



# California Regional Water Quality Control Board

## San Francisco Bay Region



Linda S. Adams  
Secretary for  
Environmental Protection

1515 Clay Street, Suite 1400, Oakland, California 94612  
(510) 622-2300 • Fax (510) 622-2460  
<http://www.waterboards.ca.gov/sanfranciscobay>

Arnold Schwarzenegger  
Governor

October 19, 2009

**Sent via E-mail**

(E-mail address [SSOcommentletters@waterboards.ca.gov](mailto:SSOcommentletters@waterboards.ca.gov))

**Attn:** Waste Discharge Requirements Unit, State Water Board

**Subject:** Region 2's Comment Letter-SSO Reduction Program Review and Update

Attached please find our comments on the SSO Reduction Program Review and Update. Should you have any questions regarding these comments, please contact Claudia Villacorta of my staff at (510) 622-2485, or by email at [cvillacorta@waterboards.ca.gov](mailto:cvillacorta@waterboards.ca.gov).

Sincerely,

Lila Tang, Chief  
NPDES Wastewater Division

Enclosures: Region 2's Comments on SSO Reduction Program and Order  
Attachment A, Annual Report Template  
Attachment B, SSO Annual Report User Documentation  
Attachment C, Region 2 May 1, 2008, letter Regarding SSO Notification  
Procedures

Copy to (via email):  
Thomas Mumley, Assistant Executive Officer  
Dyan Whyte, Assistant Executive Officer  
Bruce Wolfe, Executive Officer

**Region 2's Comments on State Water Board SSO Reduction Program and Suggestion for Changes to the Statewide General WDR for Wastewater Collection Agencies, Order No. 2006-0003-DWQ (Order)**

1. The Order should include a requirement for collection system agencies (enrollees) to submit an annual SSO report. The enrollee's annual SSO report would require the evaluation of SSO data and collection system performance, and development of a plan to address areas of concern within the collection system. To facilitate these mandates, the annual SSO report should (1) summarize number, volume, general location and causes of SSOs during the reporting period, (2) summarize sewer system cleaning statistics for the entire system and for hot spots (i.e. number of miles cleaned per year and cleaning frequency), (3) perform a trend analysis showing a comparison of data for the current reporting period with previous years, (4) based on trend analysis, identify areas of concern in the collection system, (5) develop a SSO reduction plan for the next calendar year that identifies a future course of action to address areas needing improvement including a list of needed capital improvement projects if applicable, and (6) provide a list of any capital improvement projects completed during the reporting period. Since 2005, Region 2 has required collection system agencies to submit annual SSO reports. These reports have assisted both collection system agencies and Region 2 in assessing system performance. Attached is Region 2's annual SSO report template, which is a guide for enrollees when preparing such reports (Attachment A). Region 2 will be updating this template shortly to include elements 4, 5, and 6 described above.
2. To facilitate annual reporting, CIWQS should be updated so that enrollees can submit data electronically. Then CIWQS can generate a report summarizing data similar to Tables 1, 2, 3 in Attachment A. Region 2 developed a guide (Attachment B) for submitting and certifying annual SSO reports electronically through our SSO database. The annual SSO reports module of Region 2's electronic SSO database will launch by spring 2010.
3. Provision D. 7 (iii) of the Order regarding cleanup of debris at the overflow site should be revised to prohibit the discharge of chlorine, or any other toxic substance used for disinfection and cleanup of SSOs, to any surface water body.
4. Prohibition C.1. of the Order should be revised to prohibit discharge of untreated or partially treated wastewater to waters of the State in addition to US waters. As currently written, the Order limits a Region's ability to take enforcement action against "discharges of untreated or partially treated sewage to waters of the State" unless it creates a nuisance. This revision maximizes a Region's enforcement options.
5. Provision D. 7 (v) of the Order requires enrollees to implement adequate sampling to determine the nature and impact of the release. This requirement is ambiguous and should be revised to specify, at a minimum, the following parameters be

analyzed in receiving waters: dissolved oxygen, ammonia and indicator bacteria such as total coliform, fecal coliform or enterococcus or e.coli.

