
North Coast Regional Water Quality Control Board

California Regional Water Quality Control Board North Coast Region

MONITORING AND REPORTING PROGRAM Order No. R1-2025-0004

For

**Sonoma West Holdings, Plant No. 2
Domestic Wastewater Treatment System
2064 Gravenstein Highway North
Sebastopol, CA 95472
WDID No. 1B812020SON**

Sonoma County

This Monitoring and Reporting Program (MRP) describes requirements for monitoring a wastewater treatment system. California Water Code (Water Code) section 13267 authorizes the Regional Water Quality Control Board (Regional Water Board) to require technical and monitoring reports. This MRP establishes monitoring and reporting requirements, which implement California regulations.

Sonoma West Holdings, Inc. (Permittee) owns and operates a domestic wastewater treatment and disposal system that is subject to the Notice of Applicability (NOA) of General Waste Discharge Requirements for Small Domestic Wastewater Treatment Systems, Order WQ 2014-0153-DWQ (General Order). The reports required by the MRP are necessary to ensure the Permittee complies with the NOA and General Order.

I. GENERAL MONITORING PROVISIONS

- A.** If the Permittee monitors any pollutant more frequently than required by this MRP, using test procedures as specified in this MRP, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the quarterly and annual self-monitoring reports.
- B.** Analysis of monitoring samples shall be performed by Laboratories certified by the State Water Resources Control Board, Division of Drinking Water, in accordance with the provision of Water Code section 13176, and must include quality assurance/quality control data with their reports.

- C. Compliance and monitoring analyses shall be conducted using commercially available and reasonably achievable detection limits that are lower than the applicable effluent limitation. If no minimum level (ML) value is below the effluent limitation, the lowest ML shall be selected as the reporting level (RL).

II. MONITORING LOCATIONS

The Permittee shall establish the following monitoring locations to demonstrate compliance with the discharge prohibitions, discharge specifications, and other requirements in this Order:

Table 1. Monitoring Station Locations

Monitoring Location Name	Monitoring Location Description
INF-003	Influent Domestic Wastewater from the Influent Lift Station located between the Septic Tanks and the Domestic Wastewater Treatment Pond.
PND-001	Aerated Domestic Wastewater Treatment Pond
REC-001	Effluent sampling port located between the Chlorine Contact Tank and Domestic Effluent Spray field.
BENCH 1	Visual observation of the Domestic Effluent Spray Field.

III. SEPTIC TANK MONITORING

- A. Septic Tanks shall be inspected and/or pumped at least as frequently as described below. Inspection of sludge and scum depth are not required if the tanks are pumped at least annually.

Table 2. Septic Tank Monitoring

Parameter	Units	Sample Type	Inspection Frequency
Sludge depth and scum thickness in each compartment of each tank	Feet	Staff Gauge	Annually
Distance between bottom of scum layer and bottom of outlet device	Inches	Staff Gauge	Annually
Distance between top of sludge layer and bottom of outlet device	Inches	Staff Gauge	Annually
Effluent filter condition (clean as needed)	--	--	Annually

- B. Septic tanks shall be pumped when any one of the following conditions exist:

- a. The combined thickness of sludge and scum exceed one-third of the tank depth of the first compartment.

- b. The scum layer is within 3 inches of the outlet device.
- c. The sludge layer is within 8 inches of the outlet device.

C. If the septic tank is pumped during the year, the pumping report shall be submitted with the annual report. All pumping reports shall be submitted with the next regularly scheduled monitoring report. At a minimum, the record shall include the date, nature of service, service company name, and service company license number.

IV. POND SYSTEM MONITORING

A. The Permittee shall monitor influent flow to the domestic wastewater treatment system at Monitoring Location INF-003 as follows:

Table 3. Influent Monitoring

Parameter	Units	Sample Type	Monitoring Frequency
Average Daily Flow	Gallons per day (gpd)	Meter	Daily ⁽¹⁾
Table Notes: 1. Daily flows are to be collected on each weekday, during normal business hours of the Facility.			

B. The Permittee shall monitor the domestic wastewater treatment pond, at Monitoring Location PND-001, as follows:

Table 4. Wastewater Treatment Pond Monitoring

Parameter	Units	Sample Type	Inspection Frequency
Dissolved Oxygen	mg/L	Grab	Monthly
Freeboard	0.1 feet	Measurement	Monthly
Odors	--	Observation	Monthly
Berm Condition	--	Observation	Monthly

C. The Permittee shall monitor the treated domestic wastewater from the domestic wastewater treatment system at monitoring location REC-001 as follows:

Table 5. Effluent Monitoring

Parameter	Units	Sample Type	Monitoring Frequency	Required Analytical Test Method ⁽¹⁾
Biochemical Oxygen Demand	mg/L	Grab	Monthly	Standard Methods
Total Suspended Solids	mg/L	Grab	Monthly	Standard Methods

Nitrate (as N)	mg/L	Grab	Monthly	Standard Methods
Total Dissolved Solids	mg/L	Grab	Monthly	Standard Methods
Chloride	mg/L	Grab	Monthly	Standard Methods
Total Coliform Organisms	MPN/100 mL	Grab	Weekly	Standard Methods
Table Notes: 1. In accordance with the current edition of Standard Methods for Examination of Water and Wastewater (American Public Health Administration) or current test procedures specified in 40 C.F.R. part 136.				

