3 [SSSWDR, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address:

- 7.4 [SSSWDR, D.8 and D.13(iv)]: What is the projected date of your next Sewer CIP update? [M/D/Y]

8 OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

- 8.1 [SSSWDR, D.8 and D.13(iv)]: Does your agency use a computerized maintenance management system (CMMS) to generate work orders and track sewer maintenance, operations and management information? [Y/N]
- 8.2 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? [Y/N]
- 8.3 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is the CMMS data used to evaluate cleaning production rates? [Y/N]
- 8.4 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If yes to question 8.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? [Y/N]
- 8.5 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If no to question 8.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? [Y/N]

Inspections, Operations and Management Activities

- 8.6 [SSSWDR, D.8, D.13(iv)]: What was your agency's total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the past 12 months (miles per year)? [# or Unknown]
- 8.7 [SSSWDR, D.8, D.13(iv)]: What is your agency's total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the next 12 months (miles per year)? [# or Unknown]
- 8.8 [SSSWDR, D.8, D.13(iv)]: What was your agency's total video (CCTV) Inspection production in the past 12 months (miles)? [# or Unknown]
- 8.9 [SSSWDR, D.8, D.13(iv)]: What is your agency's total video (CCTV) inspection production scheduled for the next 12 months (miles)? [# or Unknown]
- 8.10 [SSSWDR, D.8, D.13(iv)]: Does your agency have a method in use for reviewing and analyzing force main sewers and their components? [Y/N]
- 8.11 [SSSWDR, D.7 and D.13(iv)]: What is the total number of focused problem areas ("SSO hot spots") located throughout the collection system? [# or Unknown]
- 8.12 [SSSWDR, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? [Y/N/ n/a]
- 8.13 [SSSWDR, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? [#/ n/a]
- 8.14 [SSSWDR, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? [# or Unknown]
- 8.15 [SSSWDR, D.7 and D.13(iv)]: What is the total number of ARVs planned to be exercised and cleaned in the next 12 months? [# or Unknown]
- 8.16 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the past 12 months? [# or Unknown]
- 8.17 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next 12 months? [# or Unknown]
- 8.18 [SSSWDR, D.13(iv)]: Does your agency visually inspect pipeline routes at least annually, and after major storms, earthquakes or other events that could damage these assets, to check for sink holes or leaks along force main(s)? [Y/N]
- 8.19 [SSSWDR, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]
- 8.20 [SSSWDR, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]
- 8.21 [SSSWDR, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? [Y or N]
- 8.22 [SSSWDR, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? [Y or N]
- 8.23 [SSSWDR, D.13(iv)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? [#]
- 8.24 [SSSWDR, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? [Y/N]
- 8.25 [SSSWDR, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? [Y/N]
- 8.26 [SSSWDR, D.13(iv)]: If yes to question 8.25, how many miles of sewer system were tested in the past 12 months? [# or Unknown]
- 8.27 [SSSWDR, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? [Y/N]
- 8.28 [SSSWDR, D.13(iv)]: If yes to question 8.27, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. [# or Unknown]

- 8.29 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? [Y/N]
- 8.30 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have a program in place to identify areas with inflow and infiltration (I/I) ? [Y/N]
- 8.31 [SSSWDR, D.13(iv) and D.13(viii)]: If yes to question 8.30, estimate the total number of miles identified by this program. [# or Unknown]
- 8.32 [SSSWDR, D.13(iv)]: Does your agency have an active root control program in place? [Y/N]
- 8.33 [SSSWDR, D.13(iv)]: If yes to question 8.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.).
- 8.34 [SSSWDR, D.13(iv)]: If your agency uses chemical(s) for root control, please list chemical(s) used. [N/A if no chem. root program]

Fats, Oils and Grease [SSSWDR, D.13(iv) and D.13(viii)]

- 8.35 Does your agency have a commercial FOG program in place? [Y/N]
- 8.36 If no to question 8.35, has your agency justified in its SSMP why a FOG program is not needed? [Y/N]
- 8.37 If yes to question 8.35, does your agency have a FOG Ordinance separate from the sewer use ordinance? [Y/N]
- 8.38 If yes to question 8.37, please list the FOG Ordinance citation number:
- 8.39 If yes to question 8.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. [#]
- 8.40 If yes to question 8.35, what is the total number of FSE permits issued for FOG control? [#]
- 8.41 If yes to question 8.35, what is the total number of dedicated FSE FOG inspectors? [#]
- 8.42 If yes to question 8.35, how many FSE FOG inspections were conducted in past 12 months? [#]
- 8.43 If yes to question 8.35, how many FSE FOG enforcement action(s) were initiated in the past 12 months?
- 8.44 If yes to question 8.35, how many FSE FOG inspections are planned for the next 12 months? [#]
- 8.45 Does your agency have a residential FOG program in place? [Y/N]
- 8.46 If yes to question 8.45, briefly describe the program: _____

Sewer Contract Services

- 8.47 [SSSWDR, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? [Y/N]
- 8.48 [SSSWDR, D.8 and D.13(iv)]: If yes to question 8.47, for services in excess of \$10,000/year, please provide some basic information about these services in the table below:

Contractor Name	Description (cleaning, root control, repairs, , etc.)	Frequency of Contract	Budget (annual \$)

9 SSO EMERGENCY RESPONSE PROGRAM [SSSWDR, D.13(vi)]

- 9.1 Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? [Y/N]
- 9.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? [Y/N]
- 9.3 If yes to 9.2, does your agency utilize a dispatch radio system for notifying collection crews who respond to SSOs? [Y/N]
- 9.4 If yes to 9.3, please list the frequency(s) in use for the dispatch radio system: _____
- 9.5 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? [Y/N]
- 9.6 Does your agency provide and document any scenario-based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? [Y/N]
- 9.7 If yes to 9.6, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? [Y/N]
- 9.8 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? [Y/N]

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSSWDR, D.13(ix)]

- 10.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? [Y/N]
- 10.2 If yes to question 9.1, does your agency use the data collected to update SSMP program elements? [Y/N]

11 COLLECTIONS STAFFING AND TRAINING

- 11.1 [SSSWDR, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? [#]
- 11.2 [SSSWDR, D.9]: For question 11.1, how many staff are typically in each maintenance crew? [#]
- 11.3 [SSSWDR, D.9 and D.13(iv)(d)]: Does your agency have a program in place to identify and document the core competencies/capabilities of collections staff at least on an annual basis (examples include sewer line cleaning, point repairs, video (CCTV) inspection, pump station maintenance, excavation, utility line locating, etc.)? [Y/N]
- 11.4 [SSSWDR, D.9]: If yes to question 11.3, does this program identify gap(s) in competencies/capabilities of collections staff? [Y/N]
- 11.5 [SSSWDR, E]: Does your agency require collections staff to review the SSSWDR and the agency's SSMP at least annually? [Y/N]
- 11.6 [SSSWDR, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? [Y/N]
- 11.7 [SSSWDR, D.8 and D.13(iv) and (vi)]: Does your agency provide initial and recurrent training to appropriate staff [including outside contractor(s)] regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]
- 11.8 [SSSWDR, D.8 and D.13(iv) and (vi)]: If yes to 11.7, what is the total number of individuals trained in the past 12 months. [#]
- 11.9 [SSSWDR, D.8 and D.13(iv) and (vi)]: For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]

12 MAJOR EQUIPMENT INVENTORY [SSSWDR, D.4, D.7, D.8, D.13(iv)]

- 12.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? [#]
- 12.2 For question 12.1, how many have a dedicated logbook(s) to document fieldwork activities? [#]
- 12.3 How many hydro flusher(s) are owned and/or leased by your agency? [#]
- 12.4 How many mechanical rodder(s) are owned and/or leased by your agency? [#]
- 12.5 How many video (CCTV) inspection vehicle(s) are owned and/or leased by your agency? [#]
- 12.6 How many utility truck(s) are owned and/or leased by your agency? [#]
- 12.7 How many portable sewage pump(s) are owned and/or leased by your agency? [#]
- 12.8 How many portable generator(s) are owned and/or leased by your agency? [#]
- 12.9 Does your agency own equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? [Y/N]

13 EXTERNAL COMMUNICATIONS PROGRAM

- 13.1 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating on a regular basis with the public regarding the development, implementation, and performance of its SSMP?
- 13.2 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? [Y/N or N/A]
- 13.3 [SSSWDR, D.11]: Does your agency participate in responding to Underground Service Alert(s) (USA) or other similar organizations to identify and mark sewer lines? [Y/N]
- 13.4 [SSSWDR, D.7, D.13(iv), G, and Amended MRP]: Does your agency's communication program give the public the opportunity to provide input as your SSMP is being implemented? [Y/N]

14 NOTIFICATION, REPORTING AND RECORD KEEPING

- 14.1 [SSSWDR, Amended MRP B(5)]: Are all the records required in the Amended MRP, B(5) ("Record Keeping") readily available for review by the Water Boards? [Y/N]
- 14.2 [SSSWDR, Amended MRP, B(5)]: Does your agency maintain a list and description of all sewer-related complaints from customers for the past 5 years, including calls received after normal working hours? [Y/N]
- 14.3 [SSSWDR, Amended MRP, B(5)]: If yes to question 14.2, does this include information for privately owned sewer laterals? [Y/N]
- 14.4 [SSSWDR, G, and Amended MRP]: Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? [Y/N]
- 14.5 [SSSWDR, G and Amended MRP]: Does your agency require crews to take photos of all SSOs? [Y/N]
- 14.6 [SSSWDR, G and Amended MRP]: If no to question 14.5, does your agency at least require crews to take photos of SSOs that result in backups into structures? [Y/N]
- 14.7 [SSSWDR, G and Amended MRP]: Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? [Y/N]

- 14.8 [SSSWDR, G and Amended MRP]: Does your agency use SOPs to estimate SSO volume spilled, recovered and not recovered, including estimation of cleanup water used? [Y/N]
- 14.9 [SSSWDR, G and Amended MRP]: Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? [Y/N]
- 14.10 [Amended MRP, B.6]: Does your agency maintain water quality monitoring records as required by the Amended MRP, section B(6)?

