Sewer System Management Plan

2025 Update

Waste Discharge ID (WDID): # 3SSO10270

GOLETA SANITARY
Water Resource Recovery District

MISSION

We protect public health and the environment through cost-effective wastewater collection, treatment, and resource recovery to meet present and future community needs.

Approved and Adopted
Goleta Sanitary District Board of Directors
Resolution No. 25-725
August 4, 2025

REVIEWED AND APPROVED BY:

Steve Wagner

Steve Wagner
Legally Responsible Official
Goleta Sanitary Water Resource Recovery District
Sanitary Sewer Collection System
(includes Element Development Plans & Schedules)

PREPARED BY:

FISCHER COMPLIANCE LLC
PRACTICES THAT COMPLY

8/11/25

Date Signed

Revision Date	SSMP Section	Approval Date	Description of Change/Revision Made	Initials

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Introduction

This Sewer System Management Plan (SSMP) or "Plan" has been prepared for the Goleta Sanitary Water Resource Recovery District (District) with technical assistance from Fischer Compliance LLC for meeting and exceeding compliance with the State Water Resources Control Board's 2022 General Waste Discharge Requirements, Order WQ 2022-0103-DWQ for Sanitary Sewer Systems (referred to throughout this document as the WDR). The District provided all details, information and institutional insights for preparation of the SSMP. The document has been developed to meet the size, scale, and complexity, serving as a "living document" used as a tool for managing and operating the District's sanitary sewer collection system. Additionally, the latest 2024 Sewer System Management Plan Guidance Manual published by the Bay Area Clean Water Agency (BACWA) was utilized as a model for development of the document to harmonize formatting/content and incorporate recommended suggested guidance wherever possible.

The District's commitment to meeting or exceeding regulatory requirements, along with their proactive approach to operation and management of the collection system, has served them well, as evidenced by system performance relative to other agencies in the region and the state.

This SSMP reflects the ongoing day-to-day activities of the District for the management, operation, maintenance, and funding of the District's sanitary collection system. As such, this SSMP is a living document subject to constant review and revision as conditions and needs of the collection system change. This SSMP relies on numerous supporting documents, which are also subject to change, and which form the basis for how the District performs operation and maintenance of the collection system. The most current version of the SSMP, although it may be subject to update at any time, will be found at the District's Administrative Office.

Collection System Spill Summary

Operational Indices: Goleta Sanitary District CS

Spill Rate Indice (spills/100mi/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Goleta Sanitary District CS	0.0	N/A	0.0	0.0	0.0	0.44	0.0
State Municipal(Public) Average	1.64	N/A	0.99	0.99	1.32	2.27	0.43
Region Municipal Average	0.94	N/A	0.29	1.98	0.69	2.24	0.46

Net Volume Spills Indice (gallons/1000 Capita/yr)							
	Category 1			Category 2		Category 3	
	Main System	Laterals	Other	Main System	Other	Main System	Other
Goleta Sanitary District CS	0.0	N/A	0.0	0.0	0.0	2.39	0.0
State Municipal(Public) Average	3365.27	N/A	2019.17	182.96	1106.7	46.12	15.31
Region Municipal Average	754.74	N/A	229.49	436.75	10.15	41.2	1.79

Figure 1 – Collection System Operational Report – SWRCB CIWQS, 7-1-2020 to 7/1/2025.

SSMP Organization

This SSMP is organized into 11 core elements following Attachment D of the WDR, with inclusion of applicable Specifications requirements.

Each individual element in the SSMP includes the following technical contents.

1. Requirements – Provides the actual description of applicable requirements in the WDR.
2. Compliance – Describes the District's approach to complying with the WDR requirements.
3. Effectiveness – As measured by Key Performance Indicators (KPIs.)
4. Implementation – Demonstrates how the District will ensure the SSMP will be carried out as described.
5. Resilience – Demonstrates the resilience that is addressed in the SSMP and built-in to the District's collection system and procedures.
6. Appendix Inclusions – List the items included in the Appendix for each SSMP Element, if any.

Abbreviations and Acronyms[1]

BMP	Best Management Practices
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System (State Water Board Online Spill Database)
CMMS	Computerized Maintenance Management System
EPA	US Environmental Protection Agency
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GCD	Grease Control Device
GIS	Geographic Information System
I & I	Inflow and Infiltration
LRO	Legally Responsible Official
NPDES	National Pollutant Discharge Elimination System
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SERP	Spill Emergency Response Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
Spill	Sanitary Sewer Spill
WDR	Sanitary Sewer Systems General Wastewater Discharge Requirements Order issued by the State Water Board (Order No. 2022-0103-DWQ)
SWRCB	State Water Resources Control Board
WDID	Waste Discharge ID Number (CIWQS)

Table 1 – Abbreviations and Acronyms

[1] *For a list of related WDR terms, see the WDR, Attachment A (page 32)*

1. Goal and Introduction

WDR REQUIREMENTS

Att. D-1 (pg. D-2)

"The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:"

1.1. Regulatory Context

WDR REQUIREMENTS

Att. D-1.1 (pg. D-2)

"The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates".

COMPLIANCE

The District is committed to fully implementing the WDR[2] which includes addressing all requirements by integrating a wide range of programs specifically designed for ensuring the integrity and efficiency of the District's sanitary sewer collection system. Moreover, the District is dedicated to maintaining its collection system by implementing various work programs, with a focus on critical areas, to prevent spills, allowing for a comprehensive approach to maintenance. Work programs include CCTV inspections, pipe cleaning, manhole inspections, root control, source control and pipe repair, just to name a few. Work programs are described in more detail in Section 4.2 "Specifications 5.19- Operation and Maintenance" of this SSMP.

By prioritizing proactive measures and taking a comprehensive approach, the District is well-equipped with a proven track record of effectively operating its sanitary sewer collection system with the highest levels of service, complying with the WDR, and reducing/eliminating sewage spills.

EFFECTIVENESS

N/A

IMPLEMENTATION PLAN/SCHEDULE

N/A

[2] *State Water Resources Control Board, Statewide Waster Discharge requirements, General Order for Sanitary Sewer Systems*

1.2. SSMP Update Schedule

WDR REQUIREMENTS

Att. D-1.2 (pg. D-3)

"The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills."

COMPLIANCE

The District utilizes the State Water Board's online Lookup Tool to ensure compliance with all required due dates[3] for updating its SSMP[4] and completing its required SSMP Audits (see chart below).

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Goleta Sanitary District CS	3SSO10270	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Goleta Sanitary District CS	3SSO10270	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update.

** Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are SSMP Audits and SSMP Updates being performed as scheduled?
- Has the SSMP been approved by the governing board on the required schedule (i.e., every six years)?
- Are specific internally established sewer program milestones being monitored?

[3] *The District should update this table after each deadline has passed.*

[4] *The District's most recent SSMP audit was completed for the period August 2021 through August 2024.*

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
1.2.1	Prepare for next SSMP Audit	Begin 8/2/2027		X	
1.2.2	Complete and Upload next SSMP Audit	By 2/2/2028		X	
1.2.3	Incorporate Audit Findings, update Change Log and Update SSMP	Begin after completion of SSMP Audit		X	
1.2.4	Prepare for next SSMP Audit	Begin 8/2/2030		X	
1.2.5	Complete and Upload next SSMP Audit	By 2/2/2031		X	
1.2.6	Incorporate Audit Findings, update Change Log and Update SSMP	Begin after completion of SSMP Audit		X	
1.2.7	Prepare for next SSMP Update	Begin 2/2/2031		X	
1.2.8	Board Approval deadline for SSMP Update*	By 8/2/2031		X	

1.3. Sewer System Asset Overview

WDR REQUIREMENTS

Att. D-1.3 (pg. D-3)

"The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- *Location, including county(ies);*
- *Service area boundary;*
- *Population and community served;*
- *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;*
- *Structures diverting stormwater to the sewer system;*
- *Data management systems;*
- *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;*
- *Estimated number or percentage of residential, commercial, and industrial service connections; and*
- *Unique service boundary conditions and challenge(s).*
- *Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment."*

COMPLIANCE

The District serves a population of approximately 80,000 and provides sanitary sewer service for the Goleta Valley community in Santa Barbara County, California. The District's service area is the eastern portion of the Goleta Valley from the Santa Barbara City limits on the east, the Goleta West Sanitary District to the west and the Pacific Ocean to the south. The District owns and operates the regional wastewater treatment plant which receives and treats wastewater from the Santa Barbara Municipal Airport, UCSB, Goleta West Sanitary District and facilities of the County of Santa Barbara as well as from the District service area. The District owns and maintains approximately 135 miles of gravity sewer pipes, ranging in size from 6-inch to 36-inch diameter, two (2) lift stations. One lift station, originally built in 1957, is in a residential area and receives flows from 14 residential units. The second lift station, completed in 2010 replaced a lift station originally built in 1961, receives flows of approximately 0.14 MGD from an industrial basin and portions of the Santa Barbara Municipal Airport. There is a total of 2,300 linear feet of pressurized force main pipe from these two lift stations, 2,000' of which was installed in 2010. In addition, the system includes one siphon and 9 aerial creek crossings. The system does not include stormwater diversion structures. The sewer laterals are owned and maintained by the individual property owner.

The District converted from the Lucity CMMS to Mobile MMS in July of 2025 to manage asset inventory and work orders. ArcGIS (ESRI) is used for mapping and WinCan Enterprise is the CCTV software.

The District does not own any portion of the service laterals.

Estimated customer connection flow classifications and connection data are presented in table 2, below, for residential, commercial industrial, and institutional data.

Use Type	Connections by Percent (%)
Residential	94
Commercial	4
Industrial	2

Table 2 – District Sewer Connection Flow Classifications and Connections Data

Overall, the District is in a good position to maintain its collection system and does not have operation and maintenance challenges due to the service area conditions.

The District maintains up to date system maps. See Element 4.1 - Updated Map of Sanitary Sewer System for more detail.

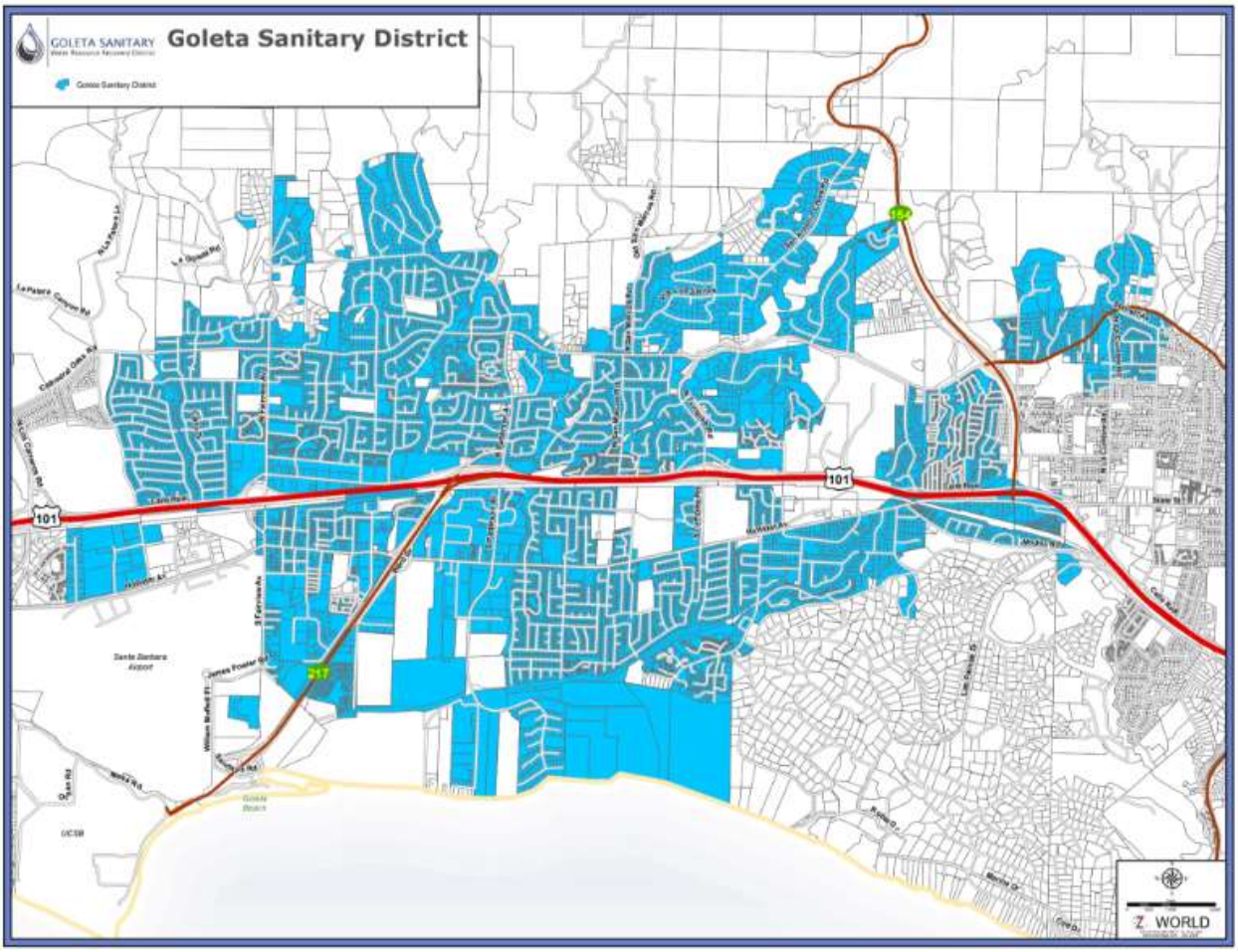


Figure 3 – District Vicinity Map and Service Area

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are asset statistics periodically reviewed and updated as necessary?
- Are omissions or errors addressed in a timely manner?
- Are system maps up to date?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
1.3.1	Review District-owned asset statistics and element description; update as necessary	At the beginning of the audit cycle and when significant changes have been made.		X	

RESILIENCE

Resilience is addressed in Element 1 by:

- Adhering to an SOP for collecting and managing asset data.
- Redundancy: More than one member of staff is trained and able to retrieve and manage the data.
- Implementing a QA/QC process to help ensure information is accurate.
- Using Calendar Reminders to ensure compliance deadlines are met.

APPENDIX 1 INCLUSIONS

- None

Specifications 5.2 – SSMP Development and Implementation

WDR REQUIREMENTS

Specification. 5.2 (pg. 18)

"To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale, and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies."

COMPLIANCE

This SSMP has been completed updated to meet the requirements of Order WQ 2022-0103-DWQ and address all required Elements and Specifications required by the Order. The SSMP addresses management, operations and maintenance procedures specific to the District's collection system. The District maintains a proactive O&M program to operate its system and identify defects, which are then prioritized for repair, replacement, rehabilitation, or placed on modified maintenance schedules. (See Elements 4 and 8 and Specifications 5.19 of this SSMP for more detail).

The District keeps up with current industry standards, technology and best practices by reviewing industry periodicals, networking and attending industry conferences (CWEA and DKF Solutions Group) and workshops. The District continuously evaluates emerging practices, equipment and technologies for possible implementation to enhance operations.

Specifications 5.7 – Allocation of Resources

WDR REQUIREMENTS

Specification. 5.7 (pg. 22)

"The Enrollee shall comply with the following requirements:

- *Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and*
- *Allocate the necessary resources to its sewer system management program for:*
  - *Compliance with this General Order,*
  - *Full implementation of its updated Sewer System Management Plan,*
  - *System operation, maintenance, and repair, and*
  - *Spill responses."*

COMPLIANCE

The District maintains various revenue sources to maintain financial stability, meet its operational needs and manage all necessary expenditures to operate its sewer system. Significant sources of revenue include:

Sewer Service Charges

Allocated for:

- Operations and Maintenance
- Capital Reserve Fund
- Replacement Reserve Fund
- Capacity Fees

Allocated for:

- Expansion of existing facilities
- Revenue from other Government Agencies

Allocated for:

- Expenses associated with the Santa Barbara Airport and Santa Barbara County for their share of operations and maintenance of the Main Pump Station

For more information about District revenues, refer to most recent fiscal year budget.

The District has adequate staffing levels and the necessary equipment to properly manage the collection system.

Provisions 6.1 – Enforcement Provisions

WDR REQUIREMENTS

Provisions 6.1 (pg. 27)

"The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy."

COMPLIANCE

The District is aware of the consequences for noncompliance including associated penalties for violations. The District maintains a proactive stance with full implementation of its SSMP.

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the District to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the District to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

Provisions 6.3 – Sewer System Management Plan Availability

WDR REQUIREMENTS

Provisions 6.3 (pg. 31)

"The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order."

COMPLIANCE

The District has uploaded this SSMP to the CIWQS database and published it on its website. In addition, the SSMP is available for public review at District offices, by appointment, during regular business hours.

2. Organization

WDR REQUIREMENTS

Att. D-2 (pg. D-3)

"The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- *The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;*
- *The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan Element;*
- *Organizational lines of authority; and*
- *Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of emergency Services.)*

COMPLIANCE

The above items are addressed below:

District's Legally Responsible Officials (LRO) are listed below:

- Steve Wagner, General Manager
- Shamus Lauter-O'Donnell, Collection System Manager

Both meet the requirements set forth in Specifications 5.1 of the WDR.

IMPLEMENTATION RESPONSIBILITIES

Sewer System Management Plan Elements	Responsible Position
1. SSMP Plan, Goal and Introduction	General Manager/District Engineer
1.1. Regulatory Context	General Manager/District Engineer
1.2. SSMP Update Schedule	General Manager/District Engineer
1.3. Sewer System Asset Overview	General Manager/District Engineer
2. Organization	General Manager/District Engineer
3. Legal Authority	General Manager/District Engineer
4. Operations and Maintenance Program	Collection System Manager
4.1. Updated maps of Sanitary Sewer System	Collection System Manager
4.2. Preventive Operation & Maintenance	Collection System Manager and Facilities Maintenance Manager
4.3. Training	Collection System Manager
4.4. Equipment Inventory	Collection System Manager and Facilities Maintenance Manager
5. Design/Performance	Engineering Manager
5.1. Updated Design Criteria & Construction Standards	Engineering Manager
5.2. Procedures and Standards	Engineering Manager
6. Spill Emergency Response Plan	Collection System Manager
7. Sewer Pipe Blockage Program	Industrial Waste Control Officer
8. System Eval, Capacity Assurance, Capital Imp.	Engineering Manager
8.1. System Evaluation and Condition Assessment	Engineering Manager
8.2. Capacity Assessment and Design Criteria	Engineering Manager
8.3. Prioritization of Corrective Action	Engineering Manager
8.4. Capital Improvement Plan	Engineering Manager
9. Monitoring, Measurement & Program Modifications	Collection System Manager
10. Internal Audits	Collection System Manager
11. Communication Program	Collection System Manager

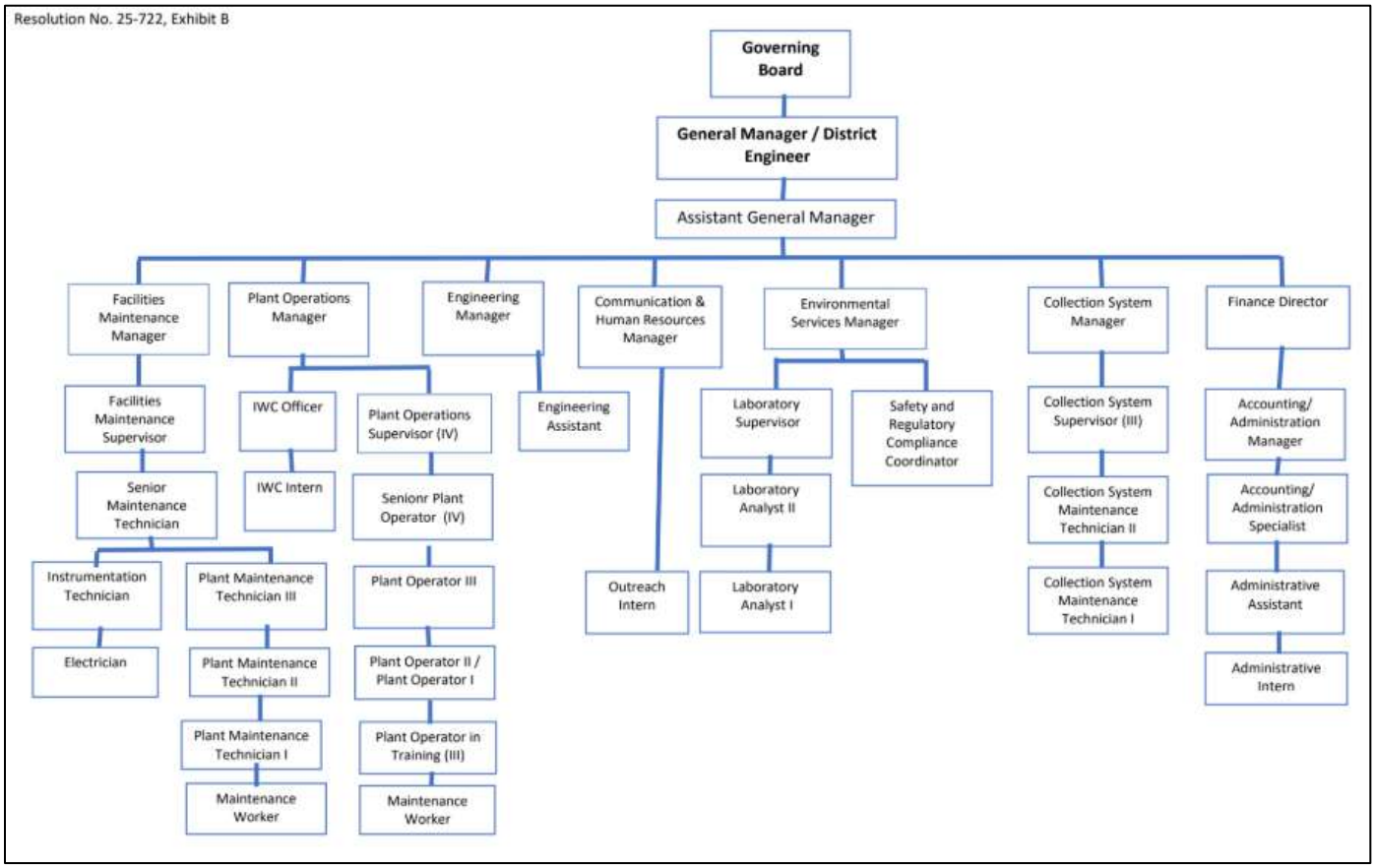
Table 3 – Implementation Responsibilities

RESPONSIBLE POSITION CONTACT INFORMATION

Name	Title	Phone	Email
Steve Wagner	General Manager / DE	805-967-4519	swagner@goletasanitary.org
Shamus Lauter-O'Donnell	Collection System Mgr.	805-967-4519	sodonnell@goletasanitary.org
Reese Wilson	Engineering Manager	805-967-4519	rwilson@goletasanitary.org
Teresa Kistner	Ind. Waste Control Officer	805-967-4519	tkistner@goletasanitary.org
Chuck Smolnikar	Facilities Maintenance. Manager	805-967-4519	csmolnikar@goletasanitary.org

Table 4 – Responsible Position Contact Information

2.1. Organizational Chart



2.2. Organizational Staffing Responsibilities

Shamus Lauter-O'Donnell (LRO)
Collection System Manager
The Collection System Manager is responsible for the management of the collection system division and is responsible for SSMP implementation and maintenance and reporting and certification of spill reports in accordance with District procedures. Is responsible for the following SSMP elements: Operation and Maintenance Program; Spill Emergency Response Plan; and Monitoring, Measurement and Program Modifications.