6. During the September 29, 2009, public meeting, the State Water Board posed the following question: "Should the Order be modified to require collection system operator certification?" Region 2's response is that the Order should require such certification. Certification would provide evidence and a level of assurance that an enrollee is staffed with employees who have demonstrated an appropriate level of collection system O&M knowledge, skills, and abilities, and who are competent in safe work practices. The California Water Environment Association already offers Collection System Maintenance Certification. The Order should specify minimum grade level requirements to be held by all collection system workers, supervisors and managers.
7. The following question was also posed during the public meeting: "Should the SSO Order be modified to require reporting of sewage spills from municipal or privately owned wastewater treatment plants?" For consistency with requirements for collection systems, the Order should require reporting (2-hr notification, 24-hr certification, 5 business days reporting) of sewage spills from municipal wastewater treatment plants. At the request from the State Water Board (directive from Tam Doduc), Region 2 has required this reporting since June 1, 2008 (see Attachment C: Table 2 of May 1, 2008, letter).
8. To facilitate SSO reporting, CIWQS should be updated so that enrollees can electronically submit the two 2-hour notification of a discharge required in State Water Board Order No. WQ 2008-0002-EXEC. CIWQS should be programmed to send an electronic message to the appropriate Region when it receives a 2-hour notification from an Enrollee.
9. The 2-hour notification requirement imposes a significant burden on enrollees and Regional Water Board resources when only reporting/responding to spills that have little to no significant impact. As such, Order No. WQ 2008-0002-EXEC should be revised to require 2-hour notification of discharges that reach surface waters, and that also meet specific "significance" criteria (i.e. specific volume size).
10. Provision D.13 of the Order requires that each enrollee demonstrate that it possesses the necessary legal authority to prevent illicit discharges into its sanitary sewer system such as I/I, and to ensure proper connections and construction. Though Region 2 believes it is already implicit in the existing provision, it would be clearer to add language that such legal authority must extend to privately owned sewer laterals. Significant sewage spills have occurred and will continue to occur in Region 2 and other older sewer systems as a result of excessive I/I resulting from lack of maintenance of and poorly constructed private sewer laterals.

[Collection System Agency Letterhead]

[This Annual Report *template* was prepared as an aid for your agency to prepare its Annual Report for the March 15, 2006 deadline. Please note that in this template, words in brackets indicate either (1) where you should fill in information about your agency in particular (usually bolded), or (2) general guidance information. All information in brackets in this template should be replaced or removed (as appropriate) before finalizing your Annual Report. Please note - it is expected that the State Water Resources Control Board will issue a statewide general permit for collection systems within the next year and therefore future reporting requirements may change.]

[Date] – [Note: The first Annual Report for the period December 1, 2004 through December 31, 2005 is due March 15, 2006. Annual reports for subsequent years (if not changed by the statewide permit) should only be for the calendar year.]

Bruce H. Wolfe, Executive Officer  
California Regional Water Quality Control Board, San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612  
ATTN: Michael Chee

Dear Mr. Wolfe,

**Subject: Annual Report of Sanitary Sewer System Overflows for December 2004 and Calendar Year 2005**

The purpose of this letter is to report the Sanitary Sewer System Overflows (SSOs) that occurred in the [Agency Name] sanitary sewer system during the period December 1, 2004 through December 31, 2005. This report is submitted pursuant to the requirements included in the San Francisco Bay Regional Water Quality Control Board Letter, New Requirements for Reporting Sanitary Sewer Overflows, dated November 15, 2004. [If your agency did not have any SSOs during the reporting period, just state that fact and the remainder of this report is not necessary.]

Number and Size of SSOs

The total number of SSOs for the reporting period was [X]. All of the SSOs were associated with gravity sewers. [If any SSOs were associated with pressure sewers or pump stations, indicate that here.] There were [X] SSOs associated with dry weather conditions and [X] SSOs associated with wet weather conditions. The sizes of SSOs are summarized as shown on Table 1.

**Table 1. Number of SSOs**

Size of SSO (gallons)	Number	Percent of Total by Number
Greater than or equal to 1,000		
From 100 to 999		
From 10 to 99		
Less than 10 [can include in line above]		
[Public portion of lateral (if applicable)]		
<b>Total</b>		

The volume of spills contained and returned to the sewer system, as well as the volume reaching waters of the State is shown in Table 2.

**Table 2. Volume of SSOs**

	Volume (gallons)	Percent of Total by Volume
Total volume contained and returned to sewer system for treatment		
Total volume reaching waters of the State		
Total volume not contained but not reaching waters of the State (everything else)		
<b>Total</b>		

None of the SSOs exceeded [X] gallons in volume. This report does not include SSOs that occurred from private sewer service laterals within the [Agency Name] jurisdiction that were caused by conditions in privately-owned laterals or on private property. The property owners are responsible for the condition and the operation of those sewer service laterals.

Cause of SSOs

The predominant cause[s] of SSOs during the period of this report was [were] [X, Y, and Z]. [Note: The causes shown on this template are the same as the pull-down menus on the Regional Water Board's website.] The distribution of SSOs by cause is shown on Table 3.