15 SSO PREVENTION AND MITIGATION

- 15.1 [SSSWDR, D.13(ix)]: Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? [Y/N]
- 15.2 [SSSWDR, D.13(ix)]: Does your agency have a program in place to conduct periodic video (CCTV) inspections of areas throughout the collection system that have never been evaluated by video (CCTV) to date? [Y/N or N/A]
- 15.3 [SSSWDR, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? [Y/N or N/A]
- 15.4 [SSSWDR, 8 and D.6]: Does your agency document meetings between O&M and engineering staff to discuss system problem areas and projects, if applicable? [Y/N or N/A]
- 15.5 [SSSWDR, 8 and D.6]: Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? [Y/N]
- 15.6 [SSSWDR, 8 and D.6]: Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? [Y/N]
- 15.7 [SSSWDR, 8 and D.6]: Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? [Y/N]
- 15.8 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? [# OR Unknown]
- 15.9 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 4 years occurred at repeat locations? [# OR Unknown]

15 DECLARATION

INSTRUCTIONS: Please print this page, sign it, and mail the original of this page to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814


I, _____, the approved Legally Responsible Official (LRO) of collection system (name and Waste Discharge ID#) _____ certify under penalty of law that based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information in this Pre-Inspection Questionnaire (Version 1.0) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations.

Legally Responsible Official Signature


Date

7.2 INTERNAL SELF-AUDITS

California
Water Boards
Protecting California's Water



Sewer System Management Plan SELF AUDITS




Jim Fischer, P.E.
Julie Berrey
State Water Resources Control Board
Office of Enforcement

Bay Area Clean Water Agencies (December 8, 2011)




1. Review of SSMP Self Audit requirements
2. How SSMP Self Audits are used by Water Boards
3. Response to noncompliance
4. Summary of what we've seen so far
5. **Sample SSMP Audits**
6. Changes to Audit requirements being considered
7. Contact Information

2



1. Review of Audit Requirements

3



1. Review of Audit Requirements, cont.

WHY discharger must do SSMP Self Audit:

1. San Francisco Regional Water Board (Region 2) letter issued 5/7/2005 requires it annually for collection systems >10,000 population in Region 2
2. Statewide General WDR issued 5/2/2006 requires it at a minimum every 2 years (post-SSMP adoption) for all systems (not just those in Region 2)

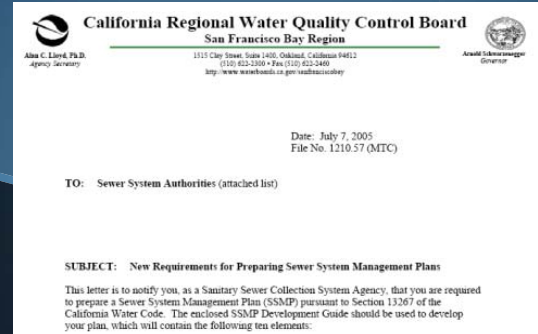
4

1.a. Region 2 Requirements

5

1.a. Review of Audit Requirements, cont.

Annual SSMP Audit required for systems serving population >10,000 (since 5/7/2005)



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1.a. Review of Audit Requirements, cont.

Region 2: Accelerated SSMP timelines

Region 2

SSMP Item	Required Completion Date
<ul style="list-style-type: none"> Goals Organization Emergency Response Plan FOG Control Program 	August 31, 2006
<ul style="list-style-type: none"> Legal Authority Monitors and Activities Design and Construction Standards Capacity Management Monitoring, Measurement, and Program Modifications SSMP Audits 	August 31, 2007
	August 31, 2008

General WDR

Task and Associated WDR Section	Preparation	Regulatory Review (MTR and CTR)	Publication (Regulatory Notice and CTR)	Preparation
Local Agency Plan and Schedule	August 1, 2007	November 1, 2007	February 1, 2008	May 1, 2008
Local Agency	November 1, 2007	November 1, 2007	May 1, 2008	May 1, 2008
Local Agency	November 1, 2008	May 1, 2008	November 1, 2008	February 1, 2009
Local Agency	May 1, 2008	August 1, 2008	May 1, 2009	August 1, 2009

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1.a. Review of Requirements, cont.

Region 2: Developed SSMP Audit Guidelines

- “SSMP Development Guide” issued in July 2005
- Developed jointly by Region 2 and Bay Area Clean Water Agencies (BACWA)
- Guidelines only; no approved Audit format developed



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1.a. Review of Requirements, cont.



Region 2 “SSMP Development Guide” contents

10. SSMP Audits

Requirement: Each wastewater collection system agency shall conduct an annual audit of their SSMP which includes any deficiencies and steps to correct them (if applicable), appropriate to the size of the system and the number of overflows, and submit a report of such audit.

This section can be waived for collection systems serving a population of 10,000 or less.

9

1.a. Review of Requirements, cont.



Region 2 “SSMP Development Guide” contents, cont.

Key Point

The audit should cover the most recent calendar year, and be submitted to the Regional Water Board by March 15 of the year following the calendar year for which the analysis applies.