Braden Stribling (Data Submitter)
Collection System Supervisor
The Collection System Supervisor performs day-to-day supervision of the collection system staff and assists in the implementation and daily activities of the SSMP. Submits spill reports in the absence of the Collection System Manager.

Edgar Guerrero (Data Submitter)
Collection System Maintenance Tech. II (CSMT II)
The CSMT II assists in the day-to-day operations of the department and submits spill reports in the absence of the Collection System Supervisor.

Reese Wilson (Data Submitter)
Engineering Manager
The Engineering Manager is responsible for the Design and Performance Provisions and also the System Evaluation, Capacity Assurance and Capital Improvements elements of the SSMP. The Engineering Manager submits spill reports in the absence of the CSMT II.

Teresa Kistner
Industrial Waste Control Officer
The Industrial Waste Control Officer is responsible for the Sewer Pipe Blockage Control Program.

Steve Wagner (LRO), P.E.
General Manager/District Engineer
The General Manager/District Engineer is responsible for the overall operation and performance of the District and SSMP development and implementation. Is responsible for the District's overall implementation of the service policies adopted by the Governing Board.

Figure 5 – Organizational Staffing Responsibilities

2.3. Chain of Communication for Reporting Spills

District Receives Call for Service

Service Calls during business hours are received by District administrative staff and are forwarded to either the Collection System Manager or Collection System Supervisor who respond or delegate as needed.

Service Calls after hours are received by an automated answering system (ECHO) and routed to on-call staff who respond.

Alarms from pump stations or SmartCover devices are directed to the Standby phone, which is always monitored by response staff.

See the District's Spill Emergency Response Plan for more detail.

District's Response to Spill Event

District response staff respond to all calls, assesses the spill event, and take appropriate actions to mitigate the spill. All spill events are mitigated in accordance with the District's Spill Emergency Response Plan (SERP) and are documented in adherence to the WDR Notification, Monitoring, Reporting and Recordkeeping requirements.

District Reports Spill Event

The responding field staff document spill evets on the District's form(s) and submit it to supervisory personnel who review and verify data and submit the draft to the CIWQS database. All reports are certified by the LRO, adhering to required timelines.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have there been any changes requiring updates to the Organizational Chart?
- Have there been instances when a service call for a spill was not properly routed to response personnel?
- Were all spill response activities documented and forwarded to the LRO?
- Have there been any changes in assigned responsibilities for implementing the SSMP?
- Is there a process in place to ensure all contact information remains up to date?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
2.1	Review names, contact information and position responsibilities. Update as necessary.	Semi-Annually		X	
2.2	Review Chain of Communication outcomes for all spill responses	Each Spill Event		X	
2.3	Review Organizational Chart for any changes. Update as necessary.	Semi-Annually	X	X	

RESILIENCE

Resilience is addressed in Element 2 by:

- Ensuring that more than one person is capable and responsible for specific duties for SSMP implementation, e.g., back-up personnel.
- Designation of more than one LRO to help ensure full and continuous coverage of duties.
- Testing the phone notification system to ensure calls are received and routed to appropriate personnel.

APPENDIX 2 INCLUSIONS

- None

3. Legal Authority

WDR REQUIREMENTS

Att. D-3 (pg. D-4)

"The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- *Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;*
- *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;*
- *Require that sewer system components and connections be properly designed and constructed;*
- *Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;*
- *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
- *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.*

COMPLIANCE

District Summary and Evaluation of Legal Authority

- District Ordinance No. 92 is the legal authority regulating the use of the District's Publicly Owned Treatment Works (POTW). Ordinance 92 sets forth uniform requirements for users of the POTW and enables the District to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations Part 403). The objectives of Ordinance 92 are to prevent the introduction of pollutants that will interfere with the operation of the POTW or pass through the POTW inadequately treated or otherwise be incompatible with the POTW; to protect both the POTWs personnel and the general public; to promote reuse and recycling of industrial wastewater and biosolids from the POTW and to enable the District to comply with its National Pollutant Discharge Elimination System (NPDES) permit conditions, sludge use/disposal requirements and any other Federal or State laws to which the POTW is subject. District Ordinance 92 applies to all users of the POTW and provides for monitoring, compliance and enforcement activities as well as establishes administrative review procedures.

Authority to Prevent Illicit Discharges into District's Wastewater Collection System.

- The District has full authority and the responsibility to prevent the discharge of illicit discharges to the sanitary sewer system. District Ordinance No. 92, an Order of the Governing Board of the Goleta Sanitary District Adopting an Ordinance and Regulating the Use of the Goleta Sanitary District Sewerage System, adopted by the District's Governing Board on December 7, 2020, is the current District sewer use ordinance. Section 4.1 Prohibited Discharge Standards list those substances that shall not be discharged to the sewer or Publicly Owner Treatment Works (POTW).

Section 4.2 and 4.3 state that users shall comply with National Categorical Pretreatment Standards and State Pretreatment Standards. Section 4.4 establishes local limits for discharges into the District's sewer system and treatment works.

The District's pre-planned collaboration and coordination with storm drain agencies.

- Historically, the District has accessed the City of Goleta, the County of Santa Barbara and Cal-Trans storm drain systems during spill events where sewage has entered the storm drain. The procedure has been to block the storm drain, retrieve the sewage, clean the storm drain and contact the owner to inform of the event. The District endeavors to formalize this procedure with storm drain owners and obtain system maps to improve compliance with this requirement.

Require that sewer system components and connections be properly designed and constructed.

- District Ordinance No. 92, Section 3 addresses Building Sewers and Connections. Section 3.7 states the Specifications of building sewers and requires that all sewers shall be constructed in accordance with the Goleta Sanitary District Specifications for Design and Construction of Sanitary Sewers (2008). Section 3.8 states that all plumbing fixtures shall conform to the provisions and codes of the City of Goleta, County of Santa Barbara and State of California. Goleta Sanitary District Standards and Specifications for Design and Construction of Sanitary Sewers (2008) address proper construction and connection in the following sections: Section 4 Sewer Permit Application, Section 5 Sewer Feasibility Studies, Section 6 Improvement Plans, Section 7 Design Criteria, Section 8 Legal Relations and Responsibilities, Section 9 Construction Materials, Section 10 Open Trench Construction Methods, Section 11 Inspection and Testing.

Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee.

- The District does not maintain or own any portion of the sewer laterals. District Ordinance No. 92 specifies in Section 3.3 that "The property owner is responsible for maintaining the building sewer from the building up to and including the WYE connection." The District Standards and Specification for the Design and Construction of Sanitary Sewers Section 4.10 states that "The side sewer is private from the connection to the public sewer, including the wye, to its connection with the building. The Owner is responsible for maintaining the side sewer. The District is not responsible for damage caused by breaks or leaks in the side sewer."

Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures.

- District Ordinance No. 92, Section 12 – Administrative Enforcement Actions list the actions that the District may take to enforce compliance with this ordinance. These actions include but are not limited to Consent Orders, Compliance Orders, Cease and Desist Orders and Termination of Service. Section 13 – Judicial Enforcement Remedies provide the District the ability to seek civil and criminal penalties for those actions that would require civil penalties and criminal prosecution.

Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

- The Goleta Sanitary District Standard Specifications, Section 7.11.1, Sewers in Streets, states "whenever possible, sewers shall be located in public right of ways, alleys or other paved accessible areas." Section 7.12, Easements states "Sewers that are located outside of public right of ways shall be located in areas that are accessible by maintenance vehicles. An all-weather access road at least 12 feet wide and within 15 feet of vertical clearance shall be provided to all manholes." "Deeds for

easements shall provide for restrictions of permanent constriction within the easement to allow ingress and egress for maintenance."

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are the District ordinances and standards adequate for fulfilling the SSMP Plan legal requirements?
- Does the District have a process in place for periodic review and evaluation of ordinances?
- Have there been instances when the code or ordinance did not address a need or circumstance?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
3.1	Review Ordinance(s) to confirm all documents provide necessary required legal authority.	Once per 6-year SSMP Update Cycle	X		
3.2	Confer with storm drain owners to ensure current practices and contact information are up to date.	Annually		X	
3.3	Monitor and document occasions when Ordinance(s) failed to address issues as intended.	Continuously		X	

RESILIENCE

Resilience is addressed in Element 3 by:

- Keeping abreast of industry trends and local ordinances that may affect operations.

APPENDIX 3 INCLUSIONS

- None

4. Operation and Maintenance Program

WDR REQUIREMENTS

Att. D-4 (pg. D-4)

> *"The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system."*

4.1. Updated Map of Sewer System

WDR REQUIREMENTS

Att. D-4.1 (pg. D-4)

> *"An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries."*

COMPLIANCE

The District maintains current system maps that include gravity mains, force mains, manholes, pump stations, property boundaries, creek locations, and pipe asset information (ID number, diameter, and flow direction). The District is currently working with storm drain agencies to include storm drain mapping.

Discoveries of errors or omissions by field staff are documented on a designated spreadsheet. The changes are verified and then forwarded to the District's GIS contractor for map updates.

Upon completion, new development project record drawings are submitted to the GIS contractor for map updates.

The District's system maps are made available to the State and Regional Water Boards staff upon request.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Were all map updates completed in a timely manner?
- Are all staff trained in the procedure for providing map update information?
- Are newly installed sewer assets incorporated into the system maps?
- Are there terrain features or assets that should be incorporated in future map updates (e.g. exposed pipe, siphons, ARVs, surface water, etc.)

IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
4.1.1	Review map update procedures with all affected staff.	Annually		X	
4.1.2	Review/ensure all newly installed facilities have been updated and included in the system maps	Annually		X	

4.2. Preventive Operation and Maintenance Activities

WDR REQUIREMENTS

Att. D-4.2 (pgs. D-4/D-5)

"A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:

- *Inspection and maintenance activities;*
- *Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;*
- *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.*

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure."

COMPLIANCE

The purpose of a work order system is to program and track all required inspection and maintenance activities within the collection system to help proactively prevent blockages/operational problems or spills. The District currently utilizes the Lucity Computerized Maintenance Management System (CMMS) to document work activities and inspections. The District converted from the Lucity CMMS to Mobile MMS in July of 2025 to manage asset inventory and work orders. The District currently utilizes WinCan CCTV inspection software to manage data collected from CCTV inspections.

CCTV inspections, gravity main cleaning and manhole inspections are performed in a systematic manner, working through an established basin. Maintenance staff are assigned a basin to clean or inspect. A work order is created for the task (CCTV Inspection, Gravity Main Cleaning, or Manhole Inspections), that includes all the assets in that basin. When a task is completed on an asset, it is indicated on the maps, allowing staff to see what has been completed and what is left to be completed and update the work order with the completion date. Staff input the completion date into the work order. Generally, staff work from upstream to downstream through each basin, and they are allowed to use some discretion to help ensure efficiency and thoroughness.

The CMMS and CCTV inspection software maintains historical data for all maintenance and inspection activities and provides a basis for critical analysis and data-driven planning and decision-making today and into the future. This allows for prioritizing and planning routine activities such as pipe cleaning, manhole inspections and pump station maintenance activities.

In addition, the CMMS is used to plan and schedule higher-frequency inspection and maintenance activities such as Hot Spot cleaning. The high-frequency lines are cleaned on 3, 4, 6, and 12-month intervals. Staff continuously evaluate pipe performance and adjust intervals, as needed.

Pump stations are routinely inspected, on intervals specific to each station – typically one to two times per week. Staff work from checklists, to help ensure a complete inspection has been performed. All work is documented in the CMMS.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are the District's maintenance, operations, and engineering work orders periodically audited for accuracy and completeness?
- Does the District monitor "open," "overdue," or "not yet completed" work orders to ensure completion of tasks?
- Are inspection and maintenance activities reducing the number and volume of spills?
- Is maintenance work being completed as scheduled?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
4.2.1	Monitor "Past Due" work orders to ensure critical work is being completed	Quarterly		X	
4.2.2	Review scheduled PMs to ensure the prescribed schedule remains appropriate.	Annually		X	

4.3. Training

WDR REQUIREMENTS

Att. D-4.3 (pg. D-5)

"In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- *The requirements of this General Order;*
- *The Enrollee's Spill Emergency Response Plan procedures and practice drills;*
- *Skilled estimation of spill volume for field operators; and*
- *Electronic CIWQS reporting procedures for staff submitting data."*

COMPLIANCE

The District's training program covers several areas involving or associated with wastewater collection systems and serves to develop and maintain highly qualified, knowledgeable, and capable staff. This training is provided through a variety of modes (self-study, seminars, conferences, on-the-job, etc.) and begins from the first day on the job and continues regularly thereafter.

District staff involved in responding to customer service calls, including sewage spills, receive annual training on the District's Spill Emergency Response Plan. This training is part classroom and part hands-on exercises and drills for responding to spill events and includes containment, restoring flow, spill volume, volume recovered, and spill start time estimations, clean up and completing the spill event data collection forms.

District Data Submitters and LROs are trained on the District's procedures for submitting data to the CIWQS database. In addition, these staff attend classes covering CIWQS and spill reporting offered by CWEA and DKF Solutions Group.

The District has developed spill response procedures for Contract Service personnel who perform work for the District are required to:

- Immediately notify the District of any sewage spill they encounter.
- Make attempts to contain the spill.
- Cordon off the area to keep the public safe.
- Remain onsite until District staff arrives and relieves them.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has all training been completed as scheduled?
- Have records of training and attendance been documented and maintained?
- Have all staff demonstrated ability and knowledge after each training event?
- Have contractors received, at a minimum, direction for reporting and responding to spills?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
4.3.1	Review training documentation to ensure all staff have received required training	Quarterly		X	
4.3.2	Review agreements with contractors and/or pre-job meeting minutes to ensure contract personnel have received instruction for responding to sewage spills	Each Contract		X	X

4.4. Equipment Inventory

WDR REQUIREMENTS

Att. D-4.4 (pg. D-5)

> *"An inventory of sewer system equipment, including the identification of critical replacement and spare parts."*

COMPLIANCE

The District owns a variety of vehicles and equipment for both routine maintenance and for contingency or emergency operations and maintains spare parts, including critical spare parts, to facilitate corrective actions for the most common failure occurrences that might be encountered.

Included within this inventory are replacement nozzles, sewer hose mending kits, pump parts, pump hoses, assorted vehicle replacement parts, CCTVI replacement parts and sewer pipe sections of various types and sizes. The District owns and maintains equipment for sewer line repair, pump by-pass operations and spill response. This equipment includes a backhoe, front-end loader, dump truck, trailer mounted air compressor, shoring, trash pumps of various sizes, portable generators and various power tools.

The District maintains a resource list of contractors and vendors who stock materials and are available for emergency and short notice deliveries. Materials and parts inventory is a crucial component of the District's maintenance program.

The District is working to improve its inventory by developing a more comprehensive list and documenting the inventory list in writing so it can be audited and kept up to date.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have inventory lists been audited as scheduled?
- Have any inventory deficiencies or omissions been discovered and rectified?
- Has the District experienced any equipment failure that inhibited a spill response?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
4.4.1	Audit inventory lists to ensure stock is adequate	Annually		X	
4.4.2	Check with vendors to ensure lead times for critical parts are as expected.	Annually		X	
4.2.3	Ensure contracts with emergency support services are current	Annually		X	

RESILIENCE

Resilience is addressed in Element 4 by:

- Developing an SOP for updating maps when errors are discovered.
- Developing and using forms (paper or electronic) for data collection to help ensure all pertinent information is consistently collected.
- Periodically evaluating inspection cycle intervals to help ensure they are optimized.
- Requiring staff to demonstrate ability and/or knowledge for all training activities.
- Monitoring equipment and critical spare parts usage for and trends.
- Performing periodic audits of the vehicle and equipment inventory List.

APPENDIX 4 INCLUSIONS

- None

Specifications 5.19 – Operations and Maintenance

WDR REQUIREMENTS

Specification. 5.19 (pg. 27)

> *"To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant."*

COMPLIANCE

The District is continuously improving and updating its proactive, condition-based sewer system maintenance program. The District's maintenance schedule allows staff to clean and inspect every sewer line and manhole using a schedule that is flexible enough to adjust to conditions found during cleaning. Every inspection and cleaning activity is documented and entered into the District's CMMS. The District's operations and maintenance programs have resulted in staff primarily being able to focus on proactive work activities. The District maintains records in its CMMS, which meets the District's needs as well as the needs for reporting activities. This CMMS maintains District records in a readily available format for O&M and management analysis and trending/predictive scenarios development.

The District has revised its 36-month (3-year) cleaning timeline for all sewer lines not identified as a high frequency line. All pipe segments under 15 inch will remain on a 36-month cleaning timeline (approximately 77.73%). All pipe segments 15 inch and above are now scheduled on a 60-month (5-year) cleaning timeline (approximately 6.27%). Historically, District crews have been able to complete the cleaning schedule within a 36-month timeline on a routine basis. The remaining 16% of District sewer lines are "priority areas" and are on an enhanced maintenance scheduled due to root intrusion, FOG or debris build up that require additional cleaning. These District "priority areas" are on scheduled cleaning cycles designed to minimize the occurrence of a spill. Approximately 12.4% are on a 12-month cycle, 3.3% are on a 6-month cycle, 0.2 % are on a 4-month cycle and 0.23% are on a 3-month cycle. The work orders for these "priority areas" are scheduled throughout the year and generated on cyclic basis. The District reviews monthly and annual performance data to ensure the scheduled completion of routine cleaning and CCTVI cycles and the completion of all priority area cleaning within its scheduled month.

The CCTV inspection schedule of the District collection system is on a 7-year timeline. CCTV inspections are also done in conjunction with Capital Improvement projects and to verify the need for spot repairs.

The District utilizes contractors for specialized work such as chemical root treatment. Approximately 20,000 feet to 25,000 feet of sewer line are scheduled on an annual basis for chemical root treatment.

The two District lift stations are inspected by staff on a scheduled basis. Repairs are coordinated with the District's Facilities Maintenance Department.

The Goleta Sanitary District Collection System Cleaning, Repair, and Maintenance Procedures include the following programs that the District utilizes as part of its Operation and Maintenance Program in an effort to minimize the frequency and volume of spills:

- Lift Station Routine Maintenance
- Mechanical and Hydraulic Cleaning
- Hand Rods
- CCTV Operations
- Smoke Testing

- Manhole Raising
- Excavation, Trenching and Point Repairs
- Creek and Bridge Crossing Inspections
- Easement Clearing

Given these enhanced maintenance programs and the addition of District owned and operated flow monitors for I&I identification, the District continues to be in a better position to make continuous improvements and maintain the goal of zero spills.

5. Design and Performance Provisions

5.1. Updated Design Criteria/Construction Standards/Specifications

WDR REQUIREMENTS

Attachment D-5.1 (pg. D-5)

> *"Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria."*

COMPLIANCE

The District has adopted the Goleta Sanitary District Standard Specifications for the Design and Construction of Sanitary Sewers (2008) for all new construction and rehabilitation of existing sewer facilities. The design standards are detailed in Section 7, Design Criteria. Construction Materials are detailed in Section 9, Open Trench Construction Methods are detailed in Section 10, Manhole Rehabilitation is detailed in Section 12 and Boring and Jacking is detailed in Section 13.