**Table 3. Causes of SSOs**

Cause of SSO	Number	Volume	Percent of Total
Blockage:			
Roots			
Grease			
Debris			
Debris from Laterals			
Vandalism			
Animal Carcass			
Construction Debris			
Multiple Causes			
<b>Subtotal for Blockage</b>			
Infrastructure Failure			
Inflow & Infiltration			
Electrical Power Failure			
Flow Capacity Deficiency			
Natural Disaster			
Bypass			
Cause Unknown			
<b>Total</b>			

Location of SSOs

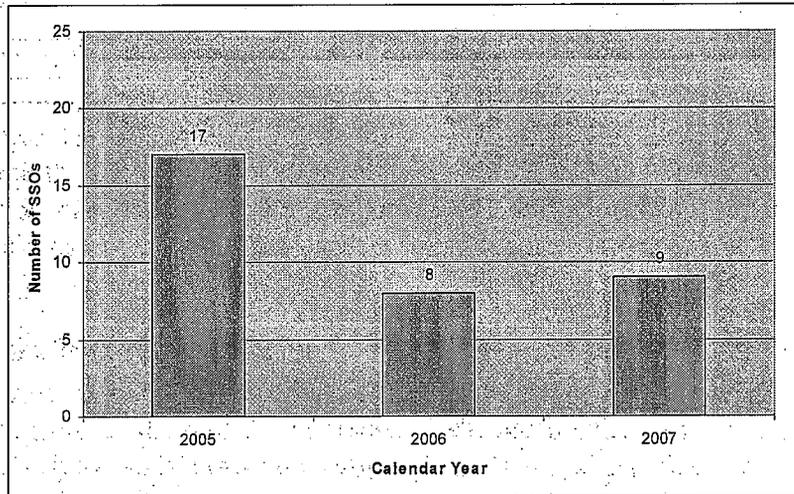
[Summarize the general geographical locations where SSOs are occurring, including the lower laterals if your agency has jurisdiction over that portion of the sewer. Provide narrative text describing whether any SSOs are tending to occur in the same location and if so, what is being done to prevent those SSOs in the future.]

SSO Trends

[In future annual reports (not the first one unless you have comparable data), include bar charts (or graphs) showing a comparison of data for the current reporting period with previous reporting periods. For example, include trends for the number, volume, and cause of SSOs.]

*Example:*

**Figure 1. Total SSOs for 2005 – 2007**



Status of Development of Sewer System Management Plan (SSMP)

[Briefly describe any actions underway here.]

Other Information

[Briefly describe any other relevant information that does not fit within the above headings.]

Certification

I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed 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.

Sincerely,

[Agency Official]

# SSO Annual Report

## User Documentation

# File Yearly Report (FileYearlyReport.aspx)

SSO Annual Report Uploaded

## File Yearly Report

Year: 2009

### Transmittal Letter

Test

Transmittal Letter:

### Attachments

Upload Report Attachment:

Browse...

Upload Report Attachment

### Upload Sample Report

1. Download Template: [Download Yearly Report Sample Analysis Template](#)
2. Fill in Downloaded Template
3. Upload Completed Template:  Browse... Upload Sample Report

Clear All Report Data

Size of SSO (gallons)	Number	Percent of Total by Number
Greater than or equal to 1,000	5	0.25
From 10 - 99	5	0.25
Less than 10 (can include in line above)	5	0.25
Public portion of lateral (if applicable)	5	0.25
<b>Total</b>	<b>20</b>	<b>1</b>

Volume Category	Volume (gallons)	Percent of Total by Volume
Total volume contained and returned to sewer system for treatment	3	0.333333333333333
Total volume reaching waters of the State	3	0.333333333333333
Total volume not contained but not reaching waters of the State (everything else)	3	0.333333333333333
<b>Total</b>	<b>9</b>	<b>1</b>

Cause Category	Number	Percent of Total
<b>Blockage:</b>		
Roots	4	0.066666666666667
Grease	4	0.066666666666667
Debris	4	0.066666666666667
Debris from Laterals	4	0.066666666666667
Vandalism	4	0.066666666666667
Animal Carcass	4	0.066666666666667
Construction Debris	4	0.066666666666667
Multiple Causes	4	0.066666666666667
<b>Subtotal for Blockage</b>	<b>32</b>	<b>0.533333333333333</b>
Infrastructure Failure	4	0.066666666666667
Inflow & Infiltration	4	0.066666666666667
Electrical Power Failure	4	0.066666666666667
Flow Capacity Deficiency	4	0.066666666666667
Natural Disaster	4	0.066666666666667
Bypass	4	0.066666666666667
Cause Unknown	4	0.066666666666667
<b>Total</b>	<b>60</b>	<b>1</b>

### Reporter Information

I certify that the information to be hereby submitted is true, accurate, and complete to the best of my knowledge.

