



# 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

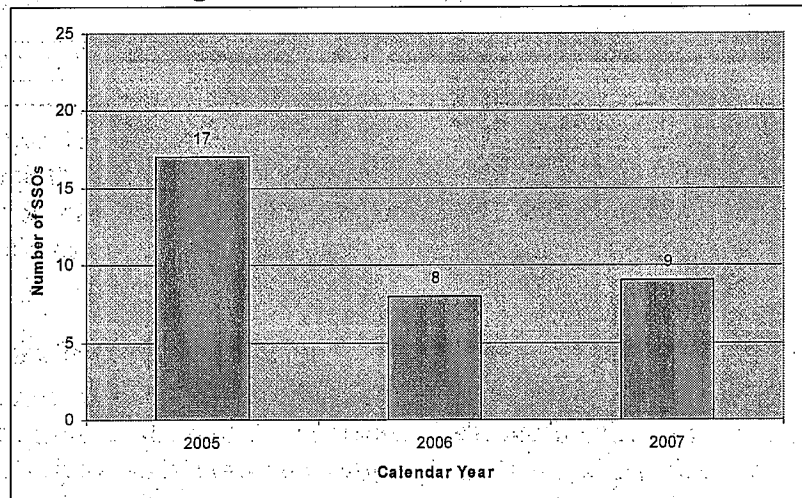
[Summarize the general geographical locations where SSOs are occurring, including the lower laterals if your agency has jurisdiction over that portion of the sewer. Provide narrative text describing whether any SSOs are tending to occur in the same location and if so, what is being done to prevent those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

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

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
Total	20	1

Volume 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
Total	9	1

Cause Category	Number	Percent of Total
Blockage:		
Roots	4	0.0666666666666667
Grease	4	0.0666666666666667
Debris	4	0.0666666666666667
Debris from Laterals	4	0.0666666666666667
Vandalism	4	0.0666666666666667
Animal Carcass	4	0.0666666666666667
Construction Debris	4	0.0666666666666667
Multiple Causes	4	0.0666666666666667
Subtotal for Blockage	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
Total	60	1

#### 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:

\*Emails:

9/16/2009

Chris.Lam@yaho

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



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	<a href="#">Delete</a>
Test	2011	sa	9/4/2009	9/4/2009 9:47:24 PM	9/4/2009 9:47:24 PM	No	<a href="#">Delete</a>
Test	2010	sd	9/4/2009	9/4/2009 10:18:06 AM	9/4/2009 10:18:06 AM	Yes	<a href="#">Delete</a>
Test	2009	kl	9/4/2009	9/4/2009 10:16:20 AM	9/4/2009 10:16:20 AM	No	<a href="#">Delete</a>

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

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

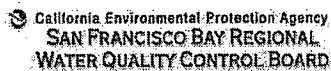
### Overview

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



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	kl	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](mailto: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	
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
Total	20	1
Volume of SSOs		
Category	Volume (gallons)	Percent of Total by Volume
Total volume contained and returned to sewer system for treatment	3	0.33333333333333
Total volume reaching waters of the State	3	0.33333333333333
Total volume not contained but not reaching waters of the State (everything else)	3	0.33333333333333
Total	9	1
Cause of SSOs		
Cause	Number	Percent of Total
Blockage: Roots	4	0.066666666666667
Blockage: Grease	4	0.066666666666667
Blockage: Debris	4	0.066666666666667
Blockage: Debris from Laterals	4	0.066666666666667
Blockage: Vandalism	4	0.066666666666667
Blockage: Animal Carcass	4	0.066666666666667
Blockage: Construction Debris	4	0.066666666666667
Blockage: Multiple Causes	4	0.066666666666667
Blockage: Subtotal	32	0.53333333333333
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
Total	60	1

[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

<a href="#">Show All Reports</a>	<a href="#">Click Here to View 2hr/5hr Reports</a>
<a href="#">Show All Annual Reports</a>	<a href="#">Click Here to View Annual Reports</a>
<a href="#">Spill Map</a>	<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"/>
<a href="#">Search Reports</a>	
Agency Name:	All
Year:	All
Cause:	All
<a href="#">Search Annual Reports</a>	<a href="#">Logout</a>

SF Bay Water Board Staff Support | (510) 622-2373 | [jham@waterboards.ca.gov](mailto:jham@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: | Phone: (510) 622-2373 | Email: [jam@waterboards.ca.gov](mailto: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.