These standards govern the requirements, design and construction of sewer facilities within the jurisdiction of the District for all sewer facilities under private and public contract. In addition, all developers, engineers and contractors must comply with the applicable sections in the latest edition of the Standard Specifications for Public Works Construction (SSPWC), "The Green Book", the latest edition of the California Uniform Plumbing Code and the District approved plans for the new sewer facilities. These Standards are reviewed and updated on a periodic basis to ensure that current construction means and methods are included as appropriate.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are plan checking QA/QC processes helping to ensure adherence to the standards?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
5.1.1	Ensure all project plans are approved in accordance with the District's Standard Specifications and Details.	Each Project			X
5.1.2	Verify design standards and hydraulic model previously completed are adequate and consistent with current standards of practice.	TBD			X

5.2. Procedures and Standards

WDR REQUIREMENTS

Attachment D-5.2 (pg. D-5)

> *"Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances."*

COMPLIANCE

Inspection requirements for new and rehabilitated sewers are detailed in Section 11 (Inspection and Testing) of the Goleta Sanitary District Standard Specifications for the Design and Construction of Sanitary Sewers. Section 4, Sewer Permit Application and Section 12, Manhole Rehabilitation also detail inspection requirements. District Ordinance No. 92 provides additional procedures and standards in Section 3 Building Sewers and Connections.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Were any design or installation deficiencies found during warranty inspections?
- Are deviations from standard procedures and/or specs, testing, etc., justified and documented?
- Does the District stay abreast of industry design standards and technical advances in the industry?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
5.2.1	Verify inspection procedures are adequate and consistent with current standards of practice	TBD			X
5.2.2	Verify design standards and hydraulic model previously completed are adequate and consistent with current standards of practice.	TBD			X

RESILIENCE

Resilience is addressed in Element 5 by:

- Staying abreast of industry trends and standards.
- Performing warranty inspections of newly installed or repaired assets to evaluate design and installation practices.
- Evaluating as-built changes for trends and areas for design and performance improvements.

APPENDIX 5 INCLUSIONS

- None

6. Spill Emergency Response Plan

WDR REQUIREMENTS

Attachment D-6 (pg. D-6)

"The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;*
- *Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;*
- *Address emergency system operations, traffic control and other necessary response activities;*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;*
- *Remove sewage from the drainage conveyance system;*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;*
- *Conduct post-spill assessments of spill response activities;*
- *Document and report spill events as required in this General Order; and*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed."*

COMPLIANCE

The District's Spill Emergency Response Plan (SERP) is a stand-alone document that contains all the key elements necessary for an appropriate Spill response: notification, emergency incident response, reporting, and impact mitigation. The SERP, prepared by DKF Solutions Group, meets the requirements of the State Water Resources Control Board's reissued Waste Discharge Requirements (Order WQ-2022-0103-DWQ), which became effective on June 5, 2023. Initial training has been provided to new staff and refresher training is conducted annually.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have staff's spill response efforts helped to prevent the discharge of sewage to surface waters?
- Do post-spill assessments indicate staff are following the procedures outlined in the SERP?
- Is SERP training effective and are trainees demonstrating adequate knowledge and abilities?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
6.1	Perform SERP training including practice drills.	Annually		X	
6.2	Review Post Spill Assessments to ensure adherence with the SERP and to identify any trends that should be addressed.	Annually		X	

RESILIENCE

Resilience is addressed in Element 6 by:

- Multiple staff are trained to respond to spill events.
- Post-spill assessments are conducted to evaluate staff's adherence to the SERP and to identify areas for improvement.
- Data collection forms are used to direct staff to collect all the required data to be submitted to CIWQS and are designed as a guide to a proper spill event response.
- The District employees several different spill volume estimation methods to account for different circumstances.

APPENDIX 6 INCLUSIONS

- Spill Emergency Response Plan (SERP)

7. Sewer Pipe Blockage Program

WDR REQUIREMENTS

Attachment D-7 (pg. D-7)

"The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- *An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;*
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;*
- *The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages.*
- *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;*
- *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;*
- *An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
- *Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above."*

COMPLIANCE

In many sanitary sewer collection systems, Fats, Oils, and Grease (FOG) is known to be a significant cause, and or contributor, of sewer blockages in pipe and the cause of operational disruptions and damage to sewage pump stations. Although service areas that include commercial and institutional food service establishments (FSEs) are obvious sources of FOG, residential communities, especially those of medium and high-density multi-family residences, can also be a significant source of FOG. It is the purpose of the FOG Control Program to ensure all customers in our service area are following the District Ordinance, and state and federal requirements, to prevent sewage overflows caused by FOG related blockages in our sewer collection system.

Public Education and Outreach - The District has developed an extensive Public Outreach Program that has greatly helped the District to reduce the amount of FOG within the collection system and treatment plant. The District website and social media site have included proper FOG disposal methods. The District publishes a newsletter in which the topic of FOG from residential and commercial establishments is discussed and conducts a biennial open house in which information and demonstrations are provided to the public regarding FOG disposal and District efforts to protect the environment from FOG related spills.

Plan and Schedule For Disposal of Pipe Blocking Substances - The District Industrial Waste Control Officer and Collection System staff work together to inspect approximately 120 Food Service Establishments (FSEs) within the District. District efforts include the monitoring of grease interceptor pump-outs to ensure that the private disposal companies are cleaning grease interceptors as expected. Grease haulers dispose of grease pumped from interceptors at area rendering companies.

The Collection System staff's preventative maintenance of the sewer system is key in blockage control efforts. FOG, rags, wipes and other pipe blocking debris collected by District staff during the course of routine system maintenance are disposed of at the District's wastewater treatment facility. The District does not accept hauled waste from outside, private haulers.

The Legal Authority to Prevent Discharges - District Ordinance No. 92 Section 4.1 (6) lists the FOG discharge limitations for businesses within the District's jurisdiction, currently at 100mg/L. This section also sets the maximum FOG and solids accumulation of grease interceptors at 25% of design hydraulic depth.

Additionally, District Ordinance 92, Section 4.1 Prohibited Discharge Standards list those substances that shall not be discharged to the sewer or Publicly Owner Treatment Works (POTW). Section 4.2 and 4.3 state that users shall comply with National Categorical Pretreatment Standards and State Pretreatment Standards. Section 4.4 establishes local limits for discharges into the District's sewer system and treatment works.

The Legal Authority to Require Grease Control Devices – District Ordinance No. 92, Section 5.2, C, provides for the installation of grease control devices and sampling locations for FSEs. The District Standard Specifications, Section 7.16 and Standard Drawing 25 describe the design, installation, and testing procedures that shall be used for grease interceptors and sampling manholes. District Ordinance 92 Section 8.1 through 8.8 detail the reporting requirements, Section 8.13, Recordkeeping and Section 8.14, Certification of Statements detail BMP requirements and record keeping requirements.

The Legal Authority to Inspect Grease Producing Establishments - Legal authority for District staff to physically inspect FSE's, their sewer laterals, connections and the pretreatment equipment used for FOG control are provided for in District Ordinance 92, Section 9 Compliance Monitoring, 9.1 Right of Entry: Inspection and Sampling which also establishes the District's right to set up or require installation of monitoring devices necessary to monitor ongoing user compliance.

Identification of System Areas Subject to FOG - The District has identified those collection system areas that are subject to FOG discharge. CCTV inspections and results from routine cleaning are used to ensure that any collection system area that has FOG issues is included in the District's priority area cleaning program. FOG related priority cleaning areas are identified in the District's CMMS. The results of this priority cleaning are adjusted as necessary to minimize FOG issues.

Implementation of Source Control Measures - The District has developed and implemented a comprehensive FOG program. Currently, there are approximately 120 Food Service Establishments in the District service area that are inspected on a regular basis by the District Industrial Waste Control Officer and Collection System staff. The monitoring section of the fat, oil and grease program entails field inspections, sample collection and analysis for grease and oil concentrations. Laboratory results are evaluated to determine establishment compliance or noncompliance The inspection and laboratory results are used to issue correction and/or enforcement actions as needed. Results are evaluated to determine FSE compliance and are used to issue correction and/or enforcement actions as needed. Non-compliant FSE's are inspected again to confirm that they are back in compliance.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have there been any blockages/spills from any identified problem area?
- Is the District receiving feedback on public outreach efforts?
- Are the debris and other sewage solids collected during cleaning activities being disposed of appropriately?
- Have there been spills due to excessive fats, oil, grease, roots, or non-disposable wipes discovered in the sewer system during the audit period?
- Are there repeat offenders among FSEs?
- Are enforcement trends decreasing?
- Are Source Control and Collection staff included in the plan check process?

IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
7.1	Review/evaluate enforcement and inspection findings and implement changes as necessary.	Annually	X		
7.2	Review spill rates and causes and make changes to maintenance programs, as necessary.	Annually		X	

RESILIENCE

Resilience is addressed in Element 7 by:

- Inspection of select assets directly downstream of grease producing businesses to ensure source control is effective.
- Residential FOG outreach and education program.
- Performance of regular assessments of system assets to monitor performance.
- QA/QC process for evaluating pipe cleaning effectiveness.
- Daily disposal of pipe blocking materials retrieved during maintenance activities.

APPENDIX 7 INCLUSIONS

- None

8. System Evaluation, Capacity Assurance, Capital Improvements

WDR REQUIREMENTS

Attachment D-8 (pg. D-)

"The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan."

8.1. System Evaluation and Condition Assessment

WDR REQUIREMENTS

Attachment D-8.1 (pgs. D-7/D-8)

"The Plan must include procedures to:

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year;*
- *Prioritize the condition assessment of system areas that:*
  - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;*
  - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;*
  - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List.*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection method;.*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions."*

COMPLIANCE

The above requirements are addressed below:

The assessment of a collection system involves pipelines, manholes and pump stations. The assessment of pipeline condition is the most significant condition assessment responsibility the District has. It is of key importance to regularly perform pipeline condition assessments to initially establish a condition baseline and to monitor condition changes over time. Gravity mains are inspected utilizing CCTV inspection equipment. Manholes and pump stations are visually inspected. Level sensing devices are used inside manholes to monitor flows is certain locations.

Historically, the District endeavored to inspect the entire gravity main system on a 5-year interval. District staff has a good understanding of system performance and maintains a low spill rate of less than one spill per year. The District's gravity main cleaning cycle is 3 years for most pipes under 15-inch diameter and under, 5 years for pipes 15-inch diameter and above, and high-frequency schedules are maintained for pipes known to have performance issues. Staff has determined a 7-year CCTV inspection cycle to be an appropriate cycle. Every line segment will be cleaned one to two times during this period. Staff will continuously monitor pipe performance and maintenance and inspection results and adjust the schedules as needed.

Generally, the District's condition assessment program places the same risk value on all pipes. The District has identified portions of the sewer system that are close to sensitive areas, such as surface waters, schools, hospitals and emergency services, etc., and may place a higher maintenance priority on these assets for public health, safety and environmental reasons. For example, the District implements Winter Storm Emergency protocol, as needed and perform strategic maintenance in sensitive areas.

The District utilizes the NASSCO PACP defect coding system to rank defects found during CCTV inspections of gravity mains. Manholes are visually inspected and documented by crews, employing a top-down inspection method, during routine cleaning and CCTV activities. Pump stations are inspected, and findings are documented and used when evaluating station life cycle status.

The District has not identified areas susceptible to erosion or landslides, as these are unlikely occurrences due to service area conditions.

The District is not aware of exfiltration from the system. Any discoveries of exfiltration would be considered high priority will be addresses accordingly.

The District maintains records and documentation of all system evaluation and condition assessment inspections and activities in its CMMS. The District recognizes there are opportunities for improvement and is working to enhance documentation and recordkeeping practice.

The District developed a Climate Adaptation Plan in 2022, that evaluated the effects of sea level rise and coastal flooding. It included vulnerability assessment adaptation measures. This document is available upon request. The District will continue to evaluate this, at a minimum, during each three-year audit cycle.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District maintained its schedule for (information needed) and is data being reviewed in a timely manner?
  - CCTV Gravity Mains
  - Laterals
  - Manholes
  - Pump Stations
- Are inspection efforts discovering deficiencies in a timely manner?
- Are maintenance and inspection activities being properly documented?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
8.1.1	Review/evaluate enforcement and inspection findings and implement changes as necessary.	Annually	X		
8.1.2	Review spill rates and causes and make changes to maintenance programs, as necessary.	Annually		X	
8.1.3	Hold meeting to discuss any issues that may result from climate changes.	Annually	X		

8.2. Capacity Assessment and Design Criteria

WDR REQUIREMENTS

Attachment D-8.2 (pgs. D-8/D-9)

"The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- *Dry-weather peak flow conditions that cause or contributes to spill events;*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events.*
- *The capacity of key system components; and*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*

The capacity assessment must consider:

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;*
- *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities."*

COMPLIANCE

The sewer line segments that have been preliminarily identified as having hydraulic deficiencies by the District's hydraulic modeling program are reviewed by District staff to corroborate these initial assessments. In-House flow monitoring in conjunction with field inspections conducted during routine CCTV inspections and cleaning operations are used to verify the preliminary findings. Sewer line segments that have been determined by the District to have hydraulic and or structural deficiencies are added to the Capital Improvement Projects list based upon their assessment and their risk and consequence of failure.

The District had adopted the current edition of the Goleta Sanitary District Standards and Specifications for the Design and Construction of Sanitary Sewers to govern the requirements, design and construction of sewer facilities within the jurisdiction of the District. Used in conjunction with the Capital Improvement Plan (see Sections 8.3 and 8.4) and the hydraulic modeling program, the District has established the design criteria for sewer facility improvements required for hydraulic and structural deficiencies and projected growth within the District service.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Number of capacity-related spills or surcharge condition during the audit period.
- Has the system responded to rain events as indicated by the hydraulic model?
- Has there been any changes to zoning designations (residential, commercial, industrial)?

IMPLEMENTATION PLAN/SCHEDULE

No	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
8.2.1	Monitor/evaluate significant rain events to see if they exceed the design storm in the hydraulic model.	Each significant rain event		X	X
8.2.2	Identify and monitor flood-prone areas susceptible to erosion from rain events	After each significant rain event		X	
8.2.3	Monitor flows in each basin and update the hydraulic model	Per Engineering Department schedule		X	X

8.3. Prioritization of Corrective Action

WDR REQUIREMENTS

Attachment D-8.3 (pg. D-9)

> *"The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills."*

COMPLIANCE

The District's Capital Improvement Plan was developed by Hazen & Sawyer. Assessments of structural and hydraulic conditions, risk of failure consequences, and operation and maintenance factors are used to identify and prioritize rehabilitation and replacement of District facilities. A series of annual capital improvement projects are created from these assessments to correct structural and hydraulic deficiencies in the District collection system. Sewer lines are grouped into like categories based on the severity of the defects. As annual Capital Improvement Projects are completed, the next ranking projects are moved up on the list of scheduled projects.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District adhered to its system evaluation/condition assessment schedule?
- Has the District adhered to its prioritization/corrective procedures for sewer repair and capacity improvement projects?
- Have projects been completed before deficiencies caused failures?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
8.3.1	Utilize all available data for prioritizing corrective actions considering severity and consequences of potential spills.	Each CIP Update	X		
8.3.2	Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities.	Continuously		X	

8.4. Capital Improvement Plan

WDR REQUIREMENTS

Attachment D-8.4 (pg. D-9)

"The capital improvement plan must include the following items:

- *Project schedules include completion dates for all portions of the capital improvement program;*
- *Internal and external project funding sources for each project; and*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies."*

COMPLIANCE

The District's Capital Improvement Plan (CIP or the Plan) has been designed to correct structural and hydraulic deficiencies in the collection system. The sewer system was evaluated using criteria based on operation costs, frequency of maintenance, structural conditions, risk of failure and hydraulic adequacy. Pipelines within the system are compared and those exhibiting a higher risk of failure based on the evaluation criteria are given a higher priority for repair.

The District's Plan is also used to determine which pipelines in the system may be approaching the end of their useful lives. Pipelines with a higher priority rating are placed on an increased maintenance schedule and are monitored more closely by the District. The Plan is being used to identify life cycle expectancies for equipment and structures at the Treatment Plant as well.

The District's website has an Interactive Roadmap (see Appendix 8) that shows the proposed Capital Improvement Projects (CIPs) for the for both the Collection System and the Treatment Plant. These improvements reflect the District's mission and vision statements, and ensure a safe, healthy environment for all in the Goleta Valley.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Has the District's capital improvement plan schedule been adhered to?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
8.4.1	Hold regular coordination meetings, with all parties, to help keep the projects on track and resolve issues that may arise in a timely manner.	Annually		X	X
8.4.2	For schedules that are not followed, justify and document the reason.	Each Delayed Project			X

RESILIENCE

Resilience is addressed in Element 8 by:

- Is there an annual review of the Capital Improvement Plan by all appropriate individuals including both Engineering and Operations?

APPENDIX 8 INCLUSIONS

- None

9. Monitoring, Measurement, and Program Modifications

WDR REQUIREMENTS

Attachment D-9 (pg. D-9)

"The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;*
- *Monitoring the implementation and measuring the effectiveness of each Plan element;*
- *Assessing the success of the preventive operation and maintenance activities:*
- *Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
- *Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes."*

COMPLIANCE

The above requirements are addressed below:

- The District maintains accurate and relevant inspection and maintenance records for the collection system. Much of the documentation today is maintained electronically, which allows for ease of access and analysis. This helps District staff to make sound decisions and prioritize activities when dealing with the routine and the unexpected.
  Monitoring of the District's SSMP focuses on each element in terms of its implementation and effectiveness. The SSMP has been designed to include key performance indicators for each element, which are used to measure effectiveness. In addition, implementation responsibilities are included for each element to help ensure the SSMP is being implemented as intended.
- The District assesses the success of maintenance and operation activities by ensuing activities are being performed as expected, by monitoring actual outcomes compared to intended outcomes, as well as monitoring spill trends.
- The District is committed to continuous improvement and monitors and evaluates performance of work programs and SSMP elements to ensure intended outcomes are achieved while looking for areas for improvement. Although the SWRCB requires that the SSMP be updated every six years, the SSMP should be considered as a dynamic document and may require updating on a more frequent basis. Routine changes to administrative information, notwithstanding, minor changes will likely be required to address improvements identified through the SSMP Audit or through modifications required as conditions change.
- The District monitors spill trends, at a minimum every three years during required audits, utilizing the CMMS database, inspection records and CIWQS data. These resources are helpful in planning and programing work, and adjusting as needed, enabling the District to be adaptive and capitalize on lessons learned.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Are SSMP Elements being periodically evaluated for effectiveness?
- Are work activities and spill events being documented?
- Has a plan and schedule been established to address audit findings/deficiencies from the last audit?
- Is Trend Analysis being performed on spill causes?
- Have work programs been assessed and updated as necessary?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
9.1	Assess work programs to ensure outcomes are as intended.	Annually	X		
9.2	Prepare updates to work programs and the SSMP based on assessments.	As Needed		X	
9.3	Monitor and evaluate spill trends. Document efforts.	Annually		X	

RESILIENCE

Resilience is addressed in Element 9 by:

- Development of key performance indicators to measure effectiveness of the SSMP.
- Performing periodic reviews of the SSMP to help ensure it is being properly implemented.
- Developing and adhering to a timeline to correct deficiencies found during the audit process.
- Periodically evaluating work programs to help ensure effectiveness.

APPENDIX 9 INCLUSIONS

- None

10. Internal Audits

WDR REQUIREMENTS

Attachment D-10 (pg. D-10)

> *"The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order."*

COMPLIANCE

The District completed its last audit in August 2024 and will complete audits every three (3) years moving forward. The objective of the audit is to evaluate compliance, implementation and effectiveness of the SSMP. Additionally, the SSMP includes a description of how the District will comply with the requirements of each Element. The audit review includes an evaluation to determine if compliance has been met.

Implementation is evaluated by determining if the District is executing the SSMP as stated.

Effectiveness is evaluated by using key performance indicators, which have been developed specifically for each element.

Resilience is addressed for each Element and is built-in to the District's collection system procedures and practices.

Any deficiencies discovered through the audit process are noted and a plan and schedule to implement corrective measures are established.

A copy of the most recent SSMP audit is available upon request.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Have audits been performed as required?
- Have the audits assessed compliance, implementation, and effectiveness?
- Have deficiencies been identified?
- Has a plan and schedule to rectify the deficiencies been established?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
10.1	Schedule audits in advance of due dates to ensure adequate time to complete. District has 6 months to complete the audit from the end of the audit period.	Beginning at end of audit period		X	
10.2	Ensure a plan and schedule is developed to address deficiencies.	Once the Audit is completed		X	

RESILIENCE

Resilience is addressed in Element 10 by:

- Periodically evaluating key performance indicators during the audit period to assess effectiveness and make corrections, if necessary, prior to the audit.
- Evaluating previous audits to ensure deficiencies have been rectified.
- Scheduling the audit due dates and completing the audit on time.

APPENDIX 10 INCLUSIONS

- None

11. Communication Program

WDR REQUIREMENTS

Attachment D-11 (pg. D-10)

"The Plan must include procedures for the Enrollee to communicate with:

- *The public for:*
  - *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water; and*
  - *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*
- *Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:*
  - *System operation, maintenance, and capital improvement-related activities."*

COMPLIANCE

When the District experiences a spill, it is standard procedure to secure the affected area and keep the public away. This is generally done using barricades, cones and caution tape. The District will notify Santa Barbara County Environmental Health Services to report the unauthorized release of any volume of sewage, when it is likely to reach water of the State, as required by California Health & Safety Code (HSC) § 5411.5.

