



# California Regional Water Quality Control Board Central Valley Region

Karl E. Longley, ScD, P.E., Chair



Arnold  
Schwarzenegger  
Governor

Linda S. Adams  
Secretary for  
Environmental  
Protection

Sacramento Office  
11020 Sun Center Drive #200, Rancho Cordova, California 95670-6114  
Phone (916) 464-3291 • FAX (916) 464-4645  
<http://www.waterboards.ca.gov/centralvalley>

8 August 2008

To: Attached Mailing List

## MANDATORY REPORTING REQUIREMENTS FOR WASTEWATER TREATMENT PLANT SPILLS PURSUANT TO CALIFORNIA WATER CODE (CWC) SECTION 13267

Consistent with State Water Resources Control Board Order No. WQ 2008-0002-EXEC, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, effective immediately all publicly owned treatment plants are required to report all spills and other unauthorized discharges to the Regional Water Quality Control Board (Regional Water Board).

Pursuant to CWC Section 13267, your Monitoring and Reporting Program is amended to require that you comply with the following reporting procedures, which are also available on our Regional Water Board website:

- Immediately report a spill or unauthorized discharge in accordance with the Spill Reporting Procedures described in Enclosure 1 of this letter,
- Post the Spill Reporting Fact Sheet provided in Enclosure 2 of this letter at your facility, and
- Complete and submit the Spill Reporting Certification Form provided in Enclosure 3 of this letter to the Regional Water Board office by **29 August 2008**.

The required reporting requirements described herein are in addition to other requirements in your existing National Pollutant Discharge Elimination System (NPDES) Permit and/or Waste Discharge Requirements. Any person affected by this action of the Regional Water Board, made pursuant to CWC Section 13267, may petition the State Water Resources Control Board (State Water Board) to review the action in accordance with CWC Section 13220 and Title 23 of the California Code of Regulations, Section 2050. The petition must be received by the State Water Board, Office of Chief Counsel, P.O. Box 100, Sacramento, CA 95812, within 30 days of the date of this letter. Copies of the law and regulations applicable to filing petitions will be provided upon request.

If you have any questions regarding compliance with this mandatory requirement, please contact Mr. David Kirn at (916) 464-4761 or [dwkirn@waterboards.ca.gov](mailto:dwkirn@waterboards.ca.gov).

PAMELA C. CREDON  
Executive Officer

Enclosures

*California Environmental Protection Agency*



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## SPILL REPORTING PROCEDURES

### MANDATORY PROCEDURES AND REQUIREMENTS FOR ADDRESSING SPILLS AND OTHER UNAUTHORIZED DISCHARGES FROM MUNICIPAL WASTEWATER TREATMENT PLANTS

To protect the public and the environment, pursuant to California Water Code (CWC) Section 13267, the Central Valley Regional Water Quality Control Board (Regional Water Board) has established mandatory procedures for handling spills from publicly owned wastewater treatment works (POTWs). These procedures are in addition to existing requirements of your National Pollutant Discharge Elimination System (NPDES) Permit and/or Waste Discharge Requirements, and do not preclude any emergency notification requirements mandated by other regulatory agencies or Federal/State law. Non-compliance with these reporting requirements is subject to potential civil liability according to CWC Section 13268.

#### WHAT IS A SPILL?

A spill is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. (A spill includes an unauthorized discharge to land that poses a public health threat.)

#### WHAT IS THE REQUIRED REPORTING?

POTWs that experience a spill must follow the reporting procedures listed below:

##### 1. NOTIFICATION

Within **two (2) hours** after becoming aware of a spill, you must notify by telephone the Office of Emergency Services (OES), the local health department, and your appropriate Regional Water Board office (Sacramento, Redding, or Fresno office). The OES will provide you with a control number for further reference of the subject spill. If the telephone report is made to the Regional Water Board office after normal business hours, leave a message regarding the spill. OES will make any necessary after-hours contact with Regional Water Board staff.

##### 2. CERTIFICATION

Within **twenty-four (24) hours** after becoming aware of a spill, you must submit to the Regional Water Board a certification that the OES and the local health department have

Enclosure 1

*California Environmental Protection Agency*

been notified of the spill. You must also be prepared to provide, at a minimum, the following details regarding the spill:

- Specific location of the spill;
- OES control number;
- Whether or not the spill entered a surface water;
- Estimated volume in gallons (total, amount recovered, and amount entering a surface water);
- Time the spill was discovered;
- Corrective action taken;
- Whether or not samples were taken; and
- Which local health department was contacted.

### **3. REPORTING**

Within five (5) business days, you must submit a written report to the Regional Water Board office documenting the above information. Your report must also include any additional details gathered and copies of reports submitted to other agencies.

Enclosure 1

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## SPILL REPORTING FACT SHEET

*To be posted at facility*

**WHEN A SPILL OCCURS YOU MUST FOLLOW THE MANDATORY PROCEDURES IN THE TABLE BELOW:**

**What is a spill?** A spill is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. (A spill includes an unauthorized discharge to land that poses a public health threat.) Be on the safe side, **REPORT IT!**

Required Communication	Agency to Contact (all are required)	Time Requirements	Contact Method
1. Notification	Office of Emergency Services (OES)	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local Health Department (LHD)	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Telephone - (fill in LHD number) (   -   -   )
	Appropriate Regional Water Board Office  Sacramento (RB5S) Redding (RB5R) Fresno (RB5F)	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Telephone –  RB5S: (916) 464-3291 RB5R: (530) 224-4845 or RB5F: (559) 445-5116
2. Certification	Regional Water Board	As soon as possible, but not later than <b>24 hours</b> after becoming aware of the unauthorized discharge.	Telephone – (916) 464-3291 (be prepared to provide detailed information) <sup>1</sup>
3. Reporting	Regional Water Board	Within <b>5 business days</b> , submit written report.	Mail or Hand Delivery

<sup>1</sup> See **Spill Reporting Procedures** document (Enclosure 1).

Enclosure 2

# SPILL REPORTING CERTIFICATION FORM

**Mandatory Due Date: 22 August 2008**

**THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE PROCEDURES AND REQUIREMENTS FOR REPORTING SPILLS AND OTHER UNAUTHORIZED DISCHARGES FROM MUNICIPAL WASTEWATER TREATMENT PLANTS AND AGREES TO IMPLEMENT THE PROCEDURES AS DIRECTED.**

The Central Valley Regional Water Quality Control Board (Regional Water Board) has provided mandatory Spill Reporting Requirements for ALL publicly owned treatment works with National Pollutant Discharge Elimination System (NPDES) Permits or Waste Discharge Requirements, pursuant to California Water Code (CWC) Section 13267.

I, as a responsible representative, certify that (1) the Spill Reporting Procedures will be implemented, (2) the Spill Reporting Fact Sheet will be posted at the facility in highly visible locations, and (3) all necessary personnel will be trained on the reporting procedures and will understand what to do in case of a spill or other unauthorized discharge.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NPDES Permit No./WDR Order No.

\_\_\_\_\_  
DISCHARGER

\_\_\_\_\_  
FACILITY

Mail By 22 August 2008 to:  
Central Valley Regional Water Board  
11020 Sun Center Drive, #200  
Rancho Cordova, CA 95670  
Attention: NPDES/WDR Permit Section Chief

or Fax by 22 August 2008 to:  
(916) 464-4645