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1.a. Review of Requirements, cont.



Region 2 “SSMP Development Guide” contents, cont.

Helpful Information

The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected as part of Section 9 above can be used in preparing the audit. Tables and figures or

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1.a. Review of Requirements, cont.



Region 2 “SSMP Development Guide” contents, cont.

charts can be used to summarize information about these indicators. An explanation of the SSMP development, and accomplishments in improving the sewer system, should be included in the audit, including:

- Progress made on development of SSMP elements, and if the sewer system agency is on schedule in development of the SSMP. Provide justification on the delay if the sewer system agency is behind schedule on development of the SSMP;
- How the sewer system agency implemented SSMP elements in the past year;
- The effectiveness of implementing SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year; and
- A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.

1.a. Review of Requirements, cont.



Region 2 "SSMP Development Guide" contents, cont.

Additional Tips

Helpful Information

- You may want to include a section up front entitled "System Overview," which describes the size and physical features of the system, to put the rest of the document into context.
- When you prepare the SSMP for the first time, you may want to include a "Sewer Overflow History" to give you a place to start from in evaluating any trends for SSOs in the future.

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1.b. General WDR Requirements



14

1.b. Review of Audit Requirements, cont.



General WDR, section D.13(x):

- ✓ Essentially mirrors RB2 SSMP Audit requirements
- ✓ Only required min. of every 2 years following initial SSMP adoption date

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1.b. Review of Audit Requirements, cont.



(e) identify and illustrate SSO trends, including frequency, location, and volume.

- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall 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 years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

State Water Resources Control Board Order No. 2006-0003-DWQ
Statewide General WDR For Wastewater Collection Agencies

Page 15 of 20
5/2/06

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

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1.b. Review of Audit Requirements, cont.



General WDR, section D.13(x):

“...audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.”

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1.b. Review of Audit Requirements, cont.



Minimum Audit Contents per General WDR:

1. Narrative of SSMP Effectiveness
 - Documents things working well
 - Documents areas needing improvement
 - Lists strategies to reduce/eliminate SSOs/impacts
2. Demonstration of agency’s compliance with ALL applicable SSMP requirements
 - Validates status of SSMP compliance with D.13

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1.b. Review of Requirements, cont.



General WDR, section D.13(x) also says Audit are “appropriate to the size of the system and number of SSOs.”

- Larger systems with **HIGH** number/volume of SSOs:
 - **MORE** in-depth discussion expected about problems and planned improvements/solutions
- Smaller systems with **LOW** number/volume SSOs:
 - **LESS** in-depth discussion expected about problems and planned improvements/solutions

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2. How SSMP Self Audits are used by the Water Boards



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2. How SSMP Audits are Used, cont.



1. Provides tool for checking adequacy of: 1) system operations/management; 2) compliance performance; and, 3) level of effort/professionalism in reducing SSOs
2. Assists with statewide inspection/enforcement prioritization
3. Improves efficiency of Water Board/contractor inspections
4. Provides data to justify CIWQS data submitted
5. Improves Waterboard knowledge for regulatory purposes

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3. Response to Noncompliance



22

3. Response to Noncompliance, cont.



- ✓ What if discharger found to be in violation of SSMP Self Audit Requirement?
 - Must provide information to address violation
 - May be issued Notice of Violation (NOV)
 - May be issued 13267 Order
 - May be subject to inspection/investigation
 - May be subject to formal enforcement (ACL, etc.)

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4. Summary of What We've Seen so Far



24

4. Summary of What We've Seen, cont.



✓ October 2011 Statewide SSMP Audit Request:

- 42 systems statewide (population 40-50K)
- 2-year SSMP self Audit requested
- System Evaluation and Capacity Assurance Plan (SECAP) also requested

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4. Summary of What We've Seen, cont.



✓ RESULTS: Most systems not complying with D.13(x)

- Many missed evaluation of SSMP effectiveness
- Some missed SSMP compliance evaluation
- Some failed to submit any information or missed deadline

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5. Sample SSMP Audits



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5. Sample SSMP Audits, cont.



1. City of Woodland, CA

- + Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with section D.13

2. Union Sanitary District (Union City, CA)

- + Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with D.13

3. City of La Mesa, CA

- + Evaluates SSMP compliance with D.13
- Does not completely measure SSMP effectiveness

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5. Sample SSMP Audits, cont.