In an effort to facilitate public awareness of the District's SSMP, the SSMP is available to the general public on its website. The District routinely communicates with the general public through a variety of methods including District newsletters, mailings, website and Proposition 218 public notices that seek and encourage public input for the various operations of the District. The District newsletters have focused on specific topics that comprise the SSMP such as Capital Improvement Projects and funding. The District has historically maintained an "Open Door" policy in which members of the public can discuss issues of concern with District staff, District management and Governing Board members during District special events, normal business hours and at regularly scheduled meetings of the District's Governing Board. Every 6 years the SSMP is updated and approved by the Board of Directors. All Board agenda items are advertised to the public prior to the meetings and there is opportunity for comment from the public on each agenda item. The District also utilizes social media as a portal to communicate issues of concern with the public.

The District routinely communicates with the four contractual users of the District (the County of Santa Barbara, UCSB, Goleta West Sanitary District and Santa Barbara Municipal Airport) on a regular and on-going basis. This communication is in the form of telephone calls, letters and regularly scheduled meetings.

The Santa Barabra Municipal Airport Collection System is the District's only satellite agency (WDID: 3SSO11455). The District has regular communication with airport staff.

EFFECTIVENESS

The District utilizes the following Key Performance Indicators for measuring effectiveness of this Element:

- Does the District place all SSMP action items on the agenda for regular counsel/board meetings?
- Does the District have signage, or other means, readily available to notify the public of environmental or public risk factors related to a sewage spill?
- Does the District perform outreach to residential customers?

IMPLEMENTATION PLAN/SCHEDULE

No.	Plan	Schedule	Responsible Party		
			GM	CSM	ENG
11.1	Ensure the Board of Directors approves the SSMP per schedule.	Every 6 years	X		
11.2	Ensure the SSMP is posted on the District website and the link functions properly.	Annually	X		
11.3	Ensure Sewage Spill Warning signs are readily available to communicate with the public when necessary	Annually		X	

RESILIENCE

Resilience is addressed in Element 11 by:

- Use the SSMP as a tool to communicate to the public how the District is managing the system.
- Maintain a consistent presence in the service area by attending community events or issuing periodic newsletters or other communications to the public.
- Make it clear and easy for the public to contact the District.

APPENDIX 11 INCLUSIONS

- None

LIST OF APPENDICIES

APPENDIX 1	• None
APPENDIX 2	• None
APPENDIX 3	• None
APPENDIX 4	• None
APPENDIX 5	• None
APPENDIX 6	• Spill Emergency Response Plan (SERP)
APPENDIX 7	• None
APPENDIX 8	• None
APPENDIX 9	• None
APPENDIX 10	• None
APPENDIX 11	• None

GOLETA SANITARY
Water Resource Recovery District

Sewer Spill Emergency Response Plan

Effective Date: June 5, 2023

Revised Date: July 17, 2025

Approved by: Steve Wagner

Signature: Steve Wagner

Date: 7/17/25

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TABLE OF CONTENTS

1. PURPOSE

The purpose of the Goleta Sanitary District Spill Emergency Response Plan (SERP) is to support a prompt, orderly and effective response to spills (sanitary), reduce spill volumes, and collect information for prevention of future spills. A "spill" in this document is defined, by State Water Board Order No. WQ 2022-0103-DWQ as a discharge of sewage from any portion of a sewer system due to a sewer system overflow, operational failure, and/or infrastructure failure.

The SERP provides guidelines for District personnel to follow in responding to, cleaning up, reporting, and properly documenting spills that may occur within the District's service area. This SERP satisfies the State Water Board Order No. WQ 2022-0103-DWQ, which require wastewater collection agencies to have a Spill Emergency Response Plan.

Additionally, the SERP outlines procedures for responding to sewer spill backups into structures as required by the District's insurer. "Backup" is a term typically used by insurers to describe property damage resulting from exposure and contact to untreated or partially treated sewage.

2. POLICY

The District's employees are required to report all spills from agency owned sewer mains and to take the appropriate action to secure the spill area, properly report to the appropriate regulatory agencies, relieve the cause of the spill, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The District's goal is to respond to sewer system spills as soon as possible following notification. The District will follow reporting procedures regarding sewer spills as set forth by the Central Coast Regional Water Quality Control Board (Region 3) and the State Water Board Order No. WQ 2022-0103-DWQ**.**

3. DEFINITIONS AS USED IN THIS SERP

ANNUAL REPORT: An Annual Report (previously termed as Collection System Questionnaire in previous State Water Board Order No. WQ 2022-0103-DWQ) is a mandatory report in which the District provides a calendar-year update of its efforts to prevent spills.

BASIN PLAN: A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

BENEFICIAL USES: The term "Beneficial Uses" is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural, and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS): CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

DATA SUBMITTER: A Data Submitter is an individual designated and authorized by the District's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the

authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

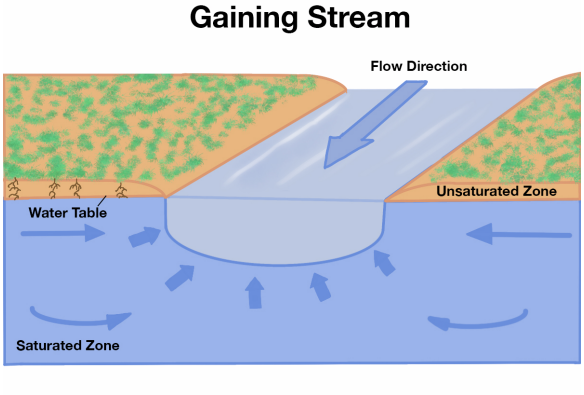
DRAINAGE CONVEYANCE SYSTEM: A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

ENVIRONMENTALLY SENSITIVE AREA: An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

EXFILTRATION: Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

FOG – Fats, Oils, and Grease: Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

HYDROLOGICALLY CONNECTED: Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of the State Water Board Order No. WQ 2022-0103-DWQ, groundwater feeds into the surface water. The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater. See image, right.



LATERAL (INCLUDING LOWER AND UPPER LATERAL): A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the District's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership. A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations. An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

LEGALLY RESPONSIBLE OFFICIAL: A Legally Responsible Official is an official representative, designated by the District, with authority to sign and certify submitted information and documents required by this General Order.

MAINLINE SEWER: Refers to District wastewater collection system piping downstream of the sewer laterals that is not a private sewer lateral connection to a building.

MAINTENANCE HOLE OR MANHOLE: Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection

NOTIFICATION OF A SPILL: Refers to the time at which the District becomes aware of a spill event through observation or notification by the public or other source.

NUISANCE: For the purpose of the State Water Board Order No. WQ 2022-0103-DWQ, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;

- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and

- Occurs during, or as a result of, the treatment or disposal of wastes.

PREVENTATIVE MAINTENANCE: Refers to maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g. cleaning, CCTV, inspection).

PRIVATE LATERAL SEWAGE SPILL – Spills that are caused by blockages or other problems within a privately-owned lateral.

PRIVATE SANITARY SEWER SYSTEM: A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

PRIVATE SEWER LATERAL: A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

POTENTIAL TO DISCHARGE, POTENTIAL DISCHARGE: Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

RECEIVING WATER: A receiving water is a water of the State that receives a discharge of waste.

SANITARY SEWER SYSTEM: A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the District;

- Satellite sewer systems; and/or

- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks, and diversion structures.

For purpose of the State Water Board Order No. WQ 2022-0103-DWQ, sanitary sewer systems include only systems owned and/or operated by the District.

SATELLITE SEWER SYSTEM: A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

SEWAGE: Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of storm-water or groundwater, conveyed in a sanitary sewer system.

SEWER BACKUP A sanitary sewer spill resulting from a sanitary sewer system overflow, operational failure, and/or infrastructure failure in a publicly owned sewer system, with an appearance point and subsequent discharge into a structure.

SPILL: A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under the State Water Board Order No. WQ 2022-0103-DWQ if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

- **Category 1 Spill:**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

  Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

  A spill from an District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the District shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ that does not discharge to a surface water.
  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

- **Non-Category 1 Enrollee Owned/Operated Lateral Spills**

  A spill of any volume from an Enrollee's owned and/or operated lateral that is caused by a failure or blockage in the lateral and that do not discharge to a surface water.

TRAINING: Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the State Water Board Order No. WQ 2022-0103-DWQ.

WASH DOWN WATER: Wash down water is water used to clean a spill area.

WASTE: Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

WATERS OF THE STATE: Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

WATERS OF THE UNITED STATES: Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

WATER QUALITY OBJECTIVE: A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

4. STATE REGULATORY REQUIREMENTS FOR ELEMENT 6, SPILL EMERGENCY RESPONSE PLAN

The Sewer System Management Plan (SSMP) must include an up to date Spill Emergency Response Plan (SERP) to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of State Water Board Order No. WQ 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the SERP and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update it as needed.

The Sewer System Management Plan is available to the public at https://goletasanitary.org.

5. SPILL EMERGENCY RESPONSE PLAN OBJECTIVES

The Spill Emergency Response Plan includes measures to protect public health and the environment. The District will respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing discharges to waters of the State.

Additionally, District Staff will:

- Work safely;
- Properly document each spill event in a separate file including photos and/or video where applicable;
- Collect information for prevention of future spills;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the spill;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to spills;
- Perform post-spill response evaluation for adherence to procedures and effectiveness of response; and
- Revise response procedures, modify maintenance practices or provide additional training based on the results from the debrief and failure analysis of spills, if needed.

6. SPILL DETECTION AND NOTIFICATION

ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, ATTACHMENT D, Element 6, Page D-6*

The processes that are employed to notify the District of the occurrence of a spill include: observation by the public, receipt of an alarm, or observation by District staff during the normal course of their work.

6.1 LIFT STATION ALARMS

The District operates two wastewater lift stations, which are inspected on a scheduled basis. In the event of a station failure the SCADA alarm system is activated and the District is contacted. To prevent spills, emergency generators are activated to provide power to the pumps, back up pumps are connected to convey flows through

the force mains or through bypass lines, or the stations can be pumped into a vacuum truck. Refer to Section 7 below for lift station alarm and spill response details.

6.2 PUBLIC OBSERVATION

Public observation is the most common way that the District is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the District's website: https://goletasanitary.org. The District's telephone number for reporting sewer problems during business hours is (805) 967-4519 (Monday-Friday 8am- 5pm). On Saturdays, Sundays, or weekdays after 5:00 pm the emergency reporting number is (805) 564-7259.

Normal Work Hours

The front office staff will forward the call to the Collection System Manager or designee. The Collection System Manager or designee will collect the caller's name, address, and the nature of the problem. The Collection System Manager or designee will dispatch an available Collections System Crew and the Collections System Crew will respond to the caller's address.

Collections System Crew will perform an investigation to determine the nature of the problem. If it is determined to be a District issue, the Collections System Crew will address the issue. If it is not a District issue, the Collections System Crew will notify the resident that the problem is with their lateral. The Collections System Crew will also notify Public Health if it is a Private Lateral Sewage Discharge (PLSD). If the problem is in another public agency's service area, the Collections System Crew will notify that agency.

The Collections System Crew will complete a Field Report detailing the caller, nature of the problem reported, nature of the problem discovered, and any actions taken.
If the service request is a District spill, the Collections System Crew will complete the Overflow Emergency Response Plan workbook and open a spill file.

After Hours

After hours service calls rolls over to an answering service and the answering service will notify the standby employee.

The standby employee will respond and notify the Collection System Manager. The standby employee will complete the Field Report and if the request is for a spill, the standby employee will complete the Sewer Spill/Backup Response Workbook. The standby employee will notify the Collection System Manager if they need additional assistance addressing the spill or other problem.

The completed Field Report will be forwarded to the Collection System Manager the next day (and the Sewer Spill/Backup Response Workbook if this was for a spill).

The Collections System Crew may be dispatched to CCTV the area of the spill regardless of the reason for the call out.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect and include in the spill event file, at a minimum, the following information to record the complaint:

- Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint.

If the spill or backup is not in the District's service area they provide the customer with the contact information for the responsible agency, and then notify that agency.

6.3 DISTRICT STAFF OBSERVATION

District staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate District staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.4 CONTRACTOR OBSERVATION

Contractors working on the District sewer system will be informed of contractor spill response procedures. Contractors working on behalf of property owners will be provided spill response information when they pull a permit. The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify the District during business hours at (805) 967-4519 (Monday-Friday 8am- 5pm.) On Saturdays, Sundays, or weekdays after 5:00 pm the emergency reporting number is (805) 564-7259. Provide the following information if available:
    a. Date, time contractor first noticed the spill;
    b. Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system;
    c. Contractor's contact information.
2. Protect storm drains.
3. Protect the public.
4. Direct ALL media and public relations requests to the General Manager/District Engineer at (805) 967-4519 or (805) 896-5395 (cell).

6.5 NO OBSERVATION

If there are no witnesses or no call was received for a spill, the District staff will contact nearby residences or business owners in the vicinity of the spill, in an attempt to obtain information that brackets a given start time that the spill began. This information will be collected and documented on the Sanitary Sewer Spill Report in the Sanitary Sewer Spill/Backup Response Workbook.

7. LIFT STATIONS

7.1 Firestone Lift Station Alarm and Spill Response

1. The Firestone Lift Station is equipped with power outage and high-level alarms and an emergency generator. Upon receipt of these alarms, immediately proceed to the Lift Station, verify flow conditions and acknowledge the alarm.

2. The emergency generator is designed to provide electrical power to the station in case of loss of Edison power. The station pumps will automatically switch from one power source to the other. The noise of the generator will indicate that it is operating, verify that the level of the wet well corresponds with the level indicated on the control panel.

3. If there is no Edison power to the lift station and the standby generator is not providing electrical power to the station, contact the District Facilities Maintenance Manager. Monitor the level in the wet well and connect suction hose from the wet well to the 4" Pioneer trash pump and connect suction hose from the trash pump to the by-pass valve located in the valve pit. Additional personnel will be required for this operation. Contact additional District personnel.

4. If electrical power cannot be restored to the station, turn off the electrical breakers for the pumps in the control room, close the valves from the station pumps and open the by-pass valves in the valve pit. Operate the 4" trash pump as required to maintain normal levels in the wet well.

5. If a spill has or is occurring at the Firestone Lift Station, take immediate action to prevent the spill from entering into the drainage channel adjacent to the station. The perimeter walls of the Station will contain the spill, use sandbags and/or tarps to contain the gate area. Notify the Collection System Manager, Supervisor or CSMT II and begin to pump down the wet well as described above in Items 3-4. Begin initial calculation of the spill and begin the notification process as required for the spill Category that has occurred.

6. Once the spill has been contained and normal operations have resumed at the station, begin clean up of the spill and pump or vacuum all water back into the District sewer system. Prepare an spill Report for review by the Supervisor and continue calculation of the spill volume.

7. The Manager or Supervisor will continue with the notification process.

7.2 El Sueno Lift Station Alarm and Spill Response

1. The El Sueno Lift Station is equipped with a power outage and a high-level alarm. Upon receipt of these alarms, immediately proceed to the Lift Station and verify flow conditions. Acknowledge the alarm and determine if power has been restored.

2. If there is no power at the lift station and an spill has not occurred, take or have brought a 3" trash pump with sections of suction and discharge hose to the lift station. Connect the suction hose from the pump to the by-pass pipe at the wet well and connect the discharge hose from the pump to the force main by-pass valve. Operate the trash pump as needed to maintain normal levels in the wet well until such time that power is restored. Contact Southern California Edison at 1-800-656-4555 and inform them of the power outage affecting the District lift station located at 419 El Sueno Road, Santa

Barbara, Service Account # 3-000-5321-34. Notify the Collection System Manager, Supervisor or a CSMT II of the power outage.

3. Continue to maintain normal levels in the wet well until power is restored and the lift station is operating normally. Return all pumps and equipment used to the District plant for cleaning and storage.

4. If there is power at the station but the pump does not appear to be working, check the breakers in the control power. Reset the breakers if needed and turn off the power to the pump to check if the pump is clogged. Verify that power to the pump has been disconnected and clear the pump of any blockage. Turn the power back on and verify that the pump is working. Run the pump in the "Manual Position" until normal levels in the wet well is maintained and the lift station is operating normally.

5. If the pump will not operate, take or have a 3" trash pump with sections of suction and discharge hose taken to the lift station. Connect the suction hose from the pump to the by-pass pipe at the wet well and connect the discharge hose from the pump to the force main by-pass valve. Operate the trash pump as needed to maintain normal levels in the wet well until such time that the pump can be fixed or replaced.

6. If there appears to be a blockage in the force main, disconnect the force main piping in the wet well to expose the force main outlet. Clean the force main using the Vactor/Ramjet without skids from District manhole 05T46 at Sherwood Drive towards the lift station. If a blockage is cleared, reassemble the wet well piping and pump the wet well to normal operating levels. If the blockage cannot be cleared, connect discharge hose from the 3" trash pump to manhole 05T46 at Sherwood Drive or to a District Vactor/Ramjet truck. Maintain normal levels in the wet well until the blockage in the force main can be cleared and the lift station is operating normally.

7. If a spill has or is occurring at the El Sueno Lift Station, take immediate action to prevent the spill from entering into the drainage channel adjacent to the station. Notify the Collection System Manager and begin to pump down the wet well as described above in Items 1-6. Begin initial calculation of the spill and begin the notification process as required for the spill category that has occurred.

8. Once the spill has been contained and normal operations have resumed at the station, begin clean up of the spill and pump or vacuum all water back into the District sewer system. Prepare a spill Report for review by the Supervisor and continue calculation of the spill volume.

9. The Manager or Supervisor will continue with the notification process.

8. SPILL RESPONSE PROCEDURES *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, ATTACHMENT D Element 6 page D-6)*

8.1 SEWER OVERFLOW/BACKUP RESPONSE SUMMARY

The District will respond to spills as soon as feasible following notification of a spill/backup.

If it is <u>not</u> possible that the spill/backup is due to a failure in the District-owned/maintained sewer lines the Collections System Crew performs the following:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- If the customer is not home the Collections System Crew completes the Door Hanger and leaves it on the customer's door.
- If the customer is home the Collections System Crew:
    - Explains that the blockage is in the customer's lateral and the District does not have legal authority to maintain or perform work on privately owned laterals.
    - Recommends to the customer that they hire a licensed contractor to clear their line.
    - Gives the customer the Your Responsibilities as a Private Property Owner pages from the Sanitary Sewer Spill/Backup Response Workbook.

If it is possible that the spill/backup is due to a failure in the District-owned/maintained sewer lines the Collections System Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Notifies Collection System Manager of the incident.
- Relieves blockage and cleans impacted areas.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Collection System Manager.

The Collection System Manager performs required regulatory reporting in accordance with the Sanitary Sewer Spill/Backup Response Workbook's Regulatory Reporting section.

If the overflow has impacted private property, the Collections System Crew:

- Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- Provides the customer with forms and information as indicated in the Sanitary Sewer Spill/Backup Response Workbook.
- Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Collection System Manager.

The Collection System Manager or designee reviews incident reports, claim form and other incident information and forwards, as appropriate, to the Board Secretary.

The Board Secretary reviews incident reports, claim form and other incident information and forwards, as appropriate, to Carl Warren and Company.

The General Manager:

- Communicates with Carl Warren and Company to adjust and administer the claim to closure.
- Properly documents in writing all activities and communications before approving the final event file.

8.2 FIRST RESPONDER PRIORITIES

The first responder's priorities are:

- Prompt response to spills.
- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To reduce spill volume and contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Collection System Manager of any spill. Upon confirmation of a spill, and if the Collection System Manager or the Collections System Supervisor has not been contacted the first responder will inform the District General Manager of the spill.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible). Collect information for the prevention of future spills.
- Properly document the spill and response activities on the forms provided in the Sanitary Sewer Spill/Backup Response Workbook, including photos and/or video where practicable.

8.3 SAFETY

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when District personnel responding to a sewer system event are not familiar with potential safety hazards. In all cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before beginning response activities.

If the first responders encounter access restrictions or unsafe conditions that prevent its compliance with spill response requirements or monitoring requirements in this General Order, the District provides written documentation of access restrictions and/or safety hazards in the corresponding required report.

8.4 INITIAL RESPONSE

The first responder must respond to the site of the spill/backup and visually check for potential sewer stoppages. The first responder will:

- Note arrival time at the site of the spill/backup.
- Verify the existence of a public sewer system spill or backup.
- Identify and assess the affected area and extent of spill.
- Assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools.

- Contact caller if time permits.
- Document the spill according to the requirements described in Section 10 of this SERP, including taking photos and/or videos of overflowing manhole(s)/cleanout(s).
- Take steps to contain, recover, and return the spill to the sanitary sewer as feasible. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Protect surface waters to the extent practicable. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.

8.5 INITIATE SPILL CONTAINMENT MEASURES

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Vacuum retrieve sewage whenever practicable.
- Pump around the blockage/pipe failure.

Containment efforts will be documented. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook, form C-1.

8.6 RESTORE FLOW

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If other assistance is required, immediately contact the Collections System Manager. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

8.7 EQUIPMENT

This section provides a list of specialized equipment that may be used to support this Spill Emergency Response Plan.