\*Name: \_\_\_\_\_ \*Title: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_ \*Date: 9/16/2009 \*Emails: Chrisk\_Lam@yahoo.com

Submit Cancel Logout

## Overview

The File Yearly Report form allows users to enter their annual report information and data into the SSO database.

## Features

- Allow users to preview the Number, Volume, and Cause tables before submitting.
- Upload report attachments
  - Upon submit, report attachments will be available for download on the report page.
- Validation of data:
  - Ensures that all data is in the correct format and that no fields are missing before submitting into the database.
- Upon submit, the following is entered into the database:
  - Year
  - Transmittal Letter
  - All report data: Number of SSOs, Volume of SSOs, Cause of SSOs
  - Reporter Information: Name, Title, Phone Number, Date, Email
- Email notification to Regional Staff and agency directors upon submission of reports.

## Report List (Reports.aspx)

### Admin View

California Environmental Protection Agency  
SAN FRANCISCO BAY REGIONAL  
WATER QUALITY CONTROL BOARD

Reports							
Agency Name	Year	Reporter Name	Report Date	Submit Date	Submit Time	Has Followup?	Delete?
Test	2012	gd	9/4/2009	9/4/2009 9:54:29 PM	9/4/2009 9:54:29 PM	Yes	Delete
Test	2011	sa	9/4/2009	9/4/2009 9:47:24 PM	9/4/2009 9:47:24 PM	No	Delete
Test	2010	sd	9/4/2009	9/4/2009 10:18:06 AM	9/4/2009 10:18:06 AM	Yes	Delete
Test	2009	kj	9/4/2009	9/4/2009 10:16:20 AM	9/4/2009 10:16:20 AM	No	Delete

Main Menu | Logout

SF Bay Water Board Staff Support: | (510) 622-2373 | jham@waterboards.ca.gov

### Overview

Allows the administrator to see a list of all submitted annual reports and/or delete specific reports.

### Features

- Displays list of all annual reports in order of descending submit date.
  - Includes: Agency Name, Year, Reporter Name, Report Date, Submit Date, Submit Time, Has Follow-up
- Provides a link to the report itself
- Allows administrator to delete specific reports

### User View

California Environmental Protection Agency  
SAN FRANCISCO BAY REGIONAL  
WATER QUALITY CONTROL BOARD

Reports						
Agency Name	Year	Reporter Name	Report Date	Submit Date	Submit Time	
Test	2012	gd	9/4/2009	9/4/2009 9:54:29 PM	9/4/2009 9:54:29 PM	
Test	2011	sa	9/4/2009	9/4/2009 9:47:24 PM	9/4/2009 9:47:24 PM	
Test	2010	sd	9/4/2009	9/4/2009 10:18:06 AM	9/4/2009 10:18:06 AM	
Test	2009	kj	9/4/2009	9/4/2009 10:16:20 AM	9/4/2009 10:16:20 AM	

Main Menu | Logout

SF Bay Water Board Staff Support: | (510) 622-2373 | jham@waterboards.ca.gov

### Overview

Allows the user to see a list of all their submitted annual reports.

### Features

- Displays list of all annual reports submitted by the user in order of descending submit date.
  - Includes: Agency Name, Year, Reporter Name, Report Date, Submit Date, Submit Time
- Provides a link to the report itself

# View Annual Report (AnnualViewReport.aspx)

California Environmental Protection Agency  
**SAN FRANCISCO BAY REGIONAL**  
**WATER QUALITY CONTROL BOARD**

## 2009 Report: aznricechuger

Report Information		
Report Year:	2009	
Agency Name:	aznricechuger	
Submit Date/Time:	9/16/2009 2:06:00 PM	
Transmittal Letter		
Transmittal Letter:	test	
Reporter Information		
Reporter Name:	Christopher Lam	
Reporter Title:	Lam	
Reporter Phone Number:	(415) 650-796-1986	
Reporting Date:	9/16/2009	
Send To Emails:	Chrisk.Lam@yahoo.com	
Report Attachments		
Number of SSOs		
Category	Number	Percent
Greater than or equal to 1,000	5	0.25
From 10 - 99	5	0.25
Less than 10 (can include in line above)	5	0.25
(Public portion of lateral, if applicable)	5	0.25
<b>Total</b>	<b>20</b>	<b>1</b>
Volume of SSOs		
Category	Volume (gallons)	Percent of Total by Volume
Total volume contained and returned to sewer system for treatment	3	0.3333333333333333
Total volume reaching waters of the State	3	0.3333333333333333
Total volume not contained but not reaching waters of the State (everything else)	3	0.3333333333333333
<b>Total</b>	<b>9</b>	<b>1</b>
Cause of SSOs		
Cause	Number	Percent of Total
Blockage: Roots	4	0.0666666666666667
Blockage: Grease	4	0.0666666666666667
Blockage: Debris	4	0.0666666666666667
Blockage: Debris from Laterals	4	0.0666666666666667
Blockage: Vandalism	4	0.0666666666666667
Blockage: Animal Carcass	4	0.0666666666666667
Blockage: Construction Debris	4	0.0666666666666667
Blockage: Multiple Causes	4	0.0666666666666667
Blockage: Subtotal	32	0.5333333333333333
Infrastructure Failure	4	0.0666666666666667
Inflow & Infiltration	4	0.0666666666666667
Electrical Power Failure	4	0.0666666666666667
Flow Capacity Deficiency	4	0.0666666666666667
Natural Disaster	4	0.0666666666666667
Bypass	4	0.0666666666666667
Cause Unknown	4	0.0666666666666667
<b>Total</b>	<b>60</b>	<b>1</b>