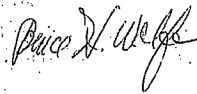
<sup>6</sup> If a discharger cannot satisfy the 5-day reporting requirements via our online reporting system, it must submit a written report (preferably electronically in pdf), to the appropriate case manager. In cases where the discharger cannot satisfy 5-day reporting requirements via our online reporting 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-Marín 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

<b>Discharger</b>	<b>NPDES Permit No.</b>	<b>Existing Order No.<sup>1</sup></b>
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.

Phil Scott  
City of Burlingame  
Public Works Superintendent  
501 Primrose  
Burlingame, CA 94010

Paul Wade  
City of Calistoga  
Public Works Director  
414 Washington Street  
Calistoga, CA 94515

Warren Lai  
Contra Costa County Sanitation District No. 5,  
Port Costa  
Contra Costa County Public Works  
255 Glacier Drive  
Martinez, CA 94553

Gary W. Darling  
General Manager  
Delta Diablo Sanitation District  
2500 Pittsburg-Antioch Highway  
Antioch, CA 94509

Dave Williams  
Director of Wastewater  
East Bay Municipal Utilities District  
P.O. Box 24055  
Oakland, CA 94623-1055

Tom Butt  
President, East Brother Light Station Inc.  
117 Park Place  
Point Richmond, CA 94801

Taylon Sortor  
Engineering and Operations Director  
Fairfield-Suisun Sewer District  
1010 Chadbourne Road  
Fairfield, CA 94534

Khee Lim  
City Engineer  
City of Millbrae  
621 Magnolia Avenue  
Millbrae, CA 94030

Dean Allison  
Plant Manager  
City of Pinole  
Tennant Avenue  
Pinole, CA, 94564

Thomas Franza  
Assistant General Manager of Wastewater  
City and County of San Francisco  
1155 Market Street, 11th Floor  
San Francisco, CA 94103

Mark Von Aspern  
Plant Manager  
City of San Mateo  
2050 Detroit Drive  
San Mateo, CA 94404

Don Miller  
Seafirth Estates Wastewater Treatment Plant  
33 Seafirth Place  
Tiburon, CA 94920

Daniel Child  
Manager  
South Bayside System Authority  
1400 Radio Road  
Redwood City, CA 94065

Cassie Prudhel  
Technical Services Director  
South San Francisco-San Bruno Water Pollution  
Control Plant  
195 Belle Air Road  
South San Francisco, CA 94080

Lorrie Gervin  
Division Manager  
City of Sunnyvale  
Sunnyvale Water Pollution Control Plant  
P.O. Box 3707  
Sunnyvale, CA 94088-3707

Patricia A. McFadden  
Brac Field Team Leader  
San Francisco Bay Area  
Navy BRAC PMOW  
410 Palm Avenue, Bldg 1, Suite 161  
Treasure Island  
San Francisco, CA 94130-1807

Barry Pomeroy  
Director of Operations and Maintenance  
Vallejo Sanitation and Flood Control District  
450 Ryder Street  
Vallejo, CA 94590

Myke Praul  
Director of Public Works  
City of Yountville  
6550 Yount Street  
Yountville, CA 94599

Tanya R. Akkerman  
Environmental Compliance Manager  
C&H Sugar  
30 Loring Avenue  
Crockett, CA 94525

Rich Davidson  
City of Richmond & Richmond Municipal Sewer  
District No. 1  
601 Canal Boulevard  
Richmond, CA 94804



Michael Bakaldin  
Public Works Director  
City of San Leandro  
14200 Chapman Road  
San Leandro, CA 94578

Vivian Housen  
General Manager  
Livermore-Amador Valley Water Management  
Agency  
7051 Dublin Blvd  
P.O. Box 2945  
Dublin, CA 94568

Paul Zolfarelli  
Director of Water Quality Services  
Oro Loma Sanitary District  
2600 Grant Avenue  
San Lorenzo, CA 94580

Rich Curry  
General Manager  
Union Sanitary District  
5072 Benson Road  
Union City, CA 94587