Equipment	Quantity	Location
Ramjet	1	Vehicle Garage
Vactor	1	Vehicle Garage
Utility Truck	1	Vehicle Garage
F-250 Truck	1	Vehicle Garage

Flat Bed Truck with Crane	1	Vehicle Garage
Dump Trailer	1	Vehicle Garage
Silverado ½ Ton Pickup	1	Vehicle Garage
6" Trash Pump	2	Vehicle Garage
4" Trash Pump (Pioneer)	1	Firestone LS
3" Trash Pump	1	Vehicle Garage
2" Sump Pump	1	Vehicle Garage
Easement Machine	1	Vehicle Garage
Sandbags	100	Vehicle Garage
Hose for Trash Pump	Various Sizes	Vehicle Garage and Firestone LS
Gas & Diesel Cans	Various	Vehicle Garage
Hand Rods	200 Feet	Vehicle Garage and Utility Truck
CCTVI Van	1	Vehicle Garage
Push/Portable Camera	1	C/S Storage Office
Spill Containment Kits	Various	Vehicle Garage and Vehicles

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup can be found on the Smart SOP application and at various facility locations.

9. RECOVERY AND CLEANUP *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, ATTACHMENT D, Page D-6)*

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The spill recovery and cleanup procedures are described in the following sections.

9.1 ESTIMATE THE FLOW AND VOLUME OF SPILLED SEWAGE

A variety of approaches exist for estimating the volume of a sanitary sewer spill. The Collections System Crew members should use the method most appropriate to the sewer overflow in question and reference the Sanitary Sewer Spill/Backup Response Workbook which provides four (4) methods:

- Eyeball Estimation Method
- Duration and Flow Rate Calculation Method
- Area/Volume Method
- Upstream Connections Method

In addition, the following will be documented on the Sewer Spill Report form:

1. Description, photographs, and GPS coordinates of the system location where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
2. Estimated total spill volume exiting the system;
3. Description and photographs of the extent of the spill and spill boundaries;

4. Did the spill reach a drainage conveyance system? If yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume that reached the drainage conveyance system;
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system
    - Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable;
    - Estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water.
5. Estimated total spill volume recovered.

9.2 RECOVERY OF SPILLED SEWAGE

Vacuum up and/or pump the spilled sewage and wash down water and discharge it back into the sanitary sewer system. Thoroughly recover and dispose of sewage and wash down water.

9.3 CLEAN-UP AND DISINFECTION

Clean up procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts associated with a spill event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

Private Property
District crews clean up when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. The District will offer the services of a professional cleaning company to provide “clean and sanitize services” when areas such as showers and tubs have been affected. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of District system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In all cases, property owners may file a claim with the District.

Hard Surface Areas
Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation
Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways
For spills of any volume of sewage that are likely to reach water of the State, immediately notify Santa Barbara County Environmental Health Services. For spills of 1,000 gallon or more that are likely to reach water of the State, immediately notify CalOES.

Wet Weather Modifications
Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

9.4 PUBLIC NOTIFICATION

The District shall post and maintain appropriate public notification signs and place barricades to keep vehicle and pedestrian traffic away from contact with the spilled sewage as necessary. The signs and other public notices will not be removed until the Santa Barbara County Department of Public Health or other agency with jurisdiction over the matter has determined there is no further risk to public health and the environment.

The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

The District will provide notification to members of the for any spill in excess of fifty thousand (50,000) gallons if the spill reaches a surface water.

When contact with the local media is deemed necessary by regulating agencies, the General Manager/District Engineer or their designee will provide the media with all revelvant information.

10. WATER QUALITY *(Ref.* State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)*, Element 6, Attachment A - DEFINITIONs page A-5, Attachment E1 2.3 through 2.4 pages E1-5 through E1-8)*

10.1 SURFACE WATERS OF CONCERN

There are several identified Waters of the State within the District service area. The following are of particular concern as several may have flow during the summer and extended periods of little to no rain. All will flow during and immediately after a rain event.

Surface waters of particular concern are:

- Goleta Beach
- Goleta Slough
- Pacific Ocean
- Atascadero Creek
- San Jose Creek
- Las Vegas Creek
- Cieneguitas Creek

- Hospital Creek
- San Antonio Creek
- Maria Ygnacio Creek
- San Pedro Creek

10.2 WATER QUALITY SAMPLING AND TESTING

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the District will conduct the following water quality sampling as soon as possible but no later than **18 hours** after the District's knowledge of a potential discharge to a surface water. Collect one water sample, each day of the duration of the spill, at:

- The DCS-001 location as described in section 10.7 (Receiving Water Sampling Locations) below, if sewage discharges to a surface water via a drainage conveyance system; and/or
- Each of the three receiving water sampling locations in section 10.7 (Receiving Water Sampling Locations) below;

If the receiving water has no flow during the duration of the spill, the District must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The District staff collecting the samples will complete the Chain of Custody prior to transferring ownership of the samples to the District Laboratory or FGL Environmental or Oilfield Environmental and Compliance (OEC).

The lab shall analyze the collected receiving water samples for the following constituents:

- Ammonia
- Total and fecal coliforms
- Enterococcus
- E. coli

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The District shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

10.3 LAB SELECTION

Analytical Lab
Samples collected for spill response and background monitoring purposes will be analyzed at the District Laboratory or FGL Environmental or Oilfield Environmental and Compliance (OEC), which are accredited through the California State Water Resources Control Board Environmental Laboratory Accreditation Program (ELAP). ELAP provides evaluation and accreditation of environmental testing laboratories to ensure the quality of analytical data used for regulatory purposes to meet the requirements of the State's drinking water, wastewater, shellfish, food, and hazardous waste programs. The State agencies that monitor the environment use the analytical data from these accredited labs. The ELAP-accredited laboratories have demonstrated capability to analyze environmental samples using approved methods.

Getting Samples to the Lab

At all times, sample hold times identified below will be observed in accordance with the following:

Analytical Parameter	Maximum Holding Time	Required Container Type	Required Preservative	Mini-mum Amount
Ammonia (NH3 as N); SM 4500NH3 B/C or B/G	28 days	Plastic / Glass	H_2SO_4 pH <2 +0-6°C	200 mL
Coliform, Total / Fecal; SM 9221 B/E	8 hours – wastewater/storm-water 30 hours – drinking water	Plastic (sterile)	$Na_2S_2O_3$ + 0-10°C; No regulatory temp. req. for drinking water)	100 mL
Coliform, Total / E.Coli; SM 9223 B (Present/Ab-sent or Quantitray)	30 hours – drinking water	Plastic (sterile)	$Na_2S_2O_3$ + 0-10°C; No regulatory temp. req. for DW	100 mL
Enterococcus by Enter-olert	8 hours	Plastic (sterile)	$Na_2S_2O_3$ + 0-10°C	100 mL

Once samples are collected, they will be transported by the Collections System Crew to the lab to be processed.

10.4 WATER QUALITY ANALYSIS SPECIFICATIONS

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a labora-tory that has accreditation pursuant to Article 3(commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

10.5 RECEIVING WATER SAMPLING LOCATIONS

The District shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage con-veyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001: Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

10.6 STREAM VELOCITY MEASUREMENTS

If sampling is performed after the spill has stopped, the velocity of the impacted surface water must be determined to estimate spill travel time and select an accurate Downstream sample location.

10.7 SAMPLE TYPES

Grab Samples

Grab samples are appropriate for the characterization of surface waters at a particular time and place, to provide information about minimum and maximum concentrations, and to allow for the collection of variable sample volume.

Grab samples may be collected directly into the sample container, or a clean decontaminated intermediate container may be used if a wading sample is not possible or safe. If an intermediate container is used, when in the field, double rinse the sampling device (bucket, automatic sampler) with sample water prior to collecting the sample and be sure to discard rinse water downstream of where sample will be collected. If samples are collected in a bucket and distributed into a consolidation collection container, swirl the contents of the bucket as it is being poured into the consolidation collection container to avoid settling of solids (and pour in back-and-forth pattern – *e.g.*, 1-2-3-3-2-1).

- Grab Sample: A grab sample is defined as an individual sample collected at a given time. Grab samples represent only the condition that exists at the time the sample is collected (US EPA 1977).
- Surface Grab Sample: A sample collected at the water surface (i.e., skimming) directly into the sample container or into an intermediate container such as a clean bucket. A single or discrete sample collected at a single location.

[1] The District must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

10.8 SAMPLE LABELING AND CHAIN OF CUSTODY PROCEDURES

At a minimum, the following grab samples will be collected:

- Upstream: A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
- Source: A point in the receiving water where sewage initially enters the receiving water.
- See Section 10.6 for information on determining velocity of the surface water in order to determine the Source sample location.
- "Downstream" of spill: A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water. This location will vary with the velocity of the surface water to be sampled (*see Section 10.6)*.

Sample labels shall be completed for each sample, using waterproof ink, as described in Section 10.5.

Photos or video of each sample location will be taken, properly labeled with date, time, and view direction and a map of the photo locations completed. Photos and videos shall include relevant landmarks to identify sampling locations and their surroundings.

Due to the evidentiary nature of samples collected during enforcement investigations, possession must be traceable from the time the samples are collected until they are analyzed. To maintain and document sample possession, a Surface Water Sample Chain of Custody Record (see Sewer Spill/Backup Response Workbook) must be completed. A sample is under custody if:

- It is in your possession, or
- It is in your view, after being in your possession, or
- It was in your possession and under your control to prevent tampering, or
- It is in a designated secure area.

As few people as possible should handle samples. The person taking the samples is personally responsible for the care and custody of the samples collected until they are transferred or dispatched properly.

Samples are accompanied by a chain of custody record. When transferring the possession of samples, the individuals relinquishing and receiving will sign, date, and note the time on the record. This record documents sample custody transfer from the sampler, often through another person, to the analyst at the laboratory. The samples are typically transferred to the sample-receiving custodian at the laboratory.

10.9 SAMPLING EQUIPMENT

The following are examples of sampling equipment used by the District:

- Sampling pole with fixed container
- Sampling pole with removable container
- Sampling pail and rope
- Stream velocity meter

- Spill Sampling Kit

10.10 SPILL SAMPLING KIT

Spill Sampling Kit Inventory:

- Cooler
- Sampling SOP from Sewer Spill Workbook
- Sampling Workbook
- Pen/marker
- Labels
- Chain of Custody forms
- Ice Packs
- Ammonia Sample Bottles - 500mL minimum of 4
- Coliform, Enterococcus & E Coli Bottles - 125 mL -minimum of 12
- Latex/rubber gloves
- Safety glasses/goggles
- Sampling pole
- Verify that the District phone is on hand and ready to take pictures

10.11 DECONTAMINATION PROCEDURES

Removing or neutralizing contaminants from sampling equipment minimizes the likelihood of sample cross contamination, reduces or eliminates transfer of contaminants to clean areas, and prevents the mixing of incompatible substances.

Gross contamination can be removed by low pressure water cleaning and physical removal. Decontamination will consist of physical removal, low pressure rinse with use of brushes as needed and air dry.

10.12 SAMPLING PROCEDURES

10.12.1. Sample Location and Identification Procedures

Samples will be collected by the Collections System Crew or other designated persons. It is impossible to establish hard and fast rules concerning sampling locations. However, the following general guidelines should be applied whenever surface waters are sampled:

- The sampling location should be far enough upstream or downstream of confluences or point sources so that the surface water and spill volume is well mixed. Natural turbulence can be used to provide a good mixture.
- Samples should be collected at a location where the velocity is sufficient to prevent deposition of solids, and to the extent practical, should be in straight reach having uniform flow. All flow in the reach should be represented, so divided flow areas should be avoided and samples should be taken towards the middle of the reach where feasible.
- Sampler must always stand downstream of the collection vessel, and sample “into the current.” Care must be taken to avoid introducing re-suspended sediment into the sample.

10.12.2 Surface Water Sampling Standard Operating Procedure (SOP)

The Surface Water Sampling SOP, Section F in the Sewer Spill/Backup Response Workbook, provides step-by-step procedures to collect samples and deliver them for analysis in accordance with State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6.

10.12.3 Follow Up Sampling

Sampling will be repeated as deemed necessary, or as directed by the RWQCB or the Santa Barbara County Department of Public Health, until such time as one of the following criteria have been met:

- The Santa Barbara County Department of Public Health or the RWQCB indicates follow up sampling is no longer required, or
- Both the ammonia and bacteria levels downstream are approximately equal to or less than the upstream levels.

10.13 SAFETY AND ACCESS EXCEPTIONS

If the District encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the District shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

Personal safety of staff engaged in any fieldwork activity (e.g. in transit, walking or hiking, and any field activities while at the sample site) is of primary importance. Staff should never place themselves in dangerous or risky situations. Any hazards that are known by field personnel should be communicated to other members of the field crew.

Fieldwork should be postponed if there is indication that engagement in the field activity could cause bodily harm. Working during lightning storms, in heavy vegetation or poison oak, near aggressive wildlife or domestic animals, traversing steep or rugged terrain, unstable slopes or creek banks, near swiftly moving water or potential flash flood conditions, or during severe weather conditions or evacuation warnings/orders is not considered "normal risk." If any member of the field crew is uncomfortable with a reasonable self-determined hazardous field condition, it is that person's responsibility to bring this to the attention of the onsite field supervisor or their supervisor. A "reasonable self-determined hazardous field condition" is defined as other than normal risk. Supervisors shall not dismiss any person's spoken concerns that field conditions are too hazardous to complete the work assignment.

The person taking the samples must have adequate protection, including protective clothing. They must wear gloves, as protection against chemical and/or bacteriological hazards, while they are sampling or handling samples that are known or suspected to be hazardous (e.g. visible solids or sheens, downstream from sewage spills, etc.), or if hands have open wounds. The type of gloves worn shall be determined by the sampling circumstance and type of pollutants expected – for instance longer gloves are needed when samples must be taken well below the surface.

When in a boat or wading in a stream and where the danger of drowning exists, a personal floatation device shall be worn at all times in addition to following the other requirements of Title 8 CCR 1602 Working Over or Near Water. Other protective measures shall be taken in accordance with District safety procedures.

Upon arrival at a sampling site, safety equipment such as signs, cones, lights, etc. shall be set out as appropriate. Vehicles shall be parked in locations and directions to minimize traffic disruption and avoid sample contamination. Photos should be ultimately taken of the placement of all safety equipment and signage.

The following guidelines apply to all fieldwork by District staff.

- No sample or measurement is worth the risk of injury.
- All staff shall use proper personnel protective gear as appropriate for the incident (e.g., life preservers, gloves, goggles, etc.)
- Field sampling crews should consist of at least two members unless otherwise approved by a supervisor.
- Be conscious of the whereabouts of rattlesnakes, mountain lions, and other dangerous animals.
- Open body wounds are entry sites for infection; take the necessary precautions for self-protection.
- If there is storm activity in the work area, wait for safer conditions to develop or postpone the sampling.
- Do not sample at night without approval from your supervisor.
- Do not trespass on private property or posted restricted public lands without prior permission and written approval from property owner or administrator.
- If strange or suspicious looking people are in the work area, either wait for them to leave or postpone the work to a later time. Do not force confrontations with strangers and back away from any confrontations with the public. Be courteous and understanding of public concerns of the situation.
- Take the necessary precautions against exposure to harmful weather conditions such as heat, wind, cold, rain, etc.
- Carefully evaluate a given on-site situation to determine if the task can be performed safely.
- Streams will not be entered unless the responding employees have the necessary protective footwear (e.g. rubber boots, waders) and the footwear does not pose an additional risk to worker safety (e.g. waders filling with water if the employee slips in the stream).
- Streams will not be entered if deemed unsafe to so by the most senior employee on the responding crew and if entered, will only be done so in accordance with Title 8 CCR Section 1602 Work Over or Near Water.

10.14 SPILL TECHNICAL REPORT: Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Collection System Manager shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;
    - Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;

- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. District's response to the spill:
    - Chronological narrative description of all actions taken by the District to terminate the spill;
    - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
    - Final corrective action(s) completed and a schedule for planned corrective actions, including:
        - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
        - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
        - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
    - Description of all water quality sampling activities conducted;
    - List of pollutant and parameters monitored, sampled and analyzed; as required in Section 10.2.
    - Laboratory results, including laboratory reports;
    - Detailed location map illustrating all water quality sampling points; and
    - Other regulatory agencies receiving sample results (if applicable).

5. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

10.15 TRAINING

Training will be provided in accordance with the table below:

Surface Water Sampling Training Program	
Who Is Trained to Collect Surface Water Samples?	Collection System staff / Laboratory and authorized Operations staff
Training Curriculum	At a minimum, training shall include: • The Goleta Sanitary District Water Quality Monitoring Plan • Sampling technique, including hands on practice • Applicable sampling equipment calibration, use and decontamination procedures, including hands on practice • Sampling safety • Completion of applicable Sampling Equipment Calibration/Maintenance Log, Surface Water Sampling Report and Chain of Custody
Training Documentation	CBT records for Collection System staff / ELAP & TNI records for Laboratory and Operations staff.
Refresher Training Frequency	Annual
Who is Responsible for Ensuring Training Occurs?	Collection System Manager for Collection System staff / Lab Director for Laboratory and Operations staff
Required Training Records	CBT records for Collection System staff / ELAP & TNI records for Laboratory and Operations staff.
Who is Responsible for Maintaining Records?	Collection System Manager for Collection System staff / Lab Director for Laboratory and Operations staff

11. NOTIFICATION, REPORTING, MONITORING AND RECORDKEEPING REQUIREMENTS

ref. ORDER WQ 2022-0103-DWQ Attachment E-1 and E-2

11.1 REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

The District shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

Refer to APPENDIX A for detailed reporting requirements by spill category.

11.2 REGULATOR REQUIRED NOTIFICATIONS

11.2.1 Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the District's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)

11.2.2 Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the District's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)

Reporting	• Submit Draft Spill Report **within three (3) business days** of the District's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)

11.2.3 Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)

11.2.4 Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)

11.3 COMPLAINT RECORDS

The District maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include, but are not limited to, records documenting how the District responded to notifications of spills. Each complaint record must, at a minimum, include the following information:

- Date, time, and method of notification,
- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

All complaint records will be maintained for a minimum of five years whether or not they result in a spill. Spill files (field notes, spill/Backup Response Workbook) are kept electronically and in hard copy in the Collection System Manager's office.

12. POST-SPILL ASSESSMENTS OF SPILL RESPONSE ACTIVITIES

(ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6, ATTACHMENT D, Page D-6)

Every spill event is an opportunity to evaluate the District adherence to response and reporting procedures and effectiveness of the response. Each spill event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after spill events all the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future spill events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

12.1 FAILURE ANALYSIS INVESTIGATION

The objective of the failure analysis investigation is to determine the "root cause" of the spill and to identify corrective action(s) needed that will reduce or eliminate future potential for the spill to recur or for other spills to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation may include:

- Reviewing and completing the Sanitary Sewer Spill Report and any other documents related to the incident
- Reviewing the incident timeline and other documentation regarding the incident
- Reviewing communications with the reporting party and witness
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records
- Reviewing past CCTV records,
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the spill and reviewing the video and logs,
- Reviewing any Fats, Oils, and Grease (FOG) and/or root-related information or results
- Post spill debrief records
- Interviews with the public at the spill location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in Sanitary Sewer Spill/Backup Response Workbook) will be used to document the investigation.

13. SPILL RESPONSE TRAINING

(ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6, Attachment D 4.3 page D-5 and Element 6 page D-6

This section provides information on the training that is required to support this Spill Emergency Response Plan.

13.1 INITIAL AND ANNUAL REFRESHER TRAINING

All District personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this SERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this SERP and the procedures to be followed. The District will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- The District's Spill Emergency Response Plan procedures and practice drills
- Containment and cleanup methods
- Researching and documenting Sanitary Sewer Spill Start Times
- Skilled estimation of spill volume for field operators
- Impacted Surface Waters: Sample location selection, sampling, and documentation procedures
- Electronic CIWQS reporting procedures for staff submitting data
- State Water Resources Control Board Employee Knowledge Expectations

Through SWRCB Employee Knowledge Expectations training, the employee will be able to answer the following:

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any spill complaints.
4. Please describe your SOPs used to respond/mitigate spills when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.
6. We are interested in learning more about how your historical spill response activities have worked in the field. We understand from discussions with management earlier that you use the SERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any spill complaints in the field?

8. Can you tell us who is responsible for estimating spill volumes discharged? If it is you, please describe how you go about estimating the spill volume that you record on the work order/service request forms?

9. What other information do you collect or record other than what is written on the work order form?

10. Describe if and when you ever talk with people that call in spills (either onsite or via telephone) to further check out when the spill might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?

11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these spills, when else would you typically take any pictures of a spill?

12. Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate spill complaints.

13.2 SPILL RESPONSE DRILLS

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion.

13.3 SPILL TRAINING RECORD KEEPING

Records will be kept of all training that is provided in support of this SERP for 5 years. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer(s), names and titles of attendees, brief narrative description of the training, including training method(s) and training materials and/or equipment used.

13.4 CONTRACTORS WORKING ON DISTRICT SEWER FACILITIES

All contractors working on District sewer facilities will be required to follow the spill response instructions on the Sanitary Sewer Spill Response Instructions for Contractors (Appendix D). Additional training may be required depending on the nature of the work on any or all of the following:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR, Element 6
- Communication procedures to District in the event a spill is caused or witnessed
- The District's Spill Emergency Response Plan procedures and practice drills
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

14. SEWER BACKUP INTO/ONTO PRIVATE PROPERTY CLAIMS HANDLING POLICY

It is the policy of the District that a claims form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- District staff will offer a District claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the District-owned sewer lines or whenever a District customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the District was not at fault.

- It is the responsibility of the Collections System Crew to gather information regarding the incident and notify the Collection System Manager or his/her designee.