[Main Menu](#)
[Report List](#)
[Logout](#)

## Overview

Allows the user/administrator to review a previously submitted report.

## Features

- Provides Report Information
  - Includes: Report Year, Agency Name, Date/Time Report Submitted
- Provides the Transmittal Letter
- Provides Reporter Information
  - Includes: Reporter Name, Reporter Title, Reporter Phone Number, Date Reported, Emails
- Provides any attachments submitted along with annual data
- Provides visual representation of data
  - Viewed in grid to replicate data as submitted in excel template
- Provides any follow-up comments/actions
  - Allows user/administrator to add more follow-up comments/actions as needed
- Provides a link to return to report list

## Cause Query Form (MainMenu.aspx)

California Environmental Protection Agency  
SAN FRANCISCO BAY REGIONAL  
WATER QUALITY CONTROL BOARD

**Administrator Main Menu**

<input type="button" value="Show All Reports"/>	<a href="#">Click Here to View 2hr/5hr Reports</a>
<input type="button" value="Show All Annual Reports"/>	<a href="#">Click Here to View Annual Reports</a>
<input type="button" value="Spill Map"/>	<a href="#">Click Here to See The Spill Map</a>
Tracking #:	<input type="text"/>
Agency Type:	All
Agency Name:	All
Year:	All
Volume Range:	<input type="text"/> to <input type="text"/>
<input type="button" value="Search Reports"/>	
Agency Name:	All
Year:	All
Cause:	All
<input type="button" value="Search Annual Reports"/>	<input type="button" value="Logout"/>

SF Bay Water Board Staff Support | (510) 622-2375 | jam@waterboards.ca.gov

### Overview

Allows the administrator query for specific Cause attributes of a previously submitted report.

### Features

- Provides query functions for Agency Name, Year, Cause
  - Agency Name – All registered agencies
  - Year – All available years
  - Causes – All, Blockage: Total, Infrastructure Failure, Inflow and Infiltration, Electrical Power Failure, Flow Capacity Deficiency, Natural Disasters, Bypass, Cause Unknown

## Cause Query Search Results (CauseSearchResults.aspx)

California Environmental Protection Agency  
SAN FRANCISCO BAY REGIONAL  
WATER QUALITY CONTROL BOARD

### All Causes

Report Count: 3

Name	Year	Blockage: Total	Infrastructure Failure	Inflow & Infiltration	Electrical Power Failure	Flow Capacity Deficiency	Natural Disaster	Bypass	Cause Unknown
Test	2012	4	4	4	4	4	4	4	4
Test	2011	4	4	4	4	4	4	4	4
Test	2009	4	4	4	4	4	4	4	4

Main Menu    Logout

SF Bay Water Board Staff Support | (510) 622-2373 | jam@waterboards.ca.gov

### Overview

Allows the administrator to see search results of reports and Cause Report Attributes.

### Features

- Displays list of all Cause Report Attributes in order of descending submit date.
  - Always displays: Agency Name and Year.
  - On query selection of "All" causes, displays: Blockage: Total, Infrastructure Failure, Inflow and Infiltration, Electrical Power Failure, Flow Capacity Deficiency, Natural Disasters, Bypass, Cause Unknown
  - On query selection of a single cause, displays: Value of selected cause
- Provides a link to the report itself
- Allows administrator to delete specific reports



# California Regional Water Quality Control Board

## San Francisco Bay Region



Linda S. Adams  
Secretary for  
Environmental Protection

1515 Clay Street, Suite 1400, Oakland, California 94612  
(510) 622-2300 • Fax (510) 622-2460  
<http://www.waterboards.ca.gov/sanfranciscobay>

Arnold Schwarzenegger  
Governor

May 1, 2008  
File No. 1210.57 (RS and MC)