Kenneth Burger  
East Bay Regional Parks District  
2950 Peralta Oaks Court  
Oakland, CA 94605

California Dept. of Parks & Recreation  
Samuel P Taylor St Parkway – WW System  
845 Casa Grande Road  
Petaluma, CA 94954

Eugene Burger  
French Ranch Homeowners Association  
6600 Hunter Drive  
Rohnert Park, CA 94928

Norman Cole  
City and County of San Francisco  
Log Cabin Ranch School  
375 Woodside Avenue  
San Francisco, CA 94127

California Dept. of Parks & Recreation  
Portola Redwoods St. Park WWTP  
303 Big Trees Park Road  
Elton, CA 95018

Wayne Zion  
California Dept. Of Parks & Recreation  
Marconi Conference Center WWTP  
P.O. Box 789  
Marshall, CA 94940

Sonnie Wagner  
San Mateo County  
Memorial Park  
455 County Center, 4<sup>th</sup> Floor  
Redwood City, CA 94063

Neil Cullen  
San Mateo County  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

Bob Bowers  
UC Coop Extension – Richard J.E.  
Elkus 4-H Ranch  
80 Stone Pine Road, #10025 MIR  
Half Moon Bay, CA 94019

Shirley Wilson  
County of Santa Clara  
Mariposa Lodge – Alc Rehab  
1101 S. Winchester Blvd. J-220  
San Jose, CA 95128

Bruce Cunningham  
Lake Canyon Community Services District  
P.O. Box 866  
Los Gatos, CA 95031

Bonner Beuhler, Manager  
Almonte Sanitary District  
450 Sycamore Avenue  
Mill Valley, CA 94941

Tom Roberst, Manager  
Alto Sanitary District  
P.O. Box 163  
Mill Valley, CA 94941

Joanne Landi  
Bayshore Sanitary District  
36 Industrial Way  
Brisbane, CA 94005

Jennifer Blackman, General Manager  
Bolinas Community Public Utility  
District  
P.O. Box 390  
Bolinas, CA 94924

Don Toy, Administrator  
Burbank Sanitary District  
20833 Stevens Creek Blvd. #104  
Cupertino, CA 95014

Robert Ayers, Warden  
CA Department of Corrections  
1 Main Street  
San Quentin, CA 94964

Chris Hansen  
CA Dept. of Parks & Recreation  
c/o Marconi Conference Center  
P.O. Box 789  
Marshall, CA 94940

Chris Hansen  
CA Dept. of Parks & Recreation  
c/o Angel Island and China Camp  
P.O. Box 1016  
Novato, CA 94948

Roland Williams, General Manager  
Castro Valley Sanitary District  
21040 Marshall Street  
Castro Valley, CA 94546

Jim Kelly, General Manager  
Central Contra Costa Sanitary District  
5019 Imhoff Place  
Martinez, CA 94553

Doug Craig, Director  
Central Contra Costa Sanitary District  
Plant Operations  
5019 Imhoff Place  
Martinez, CA 94553

Rob Cole, Manager  
Central Marin Sanitation Agency  
Environmental Services  
1301 Andersen Drive  
San Rafael, CA 94901

Arleen Navarett, Regulatory Manager  
City & County of San Francisco  
c/o SF PUC Wastewater Enterprise  
1145 Market Street, 5th Floor  
San Francisco, CA 94103

Mark Costanzo, Utility Manager  
City and County of San Francisco  
San Francisco International Airport  
P.O. Box 8097  
San Francisco, CA 94128

Arleen Navarett, Regulatory Manager  
City and County of San Francisco PUC  
c/o Treasure Island WPCP  
1145 Market Street, 5th floor  
San Francisco, CA 94103

Wali Waziri, Director of Public Works  
City of Alameda  
Alameda Point, Building 1  
950 West Mall Square, Room 110  
Alameda, CA 94501

Rich Cunningham, Manager  
City of Albany  
Public Works Dept.  
1000 San Pablo Avenue  
Albany, CA 94706

Robert Weil, Public Works Director  
City of American Canyon  
205 Wetlands Edge Drive  
American Canyon, CA 94503

Fred Simonson, Superintendent  
City of American Canyon  
Dept of Public Works  
205 Wetlands Edge Drive  
American Canyon, CA 94503