- 4. Discharger "1" (uses BACWA SSMP checklist)
 - + Evaluates SSMP element compliance with D.13
 - Does not completely measure SSMP effectiveness
- 5. Discharger "2" (generic audit)
 - Does not measure SSMP effectiveness
 - Does not evaluate SSMP compliance

5. Sample SSMP Audits, cont.



Example #1:

City of Woodland

- + Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with section D.13 in General WDR
- ✓ Presents improvements needed to SSMP and to system operations to reduce SSOs/impacts

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY09/10 and 10/11. The purpose of the SSMP is to provide a written framework for the management, operation, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service of the sewer collection system while minimizing sanitary sewer overflows (SSOs). This review is completed as part of the annual audit process described in sections ix and x of the City's SSMP. This process helps the SSMP document to evolve over time to address identified deficiencies in the management, operation and maintenance of the sewer collection system. This memorandum summarizes the following information:

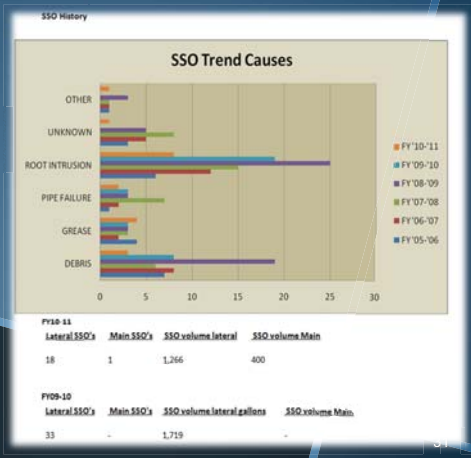
1. SSO history, describing the number and nature of SSOs over the past six years.
2. Summary of progress of further development of the SSMP elements which have a plan and schedule for full implementation.
3. Summary How SSMP elements were implemented over last year
4. Effectiveness of the implemented SSMP elements
5. What SSMP elements are planned to be implemented next year
6. Description of additions and improvements to the collection system over the last year
7. Description of the additions and improvements to the collection system planned for the upcoming year
8. Review of performance indicators and overall summary of the past two fiscal years with proposed modifications for implementation in fiscal year 11/12 in areas in need of improvement.

5. Sample SSMP Audits, cont.



Example #1, cont.:

City of Woodland



5. Sample SSMP Audits, cont.



Example #1, cont.: City of Woodland

- ✓ Example narrative explaining necessary SSMP improvements

Progress on development of SSMP elements

The SSMP audit has identified some elements that need refinement in the frequency of data collection and type of data collected for both the Utility Maintenance Workers and management staff. Some elements only need to be collected on an annual basis. Some new data needs to be collected to facilitate data collection for the SSMP and analysis of future needs. Furthermore, the communication plan for the SSMP was not completely implemented and progress of finishing implementation will happen in FY11/12. Overall, the SSMP is 90% complete.

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

- ✓ SSMP Performance Indicators used to track necessary collection system operational improvements (CCTV improvements)

Performance Indicators	Rating			
	Below Goal	Acceptable	Good	Excellent
1 Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2 Pipe segments inspected / year	< 400	400-600	600-800	> 800
3 Footage inspected / 16 work hours	<1500	1500-1750	1750-2000	> 2000
4 % Passing quality control check	< 90%	90%	95%	98%

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5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

- ✓ SSMP Performance Indicators used to track necessary collection system operational improvements (CCTV improvements)

Periodic Performance Tracking						
Date	Goal	Measured Value			Performance Assessment Comments	
FY 10-11	Goal	1	2	3	4	2. Staffing vacancies attributed to low number of inspections 4. QA/QC field not in use because CCTV has not been implemented with CA&CIP module.
	Value	125,976	375	1,665	N/A	
Annual Performance Assessment / Recommendations for Updates						
FY 10-11 Ratings:						
1. Acceptable						
2. Below Goal						
3. Acceptable						
4. Below Goal						
Recommendation #1: Filling vacancies will increase the amount of pipe inspected						
Recommendation #2: Filling vacancies will increase the amount of pipe inspected						
Recommendation #3: Filling vacancies will increase the amount of pipe inspected						
Recommendation #4: Anticipate CA&CIP linkage to CCTV module FY 11/12						

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5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

- ✓ SSMP Performance Indicators track collection system operational improvements (SSO reduction performance)

Performance Indicators	Rating			
	Below Goal	Acceptable	Good	Excellent
1 % captured of SSO (flat, 1-5%)	<70%	70%-80%	90-90%	90-100%
2 % captured of SSO (steep, >5%)	<30%	30-50%	50-90%	90-100%
3 Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
4 % complete on-line reporting for category 3 spills	< 70%	70-80%	80-90%	90-100%

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5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

- ✓ SSMP Performance Indicators track collection system operational improvements (SSO reduction performance)

Periodic Performance Tracking						
Date	Goal	Measured Value			Performance Assessment Comments	
FY 09-10	Goal	1	2	3	4	3. 24 out of 46 SSO were CCTV but can't capture time CCTV occurred for 22 of the work orders. 4. 10 private lateral SSO's and 5 reported on-line
	Value	99%	N/A	24/46	50%	
Annual Performance Assessment / Recommendations for Updates						
FY 09-10 Ratings:						
1. Excellent – generally sewer captures 100% of any spill.						
2. Below Goal – Not applicable to Woodland.						
3. Below Goal – 22 work orders did not specify when the CCTV occurred. CCTV is at the spill site but difficulty in capturing the time in the work orders.						
4. Below Goal – Decision was made during the FY to stop reporting private lateral SSO's on-line as no other city does report private lateral SSO's						
Recommendation #1: None.						
Recommendation #2: Woodland is a flat area with a slope of less than 5% throughout the city, performance indicator does not apply in Woodland and should be removed.						
Recommendation #3: Modify data entry in Cityworks to capture time CCTV began						
Recommendation #4: Change or remove performance indicator.						