V. LAND APPLICATION AREA MONITORING

The Permittee shall monitor the operation of and discharge to the surface disposal irrigation field at Monitoring Location BENCH 1 as follows:

Table 6. Surface Disposal Irrigation Field Monitoring

Parameter	Units	Sample Type	Monitoring Frequency
Wastewater Flow	gpd	Meter	Daily
Local Rainfall	Inches	Weather Station ⁽¹⁾	Monthly
Acreage Applied	Acres	Calculated	Monthly
Application Rate	Gallon/acre/month	Calculated	Monthly
Soil Erosion Evidence	--	Observation	Monthly
Containment Berm Condition	--	Observation	Monthly
Soil Saturation/Ponding	--	Observation	Monthly
Nuisance Odors/Vectors	--	Observation	Monthly
Discharge Off-Site	--	Observation	Monthly
Table Notes: 1. Weather station may be site-specific station or nearby governmental weather reporting station.			

VI. SOLIDS DISPOSAL MONITORING

The Permittee shall report the handling and disposal of all solids (e.g., screenings, grit, sludge, biosolids, etc.) generated at the wastewater system. Records shall include the name/contact information for the hauling company, the type and amount of waste transported, the date removed from the wastewater system, the disposal facility name and address, and copies of analytical data required by the entity accepting the waste. These records shall be submitted as part of the annual monitoring report.

VII. REPORTING REQUIREMENTS

A. Quarterly Monitoring Reports

Quarterly reports shall be submitted to the Regional Water Board on the first day of the second month after the quarter ends, as follows:

Table 7. Monitoring Periods and Reporting Schedule

Report	Reporting Period	Report Due Date
1st Quarter SMR	January through March	May 1st
2nd Quarter SMR	April through June	August 1st
3rd Quarter SMR	July through September	November 1st
4th Quarter SMR	October through December	February 1st

The reports shall bear the certification and signature of the Discharger's authorized representative. At a minimum, the quarterly reports shall include:

1. Results of all required monitoring.
2. A comparison of monitoring data to the discharge specifications, applicable effluent limits, disclosure of any violations of the NOA and/or General Order, and an explanation of any violation of those requirements. (Data shall be presented in tabular format.)
3. Copies of laboratory analytical report(s) and chain of custody form(s).

B. Annual Report

Annual Reports shall be submitted to the Regional Water Board by **March 1st following the monitoring year**. The Annual Report shall include the following:

1. Tabular and graphical summaries of all monitoring data collected during the year.
2. An evaluation of the performance of the wastewater treatment facility, including discussion of capacity issues, nuisance conditions, system problems, and a forecast of the flows anticipated in the next year. A flow rate evaluation as described in the General Order (Provision E.2.c) shall also be submitted.
3. A discussion of compliance and the corrective action taken, as well as any planned or proposed actions needed to bring the discharge into compliance with the NOA and/or General Order.
4. A discussion of any data gaps and potential deficiencies/redundancies in the monitoring system or reporting program.

5. The name and contact information for the wastewater operator responsible for operation, maintenance, and system monitoring.

C. Electronic Submittal of Documents

All monitoring reports shall be submitted to the Regional Water Board via e-mail to NorthCoast@waterboards.ca.gov or on disk (CD or DVD) in a Portable Document Format (PDF) file in lieu of paper-sourced documents. The guidelines for electronic submittal of documents can be found on the Regional Water Board website at: <http://www.waterboards.ca.gov/northcoast>.

At any time during the term of this permit, the Regional Water Board may notify the Permittee to electronically submit both technical and Self-Monitoring Reports (SMRs) to the State Water Board's GeoTracker database in searchable Portable Document Format (pdf). In addition, analytical data will be required to be uploaded to the GeoTracker database under a site-specific global identification number that will be assigned to the Permittee. Information on the GeoTracker database is provided on the State Water Board website at: https://www.waterboards.ca.gov/resources/data_databases/groundwater.shtml

D. Transmittal Letter

A transmittal letter, identifying the facility name, address and WDID number shall accompany each monitoring report. The transmittal letter shall discuss any violations that occurred during the reporting period and all actions taken or planned for correcting the violations, such as operation or system modifications. If the Permittee previously submitted to the Regional Water Board a report describing the corrective action or time schedule for implementing the corrective actions, reference to the previous report is satisfactory.

E. Signature and Certification

All monitoring report shall be signed by a person described in subsection 66270.11 (a) of Title 22, Division 4.5, Chapter 20, Article 2 of the California Code of Regulations (CCR) or a duly authorized representative of that person as per subsection 66270.11(b) of Title 22, Division 4.5, Chapter 20, Article 2 of the CCR. The person signing the reports shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. 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 fine and imprisonment for knowing violations."

F. Spills and Unauthorized Discharges Notification

Information regarding all spills and unauthorized discharges that may endanger health or the environment shall be provided orally to the Regional Water Board¹ within 24 hours from the time the Permittee becomes aware of the circumstances and a written report shall also be provided within ten (10) days of the time the discharge.

Information to be provided verbally to the Regional Water Board includes:

1. Name and contact information of caller;
2. Date, time and location of spill occurrence;
3. Estimates of spill volume, rate of flow, and spill duration, if available and reasonably accurate;
4. Surface water bodies impacted, if any;
5. Any adverse impacts observed, if any;
6. Cause of spill, if known at the time of the notification;
7. Cleanup actions taken or repairs made at the time of the notification; and Responding agencies.

Ordered By: _____

Valerie Quinto
Executive Officer

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¹ The contact number of the Regional Water Board during normal business hours is (707) 576-2220. After normal business hours, spill reporting to the State Warning Center will satisfy the 24-hour spill reporting requirement for the Regional Water Board. The contact number for spill reporting for the State Warning Center is (800) 852-7550.