- It is the responsibility of the General Manager or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.

15. AUTHORITY

This SERP is written in accordance with the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

16. APPENDICES

A. Reporting Requirements by Spill Category
B. Service Call Form
C. Door Hanger
D. Sanitary Sewer Spill Response Instructions for Contractors
E. Sanitary Sewer Spill/Backup Response Workbook

APPENDIX A:

Reporting Requirements by Spill Category

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 1 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the District's knowledge of a Category 1 spill, the District shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the District was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the District notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated; If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    a. Description of the drainage conveyance system transporting the spill;
    b. Photographs of the drainage conveyance system entry location(s);
    c. Estimated spill volume fully recovered from the drainage conveyance system;
    d. Estimated spill volume remaining within the drainage conveyance system;
    e. Description and photographs of all discharge point(s) into the surface water;
    f. Estimated spill volume that discharged to surface waters; and
    g. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the District shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database.

Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

(Category 1 continued)

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    b. The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    a. Observed impacts on aquatic life,
    b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    c. Responsible entity for closing/restricting use of water body, and
    d. Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

(Category 1 continued)

Amended Certified Spill Reports

The District shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The District shall certify the amended report.

After **90 calendar days**, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 2 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the District's knowledge of a Category 2 spill, the District shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the District was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the District notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated; If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
12. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the District shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

(Category 2 continued)

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and
14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

Amended Certified Spill Reports

The District shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The District shall certify the amended report.

After **90 calendar days**, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 3 SPILL REPORTING

Monthly Certified Spill Reporting

The District shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the District was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    a. Description of the drainage conveyance system transporting the spill;
    b. Photographs of the drainage conveyance system entry locations(s);
    c. Estimated spill volume fully recovered from the drainage conveyance system; and
    d. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable.
10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was re-covered), and
    b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);

(Category 3 Continued)

15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
        - Adjusted schedule/method of preventive maintenance,
        - Planned rehabilitation or replacement of sanitary sewer asset,
        - Inspected, repaired asset(s), or replaced defective asset(s),
        - Capital improvements,
        - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
        - Description of spill response activities,
        - Spill response completion date, and
        - Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;
21. Detailed narrative of investigation and investigation findings of cause of spill.

Amended Certified Spill Reports

Within 90 calendar days of the certified Spill Report due date, the District may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The District shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 4 SPILL REPORTING

Monthly Certified Spill Reporting

The District shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the District shall:

- Maintain records per section 4.4. of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. The District shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the District shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

Monthly Certification of "No-Spills" Or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or District-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the District shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the District has no further spills of any category, in the subsequent calendar month, the District shall certify "no-spills" for the subsequent calendar month.

If the District has no spills from its systems during a calendar month, but the District voluntarily reported a spill from a private lateral or a private system, the District shall certify "no-spills" for that calendar month.

If the Districts has spills from its owned and/or operated laterals during a calendar month, the District shall not certify "no spills" for that calendar month.

APPENDIX B:

Service Call Form

SERVICE CALL / COMPLAINT FORM

CALL RECEIVED:	
Received by (name):	
Date:	Time:
CALLER'S INFORMATION	
Name:	Phone:
Address:	
NATURE OF CALL (COMPLAINT)	
Date and time caller first noticed the spill:	
LOCATION OF POTENTIAL PROBLEM	
CALLER'S OBSERVATION *(e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)*	
In case of spill, estimated start time:	
ADDITIONAL COMMENTS/INFORMATION	
RESPONSE ACTION TAKEN/FINAL RESOLUTION	

APPENDIX C:

Door Hanger

Goleta Sanitary District

On (date) _____

at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can search the internet for "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning." If you plan to hire a contractor, we recommend getting estimates from more than one company.

District representative notes: _____

_____

_____

District representative name:

_____

For questions or comments, please call:

Goleta Sanitary District

(805) 967-4519
Monday-Friday 8am- 5pm

Weekends and after hours emergencies:
(805) 564-7259

Goleta Sanitary District

On (date) _____

at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can search the internet for "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning." If you plan to hire a contractor, we recommend getting estimates from more than one company.

District representative notes: _____

_____

_____

District representative name:

_____

For questions or comments, please call:

Goleta Sanitary District

(805) 967-4519
Monday-Friday 8am- 5pm

Weekends and after hours emergencies:
(805) 564-7259

APPENDIX D:

Sanitary Sewer Spill Response Instructions for Contractors

Sanitary Sewer Spill Response Instructions for Contractors

For contractors working on the sanitary sewer system the District expects them to have, at all worksites, spill response materials necessary to block drainage conveyance system entry points near the work area and surface waters.

Additionally, contractor must be trained on spill response materials and equipment.

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify the District during business hours at (805) 967-4519 (Monday-Friday 8am- 5pm). On Saturdays, Sundays, or weekdays after 5:00 pm the emergency reporting number is (805) 564-7259. Provide the following information if available:
   - Date, time contractor first noticed the spill
   - Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system
   - Contractor's contact information

2. Protect storm drains.

3. Protect the public.

4. Direct ALL media and public relations requests to the General Manager/District Engineer at (805) 967-4519 or (805) 896-5395 (cell).

APPENDIX E:

Sanitary Sewer Overflow/Backup Response Workbook

Goleta Sanitary District

Sewer Spill Emergency Response Plan

Sewer Spill/Backup Response Workbook

Table of Contents

INSERT TAB:

Section 1: Spill Response

Spill/Backup Response Flowchart

Complete highlighted items on Spill Event Checklist (A-3) during the response to confirm key information and activities.
For any media inquiries/requests contact the General Manager/District Engineer at (805) 967-4519 or (805) 896-5395 (cell).

START HERE

Does the spill/backup appear to be due to a problem in the **District-owned/maintained** sewer line?

NO

This is a Private Spill

1. Photograph the extent of the discharge and the discharge boundaries if possible.
2. Notify the property owner that the blockage is in their lateral and that the District does not have legal authority to maintain or perform work on privately-owned laterals.
3. Give customer the "Your Responsibilities as a Private Property Owner" pages from this Workbook (D-6, Workbook).
4. Recommend to customer they hire a contractor to clear their line.
5. If customer is not home:
   - Complete Door Hanger and leave on customer's door.
   - Leave a message on the customer's voicemail.
6. If the property owner is unable or unwilling to address the cause of the Spill, immediately contact your supervisor and discuss whether Code Enforcement, the County Department of Environmental Health or Regional Water Quality Control Board should be notified.
7. If you are directed to, break the stoppage and clean up the private spill. Be sure to document District staff time and equipment used for potential billing purposes and take pictures.

1. **Document the service call according to District procedures.**
2. **STOP. Do not continue to PAGE 2**

YES

1. Document arrival time.
2. Consider the need to call out additional staff, contractor or mutual aid assistance.
3. If it is possible that this is a Category 1 spill greater than or equal to 1,000 gallons or a Category 2 spill that is threatening to discharge to waters of the State, immediately make the 2-hour notification to Cal-OES and obtain a control number. Record this number on the Regulatory Reporting Log (G-3).
4. Take pictures to help estimate and document the rate of flow.

1. Record manhole number or cleanout location of the spill appearance point closest to the failure point, and describe each additional appearance point on the Spill Report (B-1).
2. Take photographs of all spill appearance points, the extent of the spill, and spill boundaries.

Go to PAGE 2

Continue from PAGE 1

BEGIN DIVERSION AND CONTAINMENT, AS NECESSARY

1. DIVERT AWAY FROM SENSITIVE AREAS:

a. Cover unplugged storm drains w/mats, or use dirt/other material to divert sewage away from sensitive areas (e.g., schools, playgrounds, intersections, etc.)

b. ENSURE PUBLIC CONTACT DOES NOT OCCUR. Use cones/barricades to isolate area.

2. CONTAIN SPILL & RETURN TO SYSTEM, IF POSSIBLE:

a. As practical, plug or block drainage conveyance system entry locations or use rubber mats to cover basin inlet and divert flow to a downstream sanitary sewer manhole (*barricade manhole if left open and monitor after barricade)* or area suitable to capture the spill for later collection.

If any amount has already reached the drainage conveyance system, trace it downstream to a dry manhole and block it from entering surface waters. i.e. plugs, sandbags, or vacuum truck

b. If you are confident that you can capture the spill in the drainage conveyance system, trace it downstream to a dry manhole and then divert the spill to the drainage conveyance system for later recovery and return to the sanitary sewer.

c. Use bypass pumps to pump around blockage until it can be removed.

d. Divert to low area of ground where it can be collected later.

3. PHOTOGRAPH each drainage conveyance system entry location.

ADDRESS CAUSE OF SPILL/BACKUP ASAP

1. For lift station related SSO/Backups refer to that station's Emergency Response Plan (E1 & E2, Workbook pages 50-51) to return the station to operation if possible.
2. For SSO/Backups not related to a pump station, relieve the stoppage. Note the distance from the manhole and catch/remove debris that could cause another stoppage. After flow has returned to normal, clean the pipe thoroughly.
3. Photograph staff activities while clearing the blockage, as appropriate. Note time and distance if possible

Go to PAGE 3

Spill/Backup Response Flowchart

Continue from PAGE 2

Has the spill reached surface waters?

YES

1. Sample surface waters the spill has reached if safe and if the property owner allows (if the surface water access point is on private property):
   - If preliminary volume estimates of the spill are 50,000 gallons or greater, begin collecting as soon as possible but no later than 18 hours after becoming aware of the spill.
   - If people are fishing or swimming in the waters, collect samples regardless of the volume of the spill.
2. Refer to and follow the sampling standard operating procedure (SOP). Refer to Section F, starting on Workbook page 51.

NO

Is it feasible/practical to contain/recover any of the spill from the surface waters?

NO

YES

Contain/recover/clean up as much of the spill in the waters and shoreline as possible. Contact the Collections System Manager at (805) 967-4519, ext. 112 or (805) 570-0207 to request outside assistance, as appropriate.

Was drainage conveyance system impacted?

YES

DRAINAGE CONVEYANCE SYSTEM CLEANING SOP

1. Seal or berm the drainage conveyance system immediately downstream of point the spill reached.
2. Photograph impacted drainage conveyance system before cleaning.
3. Vacuum any visible sewage – *Record the volume of sewage recovered. Record volume on the spill report.*
4. Flush impacted sections of the drainage conveyance system with 3X amount of spill, if possible, and contain. Record volume of flush water used and volume of flush water returned to the sanitary sewer on Spill Report.
5. Ensure all visible signs of sewage have been removed.
6. Photograph drainage conveyance system after cleaning is completed.

NO

IMPACTED AREA CLEANUP, AS NECESSARY

1. **Assign staff to begin cleanup.** If you might use the area measured volume method to estimate the volume, draw a sketch of the spill footprint and capture dimensions before washing it down. You may sketch using C-6, Workbook page 33.
2. **Remove all signs of gross pollution** with a shovel, broom, rake, and bucket. (toilet paper, solids, grease, etc.)
3. **Flush impacted area** with 3X amount of spill, if possible, and contain. Record volume of flush water used and volume of flush water returned to the sanitary sewer on the Spill Report (B-1).
4. Setup berm/other means to contain all water so it can be returned to sewer
5. Don't use disinfectants if they may enter storm drain system and not be fully recovered or if they may enter surface waters.
6. **Address saturated soil** with removal and/or in-place treatment, depending on the extent of the contamination, the location, and land use. Take measures to prevent accidental contact by the public. NOTE: addressing saturated soil may involve returning to the site one or more days after the spill event.
7. **Photograph the area when cleanup operations are complete**

Go to PAGE 4

Spill/Backup Response Flowchart

Continue from PAGE 3

Did this spill cause a sewer backup impacting private property?

NO

YES

DOCUMENTATION AND VOLUME ESTIMATION

1. Complete the Spill Field Report (B-1, Workbook pages 13-24).
2. In the Start Time Determination section for the Spill Field Report remember that the spill was probably occurring for a period of time before it was reported.
3. Estimate and document spill volume using two or more of the worksheets provided in the Spill/Backup Response Workbook (Section C, Workbook pages 25-33).

Complete the First Responder Form (D-2, Workbook pages 36-37).

REGULATORY REPORTING

Make notifications indicated in the Regulatory Reporting Guide (G-1).

Does the customer want cleaning service?

YES

1. Forward this Workbook to Collection Systems Manager.
2. Include any photos and/or notes related to this event.
3. Document the service call according to District procedures

1. Contact the Collection System Supervisor or Collection System Manager at (805) 967-4519 or (805) 570-0207 and relay the information from the First Responder Form. They will contact Alan Dialon at Carl Warren and Company at (855) 763-5898 and relay information from the First Responder Form as applicable. Contact Carl Warren and Company directly if Collection System Supervisor/Manager cannot be reached.
2. Complete the Cleaning Declination form (D-3, Workbook page 38).
3. Ask for permission to photograph the affected area or ask the customer to take photos. If they decline, note on the First Responder form.
4. Take a photo of the Cleaning Declination form to document what was given to the customer.
5. Give the Cleaning Declination form to the Customer.

1. Contact the Collection System Supervisor or Collection System Manager at (805) 967-4519 or (805) 570-0207 and relay the information from the First Responder Form. They will contact Teresa Collier at Carl Warren and Company at (818) 265-6721 and relay information from the First Responder Form as applicable. Contact Carl Warren and Company directly if Collection System Supervisor/Manager cannot be reached.
2. The Collection System Manager or Collection System Supervisor if available will contact ServiceMaster (805) 963-1365 for a restoration/remediation team.
3. Wait for restoration team **outside** of the building. **Note:** DO NOT allow any disinfectants to escape to storm drains.

1. If the Livability Assessment on the First Responder form indicates a need for temporary relocation contact the General Manager/District Engineer at (805) 967-4519 or (805) 896-5395 (cell).
2. Give the Customer the following documents:
    1. Customer Information letter (D-5, Workbook pages 40-41)
    2. Your Responsibilities as a Private Property Owner (D-6, Workbook pages 42-45)
    3. Claim Form (D-6, Workbook pages 46-49)

Photograph the backwater prevention device or cleanout if you can locate one on the affected building

Workbook Instructions

See page A-4 for contact information as needed.

☐ Make immediate notifications:

- If this spill is discharging or threatening to discharge greater than or equal to 1,000 gallons to surface waters, immediately contact CalOES at (800) 852-7550 within 2 hours and obtain a control number. Record this number on the following pages: A-3, B-1 Page 1, and G-3.
- If there is a backup into a residence/business that may be due to a problem in the District's sewer, notify Carl Warren and Company and the Collection Systems Manager.
- For media inquiries/requests contact the General Manager/District Engineer.

☐ Refer to the Regulatory Reporting Guide in this Workbook for additional reporting requirements.

COLLECTIONS SYSTEM CREW:	CHAIN OF CUSTODY
☐ Follow the instructions on the Spill/Backup Response Flowchart and complete forms in this Workbook as indicated. ☐ Complete the chain of custody record (to the right) and deliver this workbook to the Collections System Manager.	Print Name: Initial: Date:

COLLECTIONS SYSTEM MANAGER:	CHAIN OF CUSTODY
☐ Review the Spill Event Checklist (A-3) and the forms in this Workbook. Contact the Collections System Crew for additional information if necessary. ☐ Confirm that all required regulatory notifications have been made (G-1). ☐ If this was a Sewer Backup, follow instructions on the Backup Forms Checklist (D-1). ☐ Complete the Post Spill Assessment (H-1) and Collection System Failure Analysis Form (H-2). ☐ Complete the Chain of Custody record (right) and forward Workbook to Data Submitter	Print Name: Initial: Date:

DATA SUBMITTER:	CHAIN OF CUSTODY
☐ Refer to Spill Event Checklist (A-3) Data Submitter Responsibilities ☐ Complete the chain of custody record (to the right) and deliver this workbook to a Legally Responsible Official (see G-2 for LROs).	Print Name: Initial: Date:

LEGALLY RESPONSIBLE OFFICIAL:	CHAIN OF CUSTODY
☐ Refer to Spill Event Checklist (A-3) Data Submitter Responsibilities ☐ Complete the chain of custody record (to the right) and file this Workbook with the spill file.	Print Name: Initial: Date:

Spill Event Checklist A-3

Date of Spill: _____ Spill Location/Name: _____
CIWQS Event ID #: _____ Category? ☐ 1 ☐ 2 ☐3 ☐Non-Cat 1 Lat OES#: _____
Property Damage? ☐ Yes ☐ No Service Request #: _____

COLLECTIONS SYSTEM CREW RESPONSIBILITIES:

- ☐ Effort made to contain and return a portion/all to the sanitary sewer
- ☐ Pictures/video taken of spill
- ☐ Pictures taken of affected/unaffected area
- ☐ If property damage, start that process
- ☐ Pictures taken of containment efforts
- ☐ If spill is Cat 1 > 1000 gallons or Cat 2 > 1000 gal threatening to discharge to waters of the State: OES Control #_____
- ☐ Were surface waters impacted waters?
- ☐ Impacted waters identified?
- ☐ Assess and document spill location and spread including photos
- ☐ Spill Report Form Complete (includes fields for all required fields in CIWQS, and a sketch of spill)
- ☐ Volume Estimation Worksheet(s) done
- ☐ Start Time Determination Form done
- ☐ Follow Water Quality Monitoring and Sampling procedures

COLLECTIONS SYSTEM MANAGER RESPONSIBILITIES

- ☐ Map of where samples were taken, if applicable
- ☐ For Cat 1 Spills 50,000 gallons or larger, obtain sampling results
- ☐ Ensure Technical Report is written
- ☐ Initial review of forms is complete (ensure consistency of dates, times, volumes, and other data)
- ☐ Review of photos and videos (label/date)
- ☐ Conduct Post Spill Assessment & complete form (H-1)
- ☐ Failure Analysis
  - TV to determine cause
  - Review Asset History
- ☐ Determine next steps to prevent recurrence
- ☐ Document findings and next steps on Spill Report
- ☐ Start folder for all documentation for this spill event. Put everything in it (Spill Report, Field Reports, Worksheets/Forms, follow-up work orders, notes, photos, drawings, CIWQS print outs, emails, etc.)

DATA SUBMITTER RESPONSIBILITIES

- ☐ Submit Draft in CIWQS w/in 3 business days (for Categories 1 and 2 only)
- ☐ Print CIWQS Draft hard copy and email
- ☐ Review CIWQS, spill Report, Worksheets, CMMS, and any other documentation to ensure data is consistent (e.g. dates, times, volumes, cause, follow-up action, etc.
- ☐ Attach photos, forms etc. to CIWQS
- ☐ Attach Technical Report to CIWQS, if applicable
- ☐ Submit Ready to Certify in CIWQS (with sufficient time for LRO review)
- ☐ Print CIWQS Ready to Certify and email
- ☐ Hand Workbook to LRO and complete Chain of Custody form

LRO RESPONSIBILITIES

- ☐ LRO review Workbook and CIWQS verify accurate and consistent data
- ☐ Certify in CIWQS (within 15 calendar days for Categories 1 & 2, 30 days after the month for Category 3 & 4)
- ☐ Print Certified CIWQS and email
- ☐ Any changes? Change in CIWQS and hard copies and explain changes, print our current version
- ☐ Move completed Workbook and spill folder to spill files
- ☐ If any changes are made to SSMP
  - Update SSMP and link on CIWQS to SSMP
  - Add change to SSMP Change Log
  - Consider need to re-certify SSMP

Contact Information A-4

Contact	Description	Telephone/Email/Address
CAL/OES	California Office of Emergency Services	(800) 852-7550
Carl Warren and Company Attention: Alan Dialon	Sewer backup claims	2300 Clayton Road, Concord, CA 94520 (855) 763-5898 csrmaclaims@carlwarren.com
Central Coast Regional Water Quality Control Board		E-mail: info3@waterboards.ca.gov Tel: (805)549-3147 Fax: (805)543-0397
Collections System Manager	Outside Assistance / Mutual Aid	(805) 967-4519 ext. 112 (805) 570-0207
General Manager/District Engineer	Media inquiries/requests	(805) 967-4519
Lab: GSD Lab	Water quality sample analysis	1 William Moffett Place, Goleta CA (805) 967-4519 or (805) 291-1644 (cell)
Lab: FGL Environmental	Water quality sample analysis	853 Corporation St., Santa Paula CA (805) 392-2000
Lab: Oilfield Environmental and Compliance	Water quality sample analysis	307 Roemer Way #300 Santa Maria CA (805) 922-4772
Santa Barbara County Environmental Health Services (EHS) *See Sewage Release Reporting Guidelines Section G-1: Page 3 and Page 4	Spill notification	(805) 681-4927

Key Definitions & Category Determination

NOTE: All references to "SSWDR" refer to State Water Board Order No. WQ 2022-0103-DWQ.