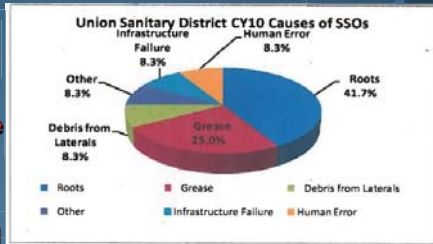
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5. Sample SSMP Audits, cont.



Example #2: Union Sanitary District

- + Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with D.13



- ✓ Includes historic and planned activities to reduce SSOs/impacts

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5. Sample SSMP Audits, cont.



Example #2, cont.: Union Sanitary District

- ✓ Includes detailed SSO information (SSO causes and corrective actions undertaken as a result of overflows)

Location of SSOs and Preventive Measures			
2010 Major Spills Summary (Over 1000 gallons)			
SSO ID#	Date	Amount	Summary
No Major Spills			
2010 Minor Spills Summary (100 to 1000 gallons)			
SSO ID#	Date	Amount	Summary
748187	01/02/2010	200	This spill occurred from USD manhole #H13036, on Hartwell St in Union City. All of the 200 gallons spilled were recovered and returned back to the collection system. On January 6, a CCTV was sent out to inspect the line, which was reported to have signs of grease and debris. The line is being inspected every six months for 1.5 years to determine if the clearing schedule needs changed.
749372	02/02/2010	200	This spill occurred from USD manhole #I15003, at 3440 Mission Blvd. in Union City. All of the 200 gallons spilled were recovered and returned back to the collection system. After the review of this structure's history, the clearing frequency was increased and a Smart Cover was installed.
749401	03/07/2010	320	This spill occurred from USD manhole #C18006, at the end of E St. in Fremont. Estimated spill volume was 320 gallons and 315 gallons were recovered. It was estimated that 5 gallons trickled down the r/riap and soaked into the dirt. Water samples for ammonia were taken and all results came back negative. None of the wastewater reached the creek. The crew washed down the affected area, vacuumed up all of the water and returned it to the collection system. A CCTV crew inspected the line and found a large root mass which was determined to cause the spill. The line was re-cleaned and has been added to our root control program.
752644	04/04/2010	600	This spill occurred from USD manhole #20027, located on Tremouth St. in Fremont. All of the 600 gallons spilled were recovered and returned back to the collection system. The street, gutter, and storm basins were also washed down and all of the water was vacuumed up and returned to the collection system. On April 6, a CCTV crew inspected the line and found small amounts of grease and root intrusion in several locations. The line was cleaned

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5. Sample SSMP Audits, cont.



Example #2, cont.:

Union Sanitary District

- ✓ Includes sewer system map showing each SSO location



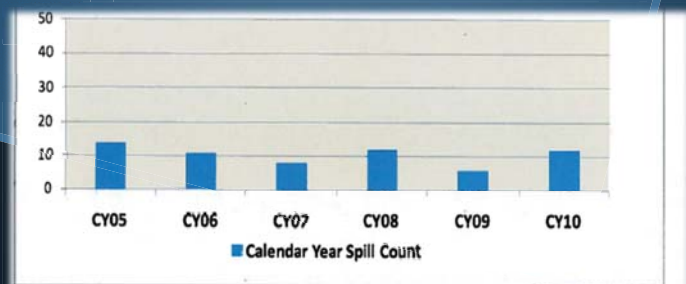
39

5. Sample SSMP Audits, cont.



Example #2, cont.: Union Sanitary District

- ✓ Graphic shows historic SSO performance



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5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Highlights Accomplishments

Other Information

In the calendar year 2010, we had the following accomplishments:

Progress/Accomplishments

- Completed 1,021,413 feet of cleaning and 588,948 feet of televising of sewer lines in CY2010
- Responded to 258 service request calls in CY2010
- Completed a total of 212 main repairs in CY2010
- Provided support on the following projects: Asset Hierarchy, Solar Project, Pipe Vulnerabilities, Blallow Rd, Cast Iron Pipe Lining, IT Master Plan Update, and Plant Shut Downs
- Provided input on CIWQS online SSO reporting to State Water Board
- Hosted the kick off meeting for the CIWQS Data Review Task Force (TF)
- Participated with the Summit Partners WDR TF - Discussing potential changes to the General Waste Discharge Requirements
- Presented and handed out the new Best Practices Manual for SSO Reduction Strategies at the annual BACWA membership meeting.
- Participated in CWEA TCP update and validation TF
- Presented for CWEA Santa Clara Section - Failure Analysis/SSO Prevention Strategies
- Presented for CWEA Mid Summer Conference in Merced Bay
- Presented for CWEA at Northern Regional Training Conference in Modesto
- Presented for CWEA SF Bay Section training in Antioch
- Attended CWEA Safety Conference in Woodland
- Hosted the CWEA SF Bay Section Vendor Fair
- Attended APWA training conference
- Attended CSRMA workshop on SSOs and Flooded Buildings
- Attended the Sewer Smart Summit hosted by ABAG

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5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Explains details about historic/future efforts

SSMP History

USD has an SSMP addressing all of the required elements that has been in place for six years. We use our SSMP as a tool to manage our collection system. In 2010, we updated our SSMP twice. Specifics of the changes can be made available upon request.