Karen Borrmann, City Engineer  
City of Belmont  
1 Twin Pines Lane, Suite 385  
Belmont, CA 94002

Jerry Gall, Plant Superintendent  
City of Benicia  
614 East 5th Street  
Benicia, CA 94510

Daniel Akagi, Dept of Public Works  
City of Berkeley  
1947 Center Street, 4th Floor  
Berkeley, CA 94704

Matthew Fabry, Civil Engineer  
City of Brisbane  
Public Works Department  
50 Park Place  
Brisbane, CA 94005

Rob Mallick, Superintendent  
City of Burlingame  
Street & Sewer Department  
1360 North Carolyn  
Burlingame, CA 94010

Dan Takasugi, Director  
City of Calistoga  
Dept. of Public Works  
1232 Washington Street  
Calistoga, CA 94515

Qumar Khan, Director of Public Works  
City of Concord  
1455 Gasoline Alley  
Concord, CA 94520

Qumar Khan, Director of Public Works  
City of Concord  
c/o City of Clayton  
1455 Gasoline Alley  
Concord, CA 94520

Joe Good, Infrastructure Manager  
City of Concord  
1455 Gasoline Alley  
Concord, CA 94520

Jeff Roubal, Manager  
City of Concord  
Clean Water Program  
1455 Gasoline Alley  
Concord, CA 94520

Maurice Kaufman, Director  
City of Emeryville  
Dept. of Public Works  
1333 Park Avenue  
Emeryville, CA 94608

George Shimboff, Manager  
City of Fairfield  
Water & Sewer Division  
Gregory Street  
Fairfield, CA 94553

Alex Ameri, Deputy Director - Utilities  
City of Hayward  
Department of Public Works  
777 "B" Street  
Hayward, CA 94541

Jim Gustafson, Manager  
City of Los Altos  
Engineering Services  
1 N. San Antonio Road  
Los Altos, CA 94022

Greg Armendariz, Director  
City of Milpitas  
Dept. of Public Works  
1256 N. Milpitas Boulevard  
Milpitas, CA 95035

Dave Serge, Utility Manager  
City of Mountain View  
P.O. Box 7540  
Mountain View, CA 94039

Brian Martinez, Superintendent  
City of Pacifica  
Collection Systems  
700 Coast Highway  
Pacifica, CA 94044

Michael Ban, Director  
City of Petaluma  
Water Resources & Conservation  
11 English Street  
Petaluma, CA 94952

Walter Pease  
Assistant Director of Public Works  
City of Pittsburg  
357 East 12th Street  
Pittsburg, CA 94565

Jeff Ballou, Chief Systems Operator  
City of Pleasanton  
3333 Busch Road  
Pleasanton, CA 94566

David Mokhtari, Director  
City of San Carlos  
Dept. of Public Works  
600 Elm Street  
San Carlos, CA 94070

Ray Towne, Director of Public Works  
City of Foster City  
610 Foster City Boulevard  
Foster City, CA 94404

Jeff Brown, Superintendent  
City of Hercules  
Public Works Dept.  
111 Civic Drive  
Hercules, CA 94547

Wayne Bush, Director of Public Works  
City of Mill Valley  
26 Corte Madera Avenue  
Mill Valley, CA 94941

Steve Smith, Director  
City of Milpitas  
Public Utilities  
1256 N. Milpitas Boulevard  
Milpitas, CA 95035

Allen Law, Civil Engineer  
City of Oakland  
250 Frank Ogawa Plaza, Suite 4314  
Oakland, CA 94612

Phil Bobel, Manager  
City of Palo Alto  
Environmental Compliance  
2501 Embarcadero Way  
Palo Alto, CA 94303

Larry Rosenberg, Director  
City of Piedmont  
Public Works Dept.  
120 Vista Avenue  
Piedmont, CA 94611

John Fuller, Director of Public Works  
City of Pittsburg  
65 Civic Avenue  
Pittsburg, CA 94565

Larry Barwacz, Director  
City of Redwood City  
Public Works Services  
1400 Broadway  
Redwood City, CA 94063

Jim Helmer, Director  
City of San Jose  
Department of Transportation  
4 North 2nd Street, Suite 1000  
San Jose, CA 95113