DRAINAGE CONVEYANCE SYSTEM: A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

SPILL: A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under SSWDR if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

- **Category 1 Spill:**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under SSWDR that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

  Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

  A spill from an District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the District shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of SSWDR.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under SSWDR that does not discharge to a surface water. A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

- **Non-Category 1 Enrollee Owned/Operated Lateral Spills**

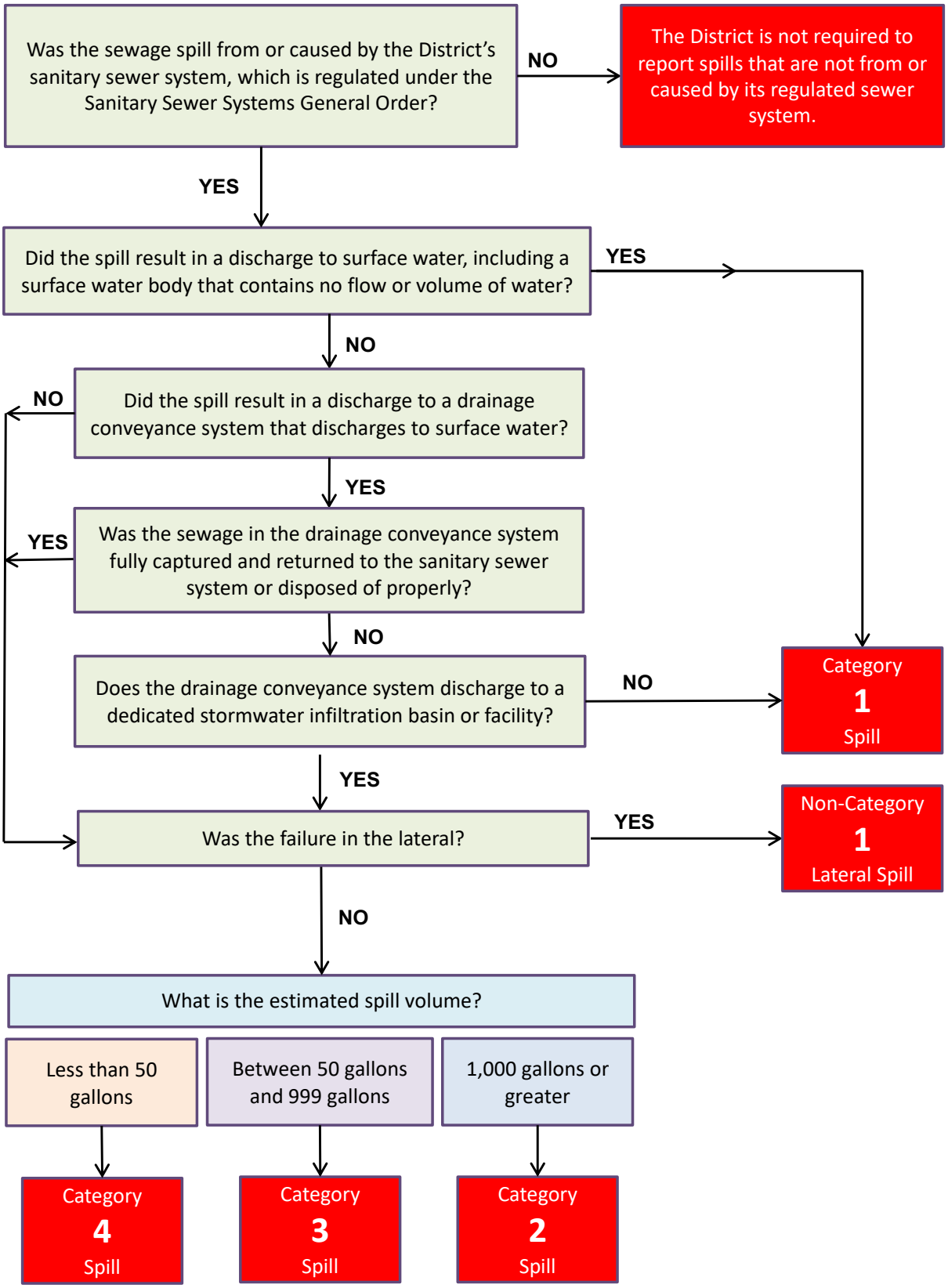
  A spill of any volume from an Enrollee's owned and/or operated lateral that is caused by a failure or blockage in the lateral and that do not discharge to a surface water.

- **Private Spills**

  A spill from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee.

WATERS OF THE STATE: Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

INSTRUCTIONS: Answer each question in order and stop at the red box once you have determined the category.



INSERT TAB:
Section 2: Spill Report

Sanitary Sewer Spill Field Report

Check spill category (see A-3 for definitions): ☐CATEGORY 1 ☐CATEGORY 2 ☐CATEGORY 3 ☐CATEGORY 4 ☐NON-CAT 1 Lat

CalOES NOTIFICATION*		
Date:	Time:	Assigned Control Number:

Names of the Persons Participating in Spill Event	Contact Information

PHYSICAL LOCATION DETAILS	
Spill location name:	
Location description:	
Address of spill:	
City:	Cross Street:
Regional Water Quality Control Board:	County:

DATE/TIME

Date and time the District was notified of, or self-discovered, the spill: _____

Operator arrival time: _____

PHOTOGRAPHS

Photos must be taken during the spill event. At a minimum, the following photos must be taken:

- ○ Appearance point closest to the failure point
- ○ Extent of the spill and spill boundaries
- ○ Entry location of each drainage conveyance system the sewage entered
- ○ All discharge points into surface waters
- ○ Location(s) of clean up

Where are photographs stored?

* Within two (2) hours of the District's knowledge of a Category 1 or Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State, notify CalOES and obtain a notification control number.

Sanitary Sewer Spill Field Report

SPILL ORIGINATION	
Description and GPS coordinates of the system location where the spill originated*: *Include manhole number or cleanout location of the spill appearance point closest to the failure point as applicable.*	
Latitude:	Longitude:
Number of additional appearance points:	
Spill appearance points: (Check all that apply) ☐ Backflow Prevention Device ☐ Combined Sewer Drain Inlet (Combined Collection System Only) ☐ Force Main ☐ Gravity Mainline ☐ Inside Building/Structure ☐ Lateral Clean Out (Private) ☐ Lateral Clean Out (Public) ☐ Lower Lateral (Private) ☐ Lower Lateral (Public) ☐ Manhole ☐ Other Sewer System Structure ☐ Pump Station ☐ Upper Lateral (Private) ☐ Upper Lateral (Public) ☐ Other, describe:	
Describe each spill appearance point:	
Check to confirm photos were taken of all appearance points: ☐	

* Note: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the "Describe each spill appearance point" description section above. Take photos of spill appearance point(s).

SPILL DESTINATION (Check all that apply)	
Final spill destination(s): ☐ Drainage Conveyance System That Discharges to Surface Water ☐ Surface Water ☐ Building or Structure ☐ Drainage Conveyance System ☐ Groundwater Infiltration Basic or Facility ☐ Paved Surface ☐ Street/Curb and Gutter ☐ Unpaved Surface ☐ Other, describe:	
Description of the spill event destination(s) including GPS coordinates if available that represent the full spread and reach of the spill.	
Latitude:	Longitude:
Latitude (if needed):	Longitude (if needed):
Latitude (if needed):	Longitude (if needed):
Latitude (if needed):	Longitude (if needed):
Check to confirm photos were taken of spill destination/boundaries: ☐	

SPILL VOLUME

Estimated total spill volume exiting the system: _____ gallons

Method used to determine estimated spill volume exiting the system: _____

Did the spill reach a drainage conveyance system? ☐ YES ☐ NO If yes:

- Estimated time the spill reached the drainage conveyance system: _____
- Distance from drainage conveyance system to entry point to surface waters: _____ feet
- Method to determine travel time from point of entry to drainage conveyance system to receiving waters:

  _____

  _____

  _____
- Describe the drainage conveyance system transporting the spill: _____

  _____

  _____

Estimated spill volume fully recovered from the drainage conveyance system: _____ gallons

Method used to determine estimated spill volume recovered: _____

Estimated spill volume remaining within the drainage conveyance system: _____ gallons

Method used to determine est. spill vol. remaining in drainage conveyance system: _____

Check to confirm photos taken of entry location of drainage conveyance system the sewage entered: ☐

Did the spill reach surface water? ☐ YES ☐ NO

If yes:

- Estimated time the spill entered the surface water: _____
- Distance from spill appearance point to entry point to surface water: _____ feet
- Method to determine travel time to receiving waters: _____

  _____

  _____
- Describe all discharge points: _____

  _____

  _____

Estimated spill volume that discharged to surface waters: _____ gallons

Method used to determine estimated spill volume discharged to surface waters: _____

Estimated total spill volume recovered: _____ gallons

Method used to determine estimated total spill volume recovered: _____

Check to confirm photos were taken of the following, as applicable: all discharge points into surface waters, waterbody bank erosion, floating matter, water surface sheen, discoloration of receiving water, any notable impacts to the receiving water: ☐

Did the spill discharge to a groundwater infiltration basin or facility? ☐ YES ☐ NO

If yes, below section does not need to be completed since spill did not reach surface waters.

- Estimated time the spill entered the groundwater infiltration basin or facility: _____
- Estimated spill volume discharged to the groundwater infiltration basin or facility: _____ gallons
- Method used to determine estimated spill volume discharged: _____

SPILL VOLUME (continued)
Estimated spill volume that did NOT reach drainage conveyance system, surface water, or groundwater infiltration basin or facility: _____ gallons Method used to determine estimated spill volume that did NOT reach drainage conveyance system, surface water, or groundwater infiltration basin or facility: _____
Estimated Total Spill Volume Recovered: _____ gallons Method used to determine estimated total spill volume recovered: _____
Description of how the spill volume estimations were calculated, including at a minimum, the methodology, assumptions and types of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information, used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered):

SPILL START TIME and END TIME DETERMINATION	
Were there witnesses to the spill? ☐ YES ☐ NO If yes, provide Spill Witness Statements below:	
Witness 1 Name:	Witness 1 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	
Witness 2 Name:	Witness 2 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	
Witness 3 Name:	Witness 3 Contact Information:
Where did they see sewage spill from? ☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station ☐ Other (describe):	
When did the witness notice the sewage spilling? _____ AM / PM Date _____ /_____ /_____ Witness description of spill and affected area: Is it currently spilling? ☐ YES ☐ NO When did the witness last observe **NO Spill** occurring? _____ AM / PM Date _____ /_____ /_____	
Did the witness notice if the spill had reached the storm drain or surface waters?	
Comments:	

SPILL START TIME and END TIME DETERMINATION (continued)

Are the volume of the spill and rate of flow known? ☐ YES ☐ NO

If yes, divide volume by rate of flow to get duration of spill event:

_____ Gallons ÷ _____ GPM = _____ Minutes
Spill Volume Flow Rate Spill Duration

Subtract the duration from the spill end date/time to establish the spill start date/time:

_____ — _____ = _____
Spill End Date/Time Duration Spill Start Time

Method to determine flow rate:

Solids Present? ☐ None or small amount (indicates recent start)
☐ Significant amount of buildup

Staining? ☐ None (indicates recent start)
☐ Minor
☐ Significant

Distance sewage has traveled from spill point:

Spill Start Time:

Spill End Date and Time:

How was end time determined?
☐ Broke stoppage
☐ Turned pump station back on
☐ Other, explain:

Description of the methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time.

SPILL CAUSE (check all that apply)
☐ Air Relief Valve (ARV)/Blow Off Valve (BOV)/Backwater Valve Failure
☐ Construction Diversion Failure
☐ Collection System Maintenance Failure (Specify Below)
☐ Damage by Others Not Related to CS Construction/Maintenance (Specify Below)
☐ Debris from Construction
☐ Debris from Lateral
☐ Debris-General
☐ Debris-Rags
☐ Debris-wipes/Non-disposables
☐ Flow Exceeded Capacity (Separate CS Only)
☐ Fats, Oils and Grease (FOG)
☐ Inappropriate Discharge to CS
☐ Natural Disaster (Specify Below)
☐ Operator Error (Specify Below)
☐ Pipe Structural Problem/Failure – Installation
☐ Pipe Structural Problem/Failure – Controls
☐ Pump Station Failure – Power
☐ Pump Station Failure – Mechanical
☐ Pump Station Failure – Controls
☐ Rainfall Exceeded Design, I and I (Separate CS Only)
☐ Root Intrusion
☐ Siphon Failure
☐ Surcharged Pipe (Combines CS Only)
☐ Vandalism (Specify Below)
☐ Other, specify:

SYSTEM FAILURE LOCATION	
System failure location: ☐ Air Relief Valve (ARV)/Blow Off Valve (BOV) Failure ☐ Force Main ☐ Gravity Mainline ☐ Lower Lateral ☐ Manhole ☐ Pump Station Failure – Controls ☐ Pump Station Failure – Mechanical ☐ Pump Station Failure – Power ☐ Siphon ☐ Upper Lateral (Specify Below) ☐ Other, specify:	
Description of the pipe material at the failure location: ☐ Copper ☐ Galvanized Steel ☐ Polyvinyl Chloride (PVC) ☐ Acrylonitrile Butadiene Styrene (ABS) ☐ Cross-Linked Polyethylene (PEX) ☐ Cast Iron ☐ Vitrified Clay ☐ Concrete ☐ Ductile Iron ☐ Fiberglass ☐ Other, specify:	
Estimated age of sewer asset at the point of blockage or failure (if applicable):	years
Diameter of sewer pipe at the point of blockage or failure:	inches

SPILL IMPACT
Description of the impact of the spill:

STORM EVENT
Was spill associated with a storm event? ☐ YES ☐ NO

SPILL RESPONSE ACTIVITIES (check all that apply)
☐ Cleaned Up (Specify Below) ☐ Mitigated Effects of Spill (Specify Below) ☐ Contained All or Portion of Spill ☐ Restored Flow ☐ Returned All Spill to Sanitary Sewer System ☐ Returned Portion of Spill to Sanitary Sewer System ☐ Property Owner Notified ☐ Other Enforcement Agency Notified ☐ Other, specify:
Description of spill response activities including description of immediate spill containment and cleanup efforts:

SPILL CLEAN UP
Date and Time Spill Clean Up Began: Date: _____ Time: _____ AM / PM
Date and Time Spill Clean Up Completed: Date: _____ Time: _____ AM / PM
Clean Up Method: (select all that apply) ☐ Fresh Water Washdown ☐ Broom/Rake/Retrieve Solids ☐ Vacuum Retrieval ☐ Soil Removal ☐ Hydro-Jet/Vacuum Retrieve from Storm Conveyance System ☐ Building Restoration ☐ Disinfectants ☐ Other, specify:
Description of Clean Up Activities: Gallons of Water Washdown Used: _____ (gals)

SPILL CONTAINMENT	
Containment Location: (select all that apply) ☐ Curb and Gutter ☐ Street ☐ Open Space ☐ Storm Drain System ☐ Drainage Channel ☐ Inside Building ☐ Lawn/Landscaped Area ☐ Creek/Stream ☐ Wetland ☐ Other, specify:	Containment Method: (select all that apply) ☐ Photos of Containment in Place ☐ Inlet Mats ☐ Sandbags ☐ Naturally Contained ☐ Hand Dig Trench ☐ Dry Sweep ☐ Pneumatic Plugs ☐ Divert to Sewer System ☐ Absorbent Waddles ☐ Other, specify:

SURFACE WATERS (Complete for Category 1 Spills Only)		
Name of receiving water body	Type of receiving water body: Stream, Ocean, Wetland, Slough, Estuary, River, Lake, Reservoir, Vernal Pool, Wash, or Other (specify)	Description of the water body(s), including but not limited to: ○ Observed impacts on aquatic life, ○ Public access impact(s): public closure, restricted public access, temporary restricted use, and/or other (specify below) ○ Responsible entity for closing/restricting use of water body, and ○ Number of days closed/restricted as a result of the spill.

MUNICIPAL INTAKE (Complete for Category 1 and 2 Spills Only)		
Was the spill located within 1,000 feet of a municipal surface water intake?	☐ YES	☐ NO
Describe:		

WATER SAMPLING
Were water quality samples collected? ☐ YES ☐ NO ☐ N/A If yes, identify sample locations:
Identify parameters the water quality samples were analyzed for: (Check all that apply) ☐ Total Coliform Bacteria ☐ Fecal coliform bacteria ☐ E-coli ☐ Ammonia ☐ Other, specify:

INSERT TAB:
Section 3: Volume Estimation

Miscellaneous Computations & Examples

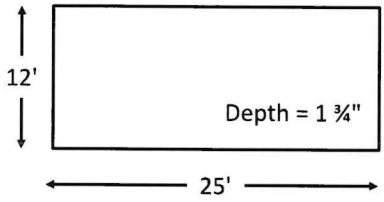
To convert inches to feet (NOTE: for the purposes of this worksheet, the unit of measurement will be in feet for formula examples)	Divide the inches by 12 or use the chart on the right. **Example 1:** 27" ÷ 12 = 2.25' **Example 2:** 1¾" = ?' 1" (0.08') + ¾" (0.06') = 0.14'
Volume of one cubic foot	7.48 gallons of liquid
Area: Two-dimensional measurement represented in square feet (SQ/FT or ft^2)	Square/rectangle: Area = Length x Width Circle: Area = $\pi \times r^2$ (where $\pi \approx 3.14$ and r = radius = ½ diameter) Triangle: Area = ½ (Base x Height)
Volume: Three-dimensional measurement represented in cubic feet (CU/FT or ft^3)	Rectangle/square footprint: Volume = Length x Width x Depth Circle footprint (cylinder): Volume = $\pi \times r^2$ x Depth (where $\pi \approx 3.14$ and r = radius = ½ diameter) Triangle footprint: Volume = ½ (Base x Height) x Depth
Depth: Wet Stain on Concrete or asphalt surface	If the depth is not measurable because it is only a wet stain, use the following estimated depths: ○ Depth of a wet stain on concrete surface: 0.0026' (1/32") ○ Depth of a wet stain on asphalt surface: 0.0013' (1/64") These were determined to be a reasonable depth to use on the respective surfaces through a process of trial and error. One gallon of water was poured onto both asphalt and concrete surfaces. Once the area was determined as accurately as possible, different depths were used to determine the volume of the wetted footprint until the formula produced a result that (closely) matched the one gallon spilled. This process was repeated several times.
Depth: Contained or "Ponded" sewage	Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. Use that number in your formula to determine volume.

Miscellaneous Computations & Examples (continued)

Convert Inches to Feet	
Inches	Feet
1/8"	0.01'
1/4"	0.02'
3/8"	0.03'
1/2"	0.04'
5/8"	0.05'
3/4"	0.06'
7/8"	0.07'
1"	0.08'
2"	0.17'
3"	0.25'
4"	0.33'
5"	0.42'
6"	0.50'
7"	0.58'
8"	0.67'
9"	0.75'
10"	0.83'
11"	0.92'
12"	1.00'

Area/Volume of a Rectangle or Square

Formula: Length x Width x Depth = Volume in **cubic feet**



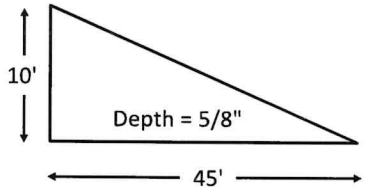
25' (Length) X 12' (Width) X 0.14' (Depth) = **42 Cubic Feet** (Volume)

Multiply the volume by 7.48 gallons to determine the volume in **gallons**:

42 ft³ (Volume) X 7.48 (gal/ft³) = **314.16 gallons** (Volume)

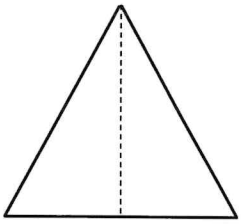
Area/Volume of a Right Triangle

Formula: Base x Height x Depth = Volume in **cubic feet**



0.5 X 45' (Base) X 10' (Height) X 0.05' (Depth) x 7.48 (gal/ft³) = 84.15 gallons (Volume)

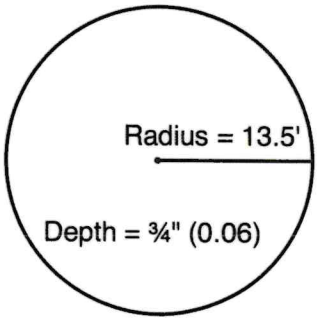
For isosceles triangles (two sides are equal lengths), break it down into two right triangles and compute area as you would for the right triangle.



Area/Volume of a Circle

Formula: $\pi \times r^2 \times$ Depth = Volume in **cubic feet**

The radius is ½ the diameter, which is a straight line passing from side to side through the center of a circle.



13.5' (Radius) X 13.5' (Radius) X 3.14 (π) X 0.06' (Depth) x 7.48 (gal/ft³) = 256.8 gallons (Volume)

Volume Estimation: Eyeball Estimation Method (for ≤50 gallons) C-2

Spill Date: _____ Location: _____

This method is invalid if surface conditions are wet (due to rainfall, irrigation, etc.) DO NOT use this method under these circumstances.