Twice a year we audit and update our SSMP, once at the beginning of the Fiscal Year and once at the beginning of the Calendar Year.

In 2010, CIP completed the following:

- Completed the construction of the Blallow Rd. Sewer Rehabilitation/Replacement project
- Completed the construction of the Misc. Sewer Spot Repairs - Phase I project
- Completed the construction of the Cast Iron Sewer Pipeline Rehabilitation - Phase I project
- Completed the Treatment Plant Drainage study

In 2011, CIP is expected to work on:

- The design of the I-680 Freeway Sewer Crossing replacement at Hayward Fault
- The design and construction of the SFPUC/Mission Blvd. Relocation project
- The design of the Misc. Sewer Spot Repairs - Phase III project
- The design of the Cast Iron Sewer Pipeline Rehabilitation - Phase III project
- The design of replacing the flanged coupling adapters on the force main pipelines inside the pump station valve boxes

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5. Sample SSMP Audits, cont.

Example #2, cont.:

Union Sanitary District

✓ Shows summary chart of sewage collected and sewage spilled

Description	Gallons	Percentage
CY10 Gallons Collected	9,415,160,000	99.999999%
CY10 Gallons Spilled	2,084	0.000221%
CY10 Not Recovered, That Did Not Reach State Waters	5	0.000001%
CY10 Reached State Waters	0	0.000000%

✓ Shows list of efforts being undertaken to prevent SSOs

CY 2010 Efforts to Prevent SSOs and Minimize Their Impact Through O & M

Cost	Description Of Efforts	CY09
258	Service Requests Investigated	245
56	Spot Repairs Completed	41
185	Trenchless Point Repairs Completed	136
741	Mains Cleaned on the Selective Maintenance Program (these are lines that have had blockages in the past)	555
1,970	Mains cleaned on 72 Month Preventative Maintenance Program	2,861
896	Mains Treated for Root Cuts/ (these are lines that have had root caused blockages in the past or were likely to in the future)	751
18	Stoppages that did not result in a spill due to a quick response or our system design with grade breaks and relief points	17
2,363	Mains Televised to assess line condition	3,249
128	Mains had their schedule adjusted to a more frequent schedule on the	25

5. Sample SSMP Audits, cont.

Example #3

City of La Mesa

+ Evaluates SSMP compliance with D.13 - Does not completely measure SSMP effectiveness

Performance Measures	2008 Actual	2009 Actual	2010 Actual
Input			
Total number of wastewater field personnel	9	9	9
Workload/Output			
Total number of SSO responded to in 12-month period	6	7	9
Total miles of sewer line maintained	172	195	198
Linear feet of sewer televised	27,948	13,530	25,805
Total SSO > 1,000 gallons responded to	0	0	5
Total FOG related SSOs responded to	0	0	2
Total root related SSOs responded to	3	2	1
Total SSOs due to other causes (debris, vandalism, etc)	3	5	1
Total number of capacity related SSOs	0	0	5
Total number of SSOs due to pump station malfunction	0	0	0
Number of SSOs responded to within 2 hours or less	6	6	9
Total number of SSOs not reaching storm drain system	1	4	0
Effectiveness/Outcome			
Percentage of SSOs > 1,000 gallons	0%	0%	66%
Percentage of SSOs due to FOG	0%	0%	22%
Percentage of SSOs due to roots	50%	29%	11%
Percentage of SSOs due to other causes	50%	71%	66%
Percentage of SSOs that reached waters of United States	83%	43%	100%
Percentage of SSOs with response time 2 hours or less	100%	88%	100%

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5. Sample SSMP Audits, cont.



Example #3, cont.: City of La Mesa

SSMP Program Audit
City of La Mesa

Chapter 4.0: Legal Authority

The Legal Authority element includes the following subsections:

- Regulatory Requirements for Legal Authority Provisions
- Background for Legal Authority
- Summary and Evaluation of the City's Existing Legal Authority

The intent of the Legal Authority element is to provide authority for the City to administer its collection system and to provide measures to enforce codes and regulations.

Audit Questions:

Does the SSMP contain current information about the City's legal authority?
Yes No

Does the City have sufficient legal authority to control sewer use and maintenance?
Yes No

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5. Sample SSMP Audits, cont.



Example #3, cont.: City of La Mesa

Discussion:

The SSMP contains a background section which discusses the regulatory authority derived from Federal and State regulations as well as a section which discusses and evaluates the City's existing legal authority. As stated in the SSMP, 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 may also be addressed. At this time, it is determined that the City has adequate legal authority to administer the collection system, and enforce codes and regulations.

Updates to This Chapter:

The City shall add the Fats, Oils, and Grease (FOG) Ordinance 2009-2794 and 2009-2795 to Appendix H of the Sewer Master Plan, which is referenced in the SSMP. The updates are included within Attachment A-1 to this document.