Richard Mao, Interim Director  
City of Half Moon Bay  
Public Works Dept.  
501 Main Street  
Half Moon Bay, CA 94019

Darren Greenwood, Manager  
City of Livermore  
Water Resources Dept.  
101 West Jack London Boulevard  
Livermore, CA 94551

Joe Magner, Superintendent  
City of Millbrae  
Dept of Public Works  
400 East Millbrae Avenue  
Millbrae, CA 94030

Mario Iglesias, Utility Systems  
Manager  
City of Morgan Hill  
100 Edes Court  
Morgan Hill, CA 95037

David Gromm, Deputy Director  
City of Pacifica  
Public Works Dept.  
700 Coast Highway  
Pacifica, CA 94044

Javad Ghaffari, Manager - Water, Gas,  
Wastewater Utilities Operations  
City of Palo Alto  
3201 East Bayshore Road  
Palo Alto, CA 94303

Mark Adams, Maintenance Supervisor  
City of Pinole - Public Works Dept.  
Sewer Collection Systems  
2131 Pear Street  
Pinole, CA 94564

Richard McDonald  
Water Treatment Plant Superintendent  
City of Pittsburg Public Works  
300 Olympia Drive  
Pittsburg, CA 94565

Jan Chambers, Director  
City of San Bruno  
Dept. of Public Works  
567 El Camino Real  
San Bruno, CA 94066

Joe Garcia, Division Manager  
City of San Jose  
4 North 2nd Street, Suite 1000  
San Jose, CA 95113

Dean Wilson, Plant Manager  
City of San Leandro  
Water Pollution Control  
10 Davis Street  
San Leandro, CA 94577

Larry Patterson, Public Works Director  
City of San Mateo  
330 West 20th Avenue  
San Mateo, CA 94403

Bill Weisend, Acting Director  
City of Santa Clara  
Water & Sewer Utilities  
1500 Warburton Avenue  
Santa Clara, CA 95050

Todd Teachout, City Engineer  
City of Sausalito  
Community Development Department  
420 Litho Street  
Sausalito, CA 94965

Terry White, Public Works Director  
City of South San Francisco  
P.O. Box 711  
South San Francisco, CA 94083

Jonathan Goldman, Director  
City of St. Helena  
Dept. of Public Works  
1480 Main Street  
St. Helena, CA 94574

Fernando Bravo, City Engineer  
City of Suisun City  
701 Civic Center Boulevard  
Suisun City, CA 94585

Jim Craig, Superintendent  
City of Sunnyvale  
Public Works - Field Services  
P.O. Box 3707  
Sunnyvale, CA 94088-3707

Gary Leach, Public Works Director  
City of Vallejo  
555 Santa Clara Street  
Vallejo, CA 94590

Eric Nugteren, Deputy Superintendent  
City of Vallejo  
Water Department  
202 Fleming Hill Road  
Vallejo, CA 94589

Maurice Shiu, Director of Public Works  
Contra Costa Sanitary District  
c/o Port Costa WWTP  
255 Glacier Drive  
Martinez, CA 94553

Maurice Shiu, Director of Public Works  
Contra Costa Sanitary District #6  
c/o Stonehurst  
255 Glacier Drive  
Martinez, CA 94553

Kent Peterson  
Crockett Valona Sanitary District  
P.O. Box 578  
Crockett, CA 94525

Eileen Franke, Manager  
CSU East Bay  
Environmental Compliance  
25800 Carlos Bee Boulevard  
Hayward, CA 94542

Adam Bayer  
CSU San Jose  
1 Washington Square  
San Jose, CA 95192

Steve Machida, District Manager  
Cupertino Sanitation District  
20833 Stevens Creek Blvd., Suite 104  
Cupertino, CA 95014

Mike Dickson, Maintenance Manager  
Delta Diablo WWTP  
2500 Pittsburg-Antioch Hwy  
Antioch, CA 94509

Dan Gallagher, Operations Manager  
Dublin-San Ramon Service District  
7051 Dublin Boulevard  
Dublin, CA 94568

Chuck Duffy, General Manager  
Dudek Associates  
c/o Granada Sanitary District  
605-3rd Street  
Encinitas, CA 92024