To: Attached Mailing List

Subject: 1) New Sanitary Sewer Overflow Notification Procedures for Sanitary Sewer Collection Systems, and 2) New Unauthorized Discharge Notification and Reporting Requirements for Municipal Wastewater Treatment Plants

This letter includes new procedures and requirements for addressing spills from sanitary sewer collection systems and unauthorized discharges from municipal wastewater treatment plants. Part 1 of this letter imposes new procedures for sanitary sewer collection systems (upstream of the plant headworks) to document compliance with the State Water Board's new 2-hour notification and 24-hour certification requirements for sanitary sewer overflows (SSOs). Part 2 of this letter imposes new notification and reporting requirements for municipal wastewater treatment plants that experience an unauthorized discharge at their treatment facilities. The treatment plants covered by this requirement are shown in Attachment A. The requirements of this letter are effective starting June 1, 2008.

### Part 1: Requirements that Apply to Sanitary Sewer Collection Systems

To satisfy the notification requirements for SSOs established by the State Water Board's Order No. WQ 2008-0002-EXEC, dischargers must complete the SSO notification form at the following link: [https://www.r2esmr.net/sso\\_login2.asp](https://www.r2esmr.net/sso_login2.asp). The requirement to notify the Regional Water Board, via our online reporting system, is effective starting on June 1, 2008. Additional details on the reporting procedures are posted at that link.

You may recall that this was the web-based SSO reporting system that this Regional Water Board used prior to the State Water Board's statewide SSO reporting system under the California Integrated Water Quality System (CIWQS). In response to the State Water Board's Order No. 2008-0002-EXEC, we have modified and relaunched our regional system. This is to provide a consistent and reliable method for the collection system agencies to notify us as they are required by the State Water Board's Order.

Please note that this system only serves to document that dischargers have notified the Office of Emergency Services, the local health officer/environmental health office, and the Regional Water Board (as directed by the State Water Board's new notification requirements). Dischargers are still required to report sanitary sewer spills through the State Water Board's CIWQS web-database.

In order to clarify the multiple levels of notification, certification, and reporting, the communication requirements for SSOs are summarized in Table 1 below:

**Table 1: Summary of Communication Requirements for Sanitary Sewer Overflows**

Communication Type (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
1. Notification	Office of Emergency Services	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local health department	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the SSO.	Electronic <sup>1</sup> www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than <b>24 hours</b> after becoming aware of the SSO.	Electronic <sup>2</sup> www.r2esmr.net/ sso_login2.asp
3. Reporting	State Water Board (CIWQS)	Category 1 SSO: initial report within <b>3 business days</b> , final report within <b>15 calendar days</b> after response activities have been completed.	Electronic (only) to CIWQS
		Category 2 SSO: within <b>30 calendar days</b> after the end of the calendar month in which the SSO occurs.	Electronic (only) to CIWQS

**Part 2: Requirements that Apply to Municipal Wastewater Treatment Plants**

<sup>1</sup> In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In cases where the discharger satisfies 2-hour notification requirements via phone, it must still provide online notification to the Regional Water Board within 3 business days of becoming aware of a SSO.

<sup>2</sup> In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of an SSO, the certification information must also be entered into the Regional Water Board's online system in electronic format.

As mentioned above, this letter includes new notification and reporting requirements for unauthorized discharges that occur at municipal wastewater treatment plants. Unauthorized discharges can include such discharges as untreated wastewater, partially treated wastewater, fully treated wastewater to an unauthorized location, oil spills, and spills of hazardous waste. The reason for this modification is because the time prescribed in Self-Monitoring Programs for the filing of the initial report of an unauthorized discharge is too long to adequately protect public health or the beneficial uses of waters of the State when such incidences occur. Therefore, the facilities shown in Attachment A shall comply with the following:

“Notification and Certification

For any unauthorized discharges<sup>3</sup> that result in a discharge to a drainage channel or a surface water, the discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the Regional Water Board. At that time, the discharger must submit to the Regional Water Board, via our online reporting system, the following:

- (a) A description of what happened (i.e., the cause),
- (b) The location of threatened or involved waterway(s) or storm drains,
- (c) The date and time the unauthorized discharge is known to have started,
- (d) The estimated quantity and duration of the unauthorized discharge so far, and the estimated amount recovered,
- (e) The level of treatment (e.g., raw wastewater, primary treated, undisinfected secondary treated, and so on), and
- (f) The identity of the person reporting the unauthorized discharge, and
- (g) A certification (within 24 hours) that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

Reporting

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<sup>3</sup> Title 23 California Code of Regulations Section 2250 (b) states that an unauthorized discharge is defined to be a discharge, not regulated by waste discharge requirements, of treated, partially treated, or untreated wastewater resulting from the intentional or unintentional diversion of wastewater from a collection, treatment or disposal system.