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5. Sample SSMP Audits, cont.



Example #3, cont.: City of La Mesa

SSMP Program Audit
City of La Mesa

Chapter 4.0: Legal Authority

The Legal Authority element includes the following subsections:

- Regulatory Requirements for Legal Authority Provisions
- Background for Legal Authority
- Summary and Evaluation of the City's Existing Legal Authority

The intent of the Legal Authority element is to provide authority for the City to administer its collection system and to provide measures to enforce codes and regulations.

Audit Questions:

Does the SSMP contain current information about the City's legal authority?
Yes No

Does the City have sufficient legal authority to control sewer use and maintenance?
Yes No

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5. Sample SSMP Audits, cont.



Example #4:

Discharger "1"

- Does not measure SSMP effectiveness
- Presents no details

Directions: Please check YES or NO for each question. If NO is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the "Description of Scheduled Updates/Changes to the SSMP" section at the end of this form.

	YES	NO
PERFORMANCE GOALS		
A. Are the goals stated in the SSMP still appropriate and accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENTS ORGANIZATION		
A. Is the Public Works Key Staff Telephone List current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Is the Sanitary Sewer Overflow Response Telephone List current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Is the SSMP "City Organization Chart" current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are the position descriptions an accurate portrayal of staff responsibilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Is the SSMP "Chain of Communication for Reporting and Responding to SSOs" accurate and up-to-date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENTS OF LEGAL AUTHORITY		
Does the SSMP contain excerpts from the current City Municipal Code documenting the City's legal authority to:		
A. Prevent illicit discharges?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Require proper design and construction of sewers and connections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Limit discharges of fats, oils, and grease?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Enforce any violation of its sewer ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENTS OF OPERATIONS AND MAINTENANCE		
Collection System Maps		
A. Does the SSMP reference the current process and procedures for maintaining the City's wastewater collection system maps?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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5. Sample SSMP Audits, cont.

Example #4, cont.:

Discharger "1"

B.	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources and Budget			
C.	Does the City allocate sufficient funds for the effective operation, maintenance and repair of the wastewater collection system and is the current budget structure documented in the SSMP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritized Preventive Maintenance			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scheduled Inspections and Condition Assessments			
F.	Is there an ongoing assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures on inventory management?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training			
I.	Is the training calendar current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J.	Does the SSMP document current training expectations and programs within the City's Wastewater Division?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outreach to Plumbers and Building Contractors			
K.	Does the SSMP document current outreach efforts to plumbers and building contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENTS DESIGN AND PERFORMANCE STANDARDS			
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sewer systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ELEMENTS OVERFLOW AND EMERGENCY RESPONSE PLAN			

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5. Sample SSMP Audits, cont.

Example #5: Discharger "2"

X. SSMP Program Audits

New, or different information that has been reflected in SSMP keeping the document accurate in terms of staff, and contact information, and the addition of two SSO's which have occurred since August 2009.

Organization

LRO:

Data Submitter: I

Operations staff:

Recent SSO's

February 6, 2010: (reached receiving waters)

April 4, 2010:

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6. SSMP Audit changes being considered

6. SSMP Audit Changes Being Considered, cont.

1. Delete RB2 Annual SSMP Audit Requirement; revert to General WDR's 2-year time requirement
2. Possible changes being considered for inclusion in revised General WDR:
 - 1) Require results of D.13(ix), "Monitoring, Measurement and Program Modifications" to be included in 2-year Audit
 - 2) Consider 2-year Audit time clock to "reset" if SSMP is re-adopted by local governing board

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6. SSMP Audit Changes Being Considered, cont.



3. Develop new Online CIWQS Form to satisfy 2-year SSMP Audit requirement.

Benefits:

- Helps discharger comply with General WDR SSMP Audit requirements
- Helps ensure statewide consistency and compliance
- Utilizes CIWQS information to auto generate audit metrics (# of SSOs, volume, causes, etc.)
- Provides platform to showcase discharger's strategic efforts, programs, strategies, and approaches to reduce/eliminate SSOs

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7.3 OTHER RESOURCES

- 7.3.1 [California Water Environment Association](http://www.cwea.org/et_ssowdr.shtml)
(http://www.cwea.org/et_ssowdr.shtml)
- 7.3.2 [California Rural Water Association](http://www.calruralwater.org/)
(<http://www.calruralwater.org/>)
- 7.3.3 [Rural Community Assistance Corporation](http://www.rcac.org/pages/81)
(<http://www.rcac.org/pages/81>)
- 7.3.4 [Central Valley Clean Water Association](http://www.cvcwa.org/)
(<http://www.cvcwa.org/>)
- 7.3.5 [Bay Area Clean Water Agencies](http://bacwa.org/)
(<http://bacwa.org/>)
- 7.3.6 [Southern California Alliance of Publicly Owned Treatment Works](http://scap1.org/SitePages/Home.aspx)
(<http://scap1.org/SitePages/Home.aspx>)
- 7.3.7 [Cal FOG](http://www.calfog.org)
(<http://www.calfog.org>)