Karl Royer, Manager  
East Bay Dischargers Authority  
Operations & Maintenance  
2651 Grant Avenue  
San Lorenzo, CA 94580

Chuck Weir, General Manager  
East Bay Dischargers Authority  
2651 Grant Avenue  
San Lorenzo, CA 94580

Maura Bonnarens, Senior Engineer  
East Bay Municipal Utility District  
P.O. Box 24055  
Oakland, CA 94623

Vin de Lange, Senior Engineer  
East Bay Municipal Utility District  
P.O. Box 24055  
Oakland, CA 94623

Neil Fujita, Water Resources Manager  
East Bay Regional Parks District  
2950 Peralta Oaks Court  
Oakland, CA 94606

Karen Maxey, Director  
East Palo Alto Sanitary District  
Administrative Services  
P.O. Box 51686  
Palo Alto, CA 94303

Greg Baatrup  
Fairfield-Suisun Sewer District  
1010 Chadbourne Road  
Fairfield, CA 94533

Brian O'Neill, General Superintendent  
Golden Gate National Recreation Area  
Fort Mason, Building 201  
San Francisco, CA 94123

Lia Comito, Office Administrator  
Granada Sanitary District  
P.O. Box 335  
El Granada, CA 94018

Tom Roberts, Manager  
Homestead Valley Sanitary District  
P.O. Box 149  
Mill Valley, CA 94942

Mark Williams, District Manager  
Las Gallinas Valley SD  
300 Smith Ranch Road  
San Rafael, CA 94903

Ron Pauer, Environmental Manager  
Lawrence Berkeley National Lab  
1 Cyclotron Road  
Berkeley, CA 94712

Tim O'Day, Facility Manager  
Marin County SD #5 Tiburon Plant  
P.O. Box 227  
Tiburon, CA 94920

Robert Lynch, District Manager  
Marin County SD #5 Tiburon Plant  
P.O. Box 227  
Tiburon, CA 94920

George Irving, District Manager  
Montara Sanitary District  
8888 Cabrillo Highway  
P.O. Box 370131  
Montara, CA 94037

David Contreras, District Manager  
Mt. View SD  
3800 Arthur Road  
Martinez, CA 94553

Larry Hoffman, Chief Plant Operator  
Napa Reclamation District #2109  
1501 Milton Road  
Napa, CA 94559

Tim Healy, Assistant General Manager  
Napa Sanitation District  
935 Hartle Court  
Napa, CA 94559

Patrick Sweetland, Director  
North San Mateo County SD  
Water & Wastewater Resources  
153 Lake Merced Boulevard  
Daly City, CA 94015

Bev James, General Manager  
Novato SD  
500 Davidson Street  
Novato, CA 94945

Michael Cameron, General Manager  
Oro Loma Sanitary District  
2600 Grant Avenue  
San Lorenzo, CA 94580

Liem Nguyen, Water Systems Engineer  
Port of Oakland  
530 Water Street  
Oakland, CA 94607

Richard Berman  
Environmental Specialist  
Port of San Francisco  
Pier 1  
San Francisco, CA 94111

Bonner Buehler, Manager  
Richardson Bay Sanitary District  
500 Tiburon Boulevard  
Tiburon, CA 94920

Steve Beall, Engineer - Manager  
Rodeo Sanitary District  
800 San Pablo Avenue  
Rodeo, CA 94572

Dale Ihrke, Plant Superintendent  
San Jose/Santa Clara WPCP  
Environmental Services Dept.  
700 Los Esteros Road  
San Jose, CA 95134

Ann Stillman, Principal Civil Engineer  
San Mateo County  
Department of Public Works  
555 County Center, 5th Floor  
Redwood City, CA 94063

Brian Lee, Deputy Director  
San Mateo County  
Public Works Department  
555 County Center, 5th floor  
Redwood City, CA 94063

Darla Reams, Deputy Director  
San Mateo WQCP  
Dept. of Public Works  
330 West 20th Avenue  
San Mateo, CA 94403

Bob Correa, Manager  
San Mateo WQCP  
Collection Systems  
1949 Pacific Boulevard  
San Mateo, CA 94403

Andrew Preston  
San Rafael Sanitation District  
P.O. Box 151560  
San Rafael, CA 94915