Within five (5) business days, the discharger shall submit a written report, via the Regional Water Board's online reporting system, that includes, in addition to the information required above, the following:

- (a) The methods used to delineate the geographical extent of the unauthorized discharge on receiving waters,
- (b) The efforts implemented to minimize public exposure to the unauthorized discharge,
- (c) A visual observation of the impacts (if any) that were noted in the receiving water (e.g., fish kill, discoloration of water), and the extent of sampling if any was conducted,
- (d) The corrective measures taken to minimize the impact of the unauthorized discharge,
- (e) The measures to be taken to minimize the chances of a similar unauthorized discharge occurring in the future,
- (f) How (if necessary) its Spill Prevention and Contingency Plan or Operation & Maintenance Manual will be modified to minimize the chances of future unauthorized discharges, and
- (g) The quantity and duration of the unauthorized discharge, and the amount recovered.

Communication Protocol

In order to clarify the multiple levels of notification, certification, and reporting, the current communication requirements for unauthorized discharges from municipal wastewater treatment plants are summarized in Table 2 on the following page.

**Table 2: Summary of Communication Requirements for Unauthorized Discharges from Municipal Wastewater Treatment Plants**

<b>Communication Type (all are required)</b>	<b>Agency Being Contacted</b>	<b>Timeframe Requirements</b>	<b>Method for Contact</b>
1. Notification	Office of Emergency Services	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	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than <b>2 hours</b> after becoming aware of the unauthorized discharge.	Electronic <sup>4</sup> www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than <b>24 hours</b> after becoming aware of the unauthorized discharge.	Electronic <sup>5</sup> www.r2esmr.net/ sso_login2.asp
3. Reporting	Regional Water Board	Within <b>5 business days</b> , submit written report.	Electronic <sup>6</sup> www.r2esmr.net/ sso_login2.asp

The 2-hour notification/certification and 5-day reporting requirements to the Regional Water Board shall be accomplished through our online reporting system, starting June 1, 2008. The procedures and instructions for online reporting are provided at the following link:

[https://www.r2esmr.net/sso\\_login2.asp](https://www.r2esmr.net/sso_login2.asp).

<sup>4</sup> In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the notification information must also be entered into the Regional Water Board's online system in electronic format.

<sup>5</sup> In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the certification information must also be entered into the Regional Water Board's online system in electronic format.

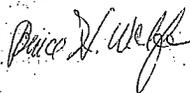
<sup>6</sup> If a discharger cannot satisfy the 5-day reporting requirements via our online reporting system, it must submit a written report (preferably electronically in pdf), to the appropriate case manager. In cases where the discharger cannot satisfy 5-day reporting requirements via our online reporting system, it must still complete the Regional Water Board's online reporting requirements within 15 calendar days of becoming aware of the unauthorized discharge.

Unauthorized Discharge vs. Bypass

The above notification and reporting requirements for municipal wastewater treatment plants shall satisfy the unauthorized discharge notification and reporting requirements under Self-Monitoring Program Part A, Sections F.1 and F.2. Please note that dischargers must still comply with the bypass provisions (e.g., submitting prior notice for an anticipated bypass) under 40 CFR Part 122.41(m). Additionally, in the event of a bypass, dischargers must also continue to comply with Self Monitoring Program Part A, Section C.2.h, and accelerate monitoring to daily for all constituents with effluent limits, unless this condition is modified in its existing permit."

Please be aware that the requirements of this letter are made pursuant to section 13383 of the California Water Code. Failure to respond, late response, or incomplete response may subject you to civil liability imposed by the Regional Water Board to a maximum of \$10,000 per day. If you have any questions regarding this letter, please contact Robert Schlipf at (510) 622-2478 or Michael Chee at (510) 622-2333.

Sincerely,



Bruce H. Wolfe  
Executive Officer

Digitally signed by Bruce  
Wolfe  
Date: 2008.05.01 11:18:20  
-07'00'