Robert Holland, Program Lead  
Environmental Monitoring  
Sandia National Labs, California  
7011 East Avenue  
Livermore, CA 94550

Eric Stassevitch, District Engineer  
Sanitary District No. 1 of Marin County  
1301 Andersen Drive  
San Rafael, CA 94901

Barry Hogue, Manager  
Sanitary District No. 2 of Marin County  
Sanitary Services  
233 Tamalpais Drive, Suite 200  
Corte Madera, CA 94925

Sid Nash, Administrator  
Santa Clara County SD #2-3  
20833 Stevens Creek Blvd, #104  
Cupertino, CA 95014

Robert Simmons, General Manager  
Sausalito-Marín City SD  
#1 Forth Baker Road  
P.O. Box 39  
Sausalito, CA 94965

Bonner Buehler, Plant Operator  
Seafirth Estates Company  
33 Seafirth Place  
Tiburon, CA 94920

Tony Pullin, Supervisor  
Sewer Authority Mid-Coastside  
Technical Services  
1000 North Cabrillo Highway  
Half Moon Bay, CA 94019

Steve Danahy, General Manager  
Sewerage Agency of Southern Marin  
26 Corte Madera Avenue  
Mill Valley, CA 94941

Hody Wilson, Agency Coordinator  
Sonoma County Water Agency  
c/o Pennngrove Sanitation Zone  
P.O. Box 11628  
Santa Rosa, CA 95406

Jim Zambenini, Agency Coordinator  
Sonoma County Water Agency  
P.O. Box 11628  
Santa Rosa, CA 95406

Robert Donaldson  
South Bayside System Authority  
1400 Radio Road  
Woodward City, CA 94065

Julie Sayre  
State of California  
Dept. of Parks and Recreation  
845 Casa Grande Road  
Petaluma, CA 94954

Douglas Humphrey, District Manager  
Stege Sanitary District  
P.O. Box 537  
El Cerrito, CA 94530

Steve Oster  
Sunol Sanitary District  
253 Lincoln Avenue  
San Jose, CA 95126

John Elam, Manager  
Tamalpais Community Sanitary District  
305 Bell Lane  
Mill Valley, CA 94941

William Hargis, Chief  
The California Veterans Home  
Plant Operations  
P.O. Box 1200  
Yountville, CA 94599

Karl Drexel, Administrator  
Tomaes Village Community Services  
District  
P.O. Box 303  
Tomaes, CA 94971

Rick Mao, City Engineer  
Town of Colma  
1188 El Camino Real  
Colma, CA 94014

Martha DeBry, Public Works Director  
Town of Hillsborough  
1600 Flibunda Avenue  
Hillsborough, CA 94010

Richard Chiu, Director of Public Works  
Town of Los Altos Hills  
26379 Fremont Boulevard  
Los Altos Hills, CA 94022

Paul Nagengast, Director  
Town of Woodside  
Dept. of Public Works  
P.O. Box 620005  
Woodside, CA 94062

Christopher Krettecoss, Manager  
Travis Air Force Base  
Water Program  
60 CES/CEV, 411 Airmen Drive  
Travis AFB, CA 94535-2001

Sara Shirazi, Associate Director  
UC Berkeley  
Campus Facilities Services  
317 University Drive, Suite 1150  
Berkeley, CA 94704

Andy Morrison, Collection Service  
Manager  
Union Sanitary District  
5072 Benson Road  
Union City, CA 94587

Daniel Tafolla, Director  
Vallejo Sanitary & Flood Control  
District - Environmental Services  
450 Ryder Street  
Vallejo, CA 94590

Ryan Johnson, Collections Supervisor  
Veolia Water  
601 Canal Boulevard  
Richmond, CA 94804

Tim Clayton, District Manager  
West Bay Sanitary District  
500 Laurel Street  
Menlo Park, CA 94025

E.J. Shalaby, District Manager  
West County Wastewater District  
2910 Hilltop Drive  
Richmond, CA 94806

Robert Reid, District Manager  
West Valley Sanitation District  
100 E. Sunnyside Avenue  
Campbell, CA 95008

Don Moore, Joint Treatment Plant  
Yountville Town  
6550 Yount Street  
Yountville Town, CA 94599