Enclosures: Attachment A - Municipal Wastewater Treatment Plants

Attachment A – Municipal Wastewater Treatment Plants

Discharger	NPDES Permit No.	Existing Order No. <sup>1</sup>
American Canyon, City of	CA0038768	R2-2006-0036
Benicia, City of	CA0038091	01-096
Burlingame, City of	CA0037788	R2-2008-0008
C&H Sugar Company Inc., and Crockett Community Services District <sup>2</sup>	CA0005240	R2-2007-0032
Calistoga, City of	CA0037966	R2-2006-0066
Central Contra Costa Sanitary District	CA0037648	R2-2007-008
Central Marin Sanitation Agency	CA0038628	R2-2007-007
Contra Costa County Sanitation District No. 5, Port Costa to be transferred to Crockett Community Services District	CA0037885	R2-2008-0005
Delta Diablo Sanitation District	CA0038547	R2-2003-0114
East Bay Dischargers Authority, City of Hayward, City of San Leandro, Oro Loma Sanitary District, Castro Valley Sanitary District, Union Sanitary District, and LAVWMA	CA0037869	R2-2006-0053
Union S.D. Wet Weather Outfall	CA0038733	R2-2004-0002
Union S.D. Hayward Marsh	CA0038636	R2-2006-0031
Dublin San Ramon Services District	CA0037613	R2-2006-0054
City of Livermore	CA0038008	R2-2006-0055
LAVWMA Wet Weather Outfall	CA0038679	R2-2006-0026
East Bay Municipal Utilities Dist. WWTP	CA0037702	01-072
EBMUD Wet Weather Facilities	CA0038440	R2-2005-0047
East Brother Light Station, Inc.	CA0038806	R2-2004-0079
Fairfield-Suisun Sewer District	CA0038024	R2-2003-0072
Las Gallinas Valley Sanitary District	CA0037851	R2-2003-0108
Marin County (Paradise Cove), Sanitary District No. 5 of	CA0037427	R2-2006-0037
Marin County (Tiburon), Sanitary District No. 5 of	CA0037753	R2-2002-0097
Millbrae, City of	CA0037532	01-143
Mt. View Sanitary District	CA0037770	R2-2006-0063
Napa Sanitation District	CA0037575	R2-2005-0008
Novato Sanitary District	CA0037958	R2-2004-0093
Palo Alto, City of	CA0037834	R2-2003-0078
Petaluma, City of	CA0037810	R2-2005-0058
Pinole, City of	CA0037796	R2-2007-0024
Rodeo Sanitary District	CA0037826	R2-2006-0062
Saint Helena, City of	CA0038016	R2-2005-0025
San Francisco, City and County of, San Francisco International Airport, Sanitary	CA0038318	R2-2007-0058
San Francisco (Southeast Plant), City and County of	CA0037664	R2-2008-0007
San Jose/Santa Clara, Cities of	CA0037842	R2-2003-0085
San Mateo, City of	CA0037541	R2-2007-0075
Sausalito-Marin City Sanitary District	CA0038067	R2-2007-0054
Seafirth Estates Company and Property Owners with the Seafirth Estates Subdivision	CA0038893	R2-2006-0082
Sewerage Agency of Southern Marin	CA0037711	R2-2007-0057
Sonoma Valley County Sanitary District	CA0037800	R2-2002-0046
South Bayside System Authority	CA0038369	R2-2007-0006
South San Francisco and San Bruno, Cities of	CA0038130	R2-2003-0010
Sunnyvale, City of	CA0037621	R2-2003-0079
US Naval Support Activity, Treasure Island	CA0110116	R2-2004-0036
Vallejo Sanitation and Flood Control District	CA0037699	R2-2006-0056
West County Agency (West County Wastewater District and City of Richmond Municipal Sewer District)	CA0038539	R2-2008-0003
Yountville, Town of	CA0038121	R2-2004-0017

Discharger	NPDES Permit No.	Existing Order No. <sup>1</sup>
East Bay Regional Parks District, Del Valle Regional Park	Not applicable	90-157
East Bay Regional Parks District, Arroyo Del Valle Environmental Education Center and Youth Camp	Not applicable	01-143
Contra Costa Sanitation District #6, Stonehurst Subdivision	Not applicable	91-096
Bolinas Community P.U.D., Bolinas Sewage Pond System	Not applicable	88-100
California Dept. of Parks & Recreation, Samuel P. Taylor Park – WW System	Not applicable	91-181
Tomales Village CSD, Tomales Sewage Pond System	Not applicable	86-086
California State Parks Foundation, Marconi Conference Center WWTP	Not applicable	02-067
French Ranch LLC, French Ranch Community WWTP	Not applicable	97-10DWQ
City & County of San Francisco, Log Cabin Ranch School	Not applicable	91-054
California Dept of Parks & Recreation, Portola Redwoods State Park WWTP	Not applicable	86-087
San Mateo County, Memorial Park	Not applicable	86-046
San Mateo County, Glenwood Boys Ranch	Not applicable	88-140
San Mateo County, San Mateo County Honor Camp #1	Not applicable	88-141
University of California, Elkus 4-H Ranch	Not applicable	92-124
County of Santa Clara, Mariposa Lodge – Alcohol Rehab	Not applicable	78-053
Lake Canyon Community Services District, Lake Canyon Community WW System	Not applicable	94-143

<sup>1</sup> The orders shown are for the primary permit reissuance and do not include permit amendments.

<sup>2</sup> This industrial facility also treats municipal wastewater from the Crockett Community Services District.

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