STEP 1: Position yourself so that you have a vantage point where you can see the entire spill.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the spill, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s)/barrel(s)	How many of this size?	Multiplier	Estimated Spill Volume
		x 1 gallon	
		x 5 gallons	
		x 32 gallons	
		x ___ gallons	
		Estimated Total Spill Volume:	

STEP 5: List assumptions made to arrive at the total estimated spill volume:

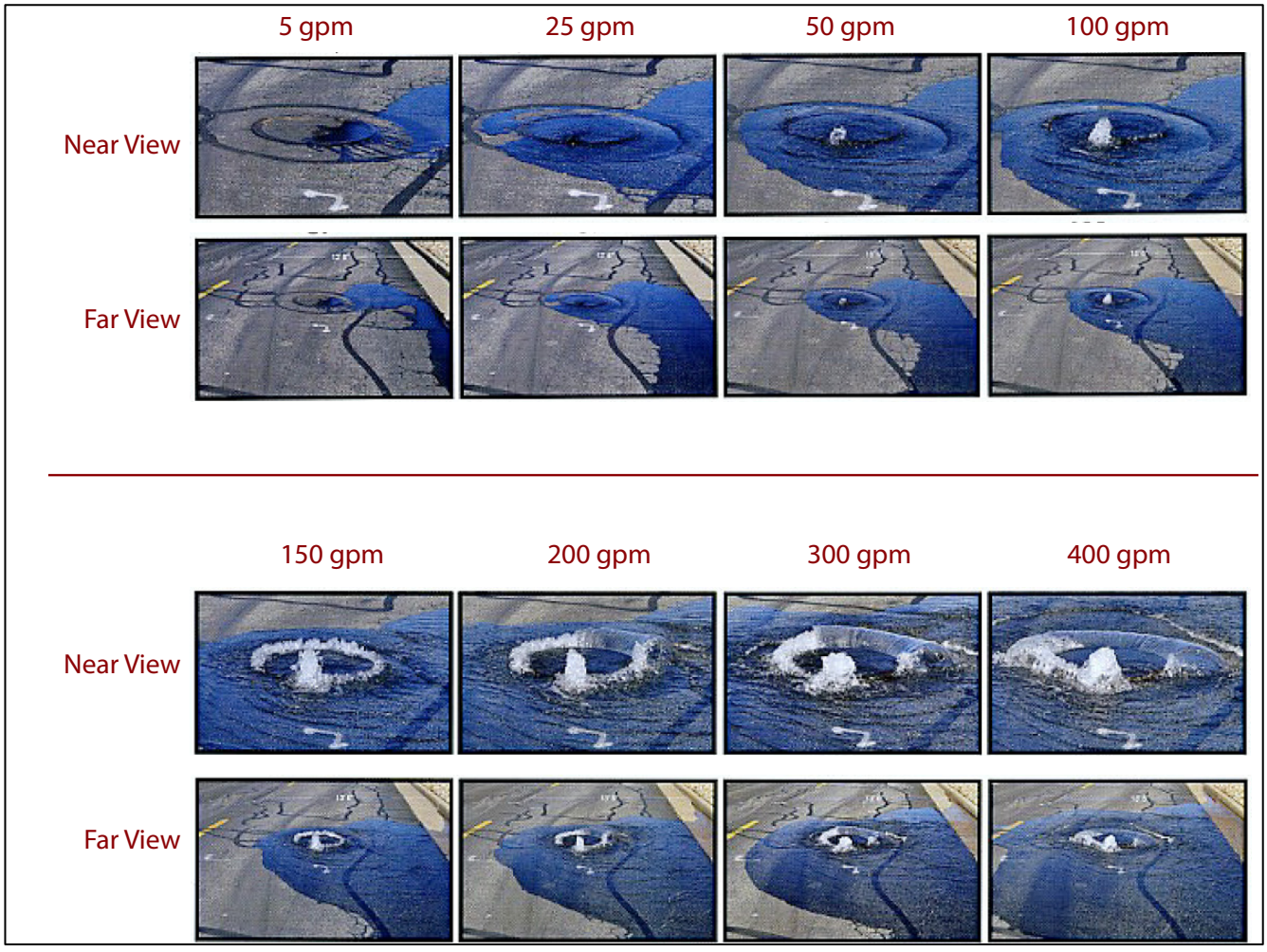
STEP 6: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

Volume Estimation: Duration and Flow Rate Comparison Method

Spill Date: _____ Location: _____

Compare the spill to reference images below to estimate flow rate of the current spill. **NOTE: If the manhole cover in your picture has vent holes or more than one pry hole, do not use these pictures for comparison.**



SSCSC Manhole Spill Gauge: CWEA Southern Section Collections Systems Committee. Spill Simulation courtesy of Eastern Municipal Water District.

Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual spill:

Flow Rate Based on Photo Comparison: _____ gallons per minute (gpm)

(Continued on next page)

Start Date and Time	1.
End Date and Time	2.
Spill Event Total Time Elapsed (subtract Line 1 from Line 2. Show in minutes.)	3.
Average Flow Rate GPM (Account for diurnal flow pattern)	4.
Total Volume Estimated Using Duration and Flow Method (Line 3 x Line 4)	5.

List assumptions made to arrive at the total estimated spill volume:

Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

Volume Estimation: Area/Volume Method

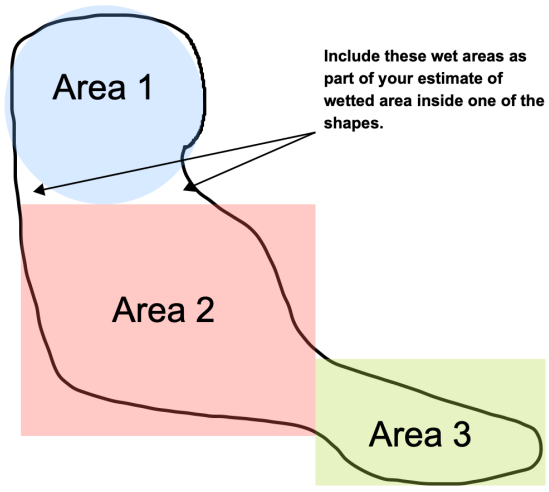
Spill Date: _____ Location: _____

STEP 1: Describe spill area surface: ☐ Asphalt ☐ Concrete ☐ Dirt ☐ Landscape ☐ Inside Building

☐ Other: _____

STEP 2: Draw/sketch the outline (footprint) of the spill. Then break the footprint down into recognizable shapes. Label/identify each sketch outline area (Area 1, Area 2, etc.) See example below.

EXAMPLE:



Dimensions: 2.5' diameter
+/- 100% of the surface inside the circle is wet

Dimensions: 8' x 6'
+/- 80% of the surface inside the rectangle is wet

Dimensions: 6' x 3'
+/- 60% of the surface inside the rectangle is wet

STEP 3: Calculate the area of the footprint by completing the table below for each area in Step 2. Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. If the depth is not measurable because it is only a wet stain, use the following estimated depths: Depth of a wet stain on concrete surface: 0.0026' (1/32")
Depth of a wet stain on asphalt surface: 0.0013' (1/64")

Rectangles:

Area # (from labeled drawing)		Length	X	Width	X	% Wet	=	Area	X	Depth	=	Volume
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

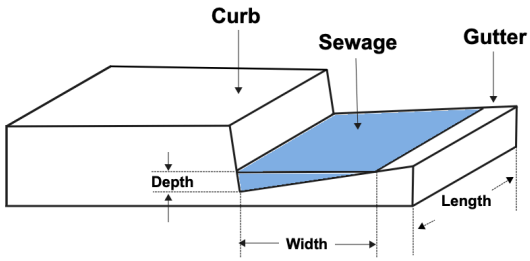
Circles:

Area # (from labeled drawing)		π	X	Radius	X	Radius	X	% Wet	=	Area	X	Depth	=	Volume
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	→	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

STEP 4: If part of the spill is in a gutter, use the formula below to calculate the volume:

_____ X _____ X _____ X 0.5 = _____ ft^3

Length Depth Width **Volume**



STEP 5: Calculate Total Spill Volume (sum of all of the volume calculations above): _____ ft^3

STEP 6: Convert from cubic feet to gallons by multiplying by 7.48.

_____ ft^3 x 7.48 gallons = _____ gallons

spill volume in cubic feet **Total estimated volume**

STEP 7: List assumptions made to arrive at the total estimated spill volume. Adjust estimation up for moderate to severe cracking and/or roughness of surface (General Rule 20% to 40%):

STEP 8: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

Volume Estimation: Upstream Connections Method C-5

Spill Date: _____ Location: _____

Attach and/or reference system map and identify location of spill and buildings contributing to spill.

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this spill: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to agency documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the spill was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated spill Volume per EDU.

	Flow Rate Per EDU				**Spill**	
	A	**B**	**C**	**D**	**E**	**F**
Time Period	Gallons per Period	Hours per period	A÷B = Gallons per Hour	C÷60 = Gallons per Minute	Minutes spill was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
				Total Estimated spill Volume per EDU:		

STEP 3: Multiply the Estimated spill Volume per EDU from Step 2 by the number of EDUs from Step 1.

_____ gallons X _____ = _____ gallons
Volume per EDU # of EDUs Estimated spill Volume

STEP 4: Adjust spill volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted spill estimate (attach a separate page if necessary).

Total Estimated spill Volume: _____ gallons

STEP 7: List assumptions made to arrive at the total estimated spill volume:

STEP 8: Take photographs. Where are photographs stored?

The following photos must be taken: appearance point closest to the failure point, extent of the spill and spill boundaries, the entry location of each drainage conveyance system the sewage entered, all discharge points into surface waters (Category 1 spill only), and location(s) of clean up.

Drawing Worksheet C-6

INSERT TAB:
Section 4: Backup Forms

Backup Forms Checklist D-1

Complete this form only if there is a backup into a residence or business.

Instructions to Collections System Crew:

1. Take photo of each form before giving it to the customer for documentation.
2. Take pictures, as allowed by resident, of impacted areas/items.
3. Tear forms listed below out of this workbook and hand to customer. *Leave the First Responder Form (D-2) in this workbook, do not give to Customer.*
4. Check each item that was provided to the customer.
5. Have customer sign below.

Forms/Documents:

- ☐ Form D-3: Declination of Cleaning Services
- ☐ Form D-4: Lodging Authorization
- ☐ Form D-5: Customer Information Letter
- ☐ Form D-6: Your Responsibilities as a Private Property Owner
- ☐ Form D-7: Claim Form

Formularios / Documentos:

- ☐ D-3: Declinación de los Servicios de Limpieza
- ☐ D-4: Autorización de Alojamiento
- ☐ D-5: Carta de Información del Cliente
- ☐ D-6: Sus Responsabilidades Como Propietario de Una Propiedad Privad
- ☐ D-7: Formulario de Reclamación

Forms Provided to:

_____
Customer Name

_____
Customer Signature

_____
Date

Check here if customer declines to sign: ☐

Formularios Proporcionados a:

_____
Nombre del cliente

_____
Firma del cliente

_____
Fecha

Marque aquí si el cliente se niega a firmar: ☐

Forms Provided by: _____ _____ _____
Employee Name Initial Date

Instructions to Collection System Manager:

Send photos, including the photos of the documents given to the customer, and a copy of the First Responder form to the Board Secretary.

First Responder Form

Complete this form only if there is a backup into a residence or business.

Fill out this form as completely as possible.
Ask customer if you may enter the home. If so, take photos of all damaged and undamaged areas.

DATE: TIME:	DISTRICT REPRESENTATIVE:
PARCEL #:	CREW:
RESIDENT:	PROPERTY MANAGERS:
STREET ADDRESS: CITY, STATE & ZIP: PHONE:	STREET ADDRESS: CITY, STATE & ZIP PHONE:
CLEANING CONTRACTOR CALLED/TIME:	INSURANCE ADJUSTOR CALLED/TIME:
CAUSE OF BACKUP:	
LOCATION/SEWER: ☐ STREET ☐ REAR EASEMENT ☐ MANHOLE ID: ☐ MAINLINE ☐ SERVICE LINE	
DAMAGE: ☐ RAW SEWAGE	
COMMENTS:	
CLEANING SERVICES: ☐ REQUIRED ☐ NOT REQUIRED ☐ ASSIGNED BY OWNER ☐ ASSIGNED BY DISTRICT	

SECTION B	**LIVABILITY ASSESSMENT**	
Does any resident have asthma or allergies? If so, please list:	Yes ☐	No ☐
Does any resident have sensitivity to any chemicals? If so, please list:	Yes ☐	No ☐
Did any resident come in contact with the sewage? If so, please list:	Yes ☐	No ☐
Are there any residents that are under the age of 6 years old?	Yes ☐	No ☐
Are there any residents that are over the age of 65 years old?	Yes ☐	No ☐
Is any resident currently under a doctor's care?	Yes ☐	No ☐
Are there any residents that have other respiratory problems?	Yes ☐	No ☐
Are there any residents that have a deficient immune system?	Yes ☐	No ☐
Is the residence used as a childcare or extended care facility?	Yes ☐	No ☐
Is there any resident that is pregnant?	Yes ☐	No ☐
Is there a functioning and non-contaminated bathroom available?	Yes ☐	No ☐

If the answer to any of the questions above is YES, complete the Lodging Authorization form (D-4).

If temporary lodging was offered by the District check one: ☐ Accepted ☐ Rejected

GO TO PAGE 2

SECTION C: DAMAGE ASSESSMENT (continued)

Approximate age of home:_____ # of Bathrooms: _____ # of Rooms Affected: _____
Approximate Amount of Spill: _____Gallons
Approximate Time Sewage Has Been Sitting:_____Hours/Days
Number of Pictures Taken:_____ Digital or Film:_____
Does customer have a Backflow Prevention Device (BFD)? Yes ☐ No ☐
If yes, was the BFD operational at the time of the overflow? Yes ☐ No ☐
Is a BFD required for this address per District Ordinance or Plumbing Code, based on the age of the building?
Yes ☐ No ☐
When was the section of line where the stoppage occurred last cleaned?_____
Have there ever been any previous spills at this location? Yes ☐ No ☐
Type of Flooring in the rooms affected:
☐ Tile - *Condition of tile and seams (cracking, visible open spaces, etc.):*_____
☐ Carpet
☐ Wood - *Condition of Flooring and Joints (cracking, visible open spaces, etc.):*_____
☐ Other - *Please identify:*_____
Are there baseboards? No ☐ Yes ☐ Baseboard Material: _____
Condition of Baseboards:
☐ Baseboard bottom has tight seal with floor ☐ Baseboard top has tight seal with wall
☐ Baseboard has gap between bottom and the floor ☐ Baseboard has gap between baseboard and wall

Please diagram the rooms affected (*shade the areas most heavily affected):*

SECTION D CLEANING CONTRACTOR INTERVIEW

COMPANY: _____ PHONE:_____

ADDRESS: _____ ARRIVAL TIME: _____

DESCRIPTION OF SERVICE: _____

Estimated Cost: ❑ $0 to $1000 ❑ $1000 to $2500 ❑ $2500 to $5000 ❑ Over $5000

Declination of Cleaning Services D-3

Customer Information		
NAME:	ADDRESS:	TELEPHONE:

ON (date)	AT (time)	Approximately (quantity)	GALLONS OF: ☐ Sewage ☐ Grey Water ☐ Toilet Bowl Water ☐ Odor ☐ Other (describe):

Spilled from (or odor emanating from)
☐ Toilet ☐ Shower/Tub ☐ Washer ☐ Other (describe):

The spill affected the following areas *(check one):*
☐ Bathroom ☐ Bedroom ☐ Hallway ☐ Garage
☐ Kitchen ☐ Crawlspace ☐ Other (specify):

The spill affected the following flooring:
☐ Tile ☐ Wood Flooring
☐ Linoleum ☐ Carpet
☐ Other (specify):

and/or additional materials:
☐ Area Rugs ☐ Towels
☐ Clothing ☐ Other (specify):

This Form Completed By: Name: **Date:**
(Write legibly) Title: **Time:**

CUSTOMER, please read the following and sign below. I/We acknowledge that Goleta Sanitary District (District) has offered to provide professional cleaning and decontamination services to remediate the sewage backup and/or spill described above and that we declined the offer. We further understand and acknowledge that because we have declined, any necessary remediation activities will be conducted without District assistance, and that the District will not accept responsibility for work performed by persons other than those engaged by the District. The District will also not accept responsibility for any charges related to this incident that are not usual and customary. Refer to "Your Responsibilities as a Private Property Owner" (Page D-6) for recommendations regarding spill cleanup.

CLIENTE, por favor lea lo siguiente y firme a continuación. Reconozco que el Distrito Sanitario de Goleta (Distrito) se ha ofrecido a proporcionar servicios profesionales de limpieza y descontaminación para remediar el respaldo de aguas residuales y / o derrame descrito anteriormente y que rechazamos la oferta. Además, entendemos y reconocemos que debido a que hemos rechazado, cualquier actividad de remediación necesaria se llevará a cabo sin la asistencia del Distrito, y que el Distrito no aceptará responsabilidad por el trabajo realizado por personas que no sean las contratadas por el Distrito. El Distrito tampoco aceptará responsabilidad por ningún cargo relacionado con este incidente que no sea habitual y habitual. Consulte "Sus responsabilidades como propietario de una propiedad privada" (Página D-6) para obtener recomendaciones sobre la limpieza de derrames.

Customer Signature / Firma del cliente *:		**Date:**
The information above was explained to the customer by the following employee:	**Name:**	**Title:**
	Signature:	**Date:**

**Note to responders: if customer declines to sign this form, then have a co-worker sign here as a witness:*

Name: _____ *Signature:* _____ *Date:* _____

Lodging Authorization D-4

INSTRUCTIONS TO EMPLOYEE:

1. Complete this form if the Livability Assessment on the First Responder Form indicates a need for temporary relocation and the customer accepts the offer.
2. Notify the Collections System Manager who will make arrangements via telephone and pay for the hotel with a credit card.
3. Complete the voucher as instructed by the Collections System Manager.
4. Take a photo of the form for records and then give it to the customer.
5. Indicate on the First Responder Form if the customer accepts or rejects the offer of temporary relocation.

INSTRUCTIONS TO RESIDENT:

Goleta Sanitary District recommends that you temporarily relocate to one of the hotels listed below for your safety and convenience while your residence is being cleaned. Please note that this emergency authorization is granted under the following conditions:

1. This authorization provides for one (1) night's lodging at one of the hotels listed below.
2. The authorization is good for **room and tax ONLY**. Phone, food, mini-bar and other incidental charges will be your responsibility.
3. Additional nights and/or other allowances/incidentals may be discussed by contacting the Board Secretary at (805) 967-4519.

INSTRUCCIONES PARA EL RESIDENTE:

Goleta Sanitary District recomienda que se traslade temporalmente a uno de los hoteles enumerados a continuación por su seguridad y comodidad mientras se limpia su residencia. Tenga en cuenta que esta autorización de emergencia se concede bajo las siguientes condiciones:

1. Esta autorización prevé una (1) noche de alojamiento en uno de los hoteles que se enumeran a continuación.
2. La autorización es válida para habitación e impuestos SOLAMENTE. Teléfono, comida, minibar y otros cargos incidentales serán su responsabilidad.
3. Las noches adicionales y / u otras asignaciones / imprevistos pueden discutirse comunicándose con el Secretario de la Junta al (805) 967-4519.

VOUCHER

Good for one (1) night's stay on (date): _____ Number of Affected Residents: _____

Customer's Name: _____

Field Supervisor's Name: _____ Phone Number: _____

Hotel Choices:

- Residence Inn by Mariott, 6350 Hollister Ave, Goleta, CA 93117, (805) 770-5031
- Hampton Inn, 5665 Hollister Ave, Goleta, CA 93117, (805) 681-9800
- The Leta Tapestry Collection by Hilton, 5650 Calle Real, Goleta, CA 93117, (805) 964 6241

Customer Information Letter D-5 (English)

Dear Property Owner:

We recognize that sewer backup incidents can be stressful and require immediate response while all facts concerning how an incident occurred are still unknown. Rest assured that we do all we can to prevent this type of event from occurring in the first place. Nevertheless, occasionally tree roots or other debris in the sewer lines causes a backup into homes immediately upstream of the blockage. At this time the District is investigating the cause of this incident.

If the District is found to be responsible for the incident, we are committed to cleaning and restoring your property, and to protecting the health of those affected during the remediation process.

The cleaning contractor provided by the District has been selected because of their adherence to established protocols that are designed to assure to all parties thorough, cost-effective and expeditious cleaning services. You also have the right to select your own cleaning contractor, but the District does not guarantee payment of fees/expenses incurred and reserves the right to dispute fees/expenses deemed not usual and customary.

To discuss this matter, contact the Collections System Manager at (805) 967-4519 ext. 112. To submit a claim for damages, complete the Claim Form and mail it to:

Goleta Sanitary District
Attn: Board Secretary
One William Moffett Place
Goleta, CA 93117

Sincerely,
The Goleta Sanitary District

Customer Information Letter D-5 (Spanish)

Estimado propietario:

Reconocemos que los incidentes de respaldo de alcantarillado pueden ser estresantes y requieren una respuesta inmediata, mientras que todos los hechos relacionados con cómo ocurrió un incidente aún se desconocen. Tenga la seguridad de que hacemos todo lo posible para evitar que ocurra este tipo de evento en primer lugar. Sin embargo, ocasionalmente, las raíces de los árboles u otros escombros en las líneas de alcantarillado causan una copia de seguridad en las casas inmediatamente aguas arriba del bloqueo. En este momento, el Distrito está investigando la causa de este incidente.

Si se determina que el Distrito es responsable del incidente, nos comprometemos a limpiar y restaurar su propiedad, y a proteger la salud de los afectados durante el proceso de remediación.

El contratista de limpieza proporcionado por el Distrito ha sido seleccionado debido a su adhesión a los protocolos establecidos que están diseñados para garantizar a todas las partes servicios de limpieza completos, rentables y rápidos. También tiene derecho a seleccionar su propio contratista de limpieza, pero el Distrito no garantiza el pago de tarifas / gastos incurridos y se reserva el derecho de disputar tarifas / gastos considerados no habituales y habituales.

Para discutir este asunto, comuníquese con el Gerente del Sistema de Cobranzas al (805) 967-4519 ext. 112. Para presentar una reclamación por daños y perjuicios, complete el Formulario de reclamación y envíelo por correo a:

Goleta Sanitary District
Attn: Board Secretary
One William Moffett Place
Goleta, CA 93117

Sinceramente,
El Distrito Sanitario de Goleta

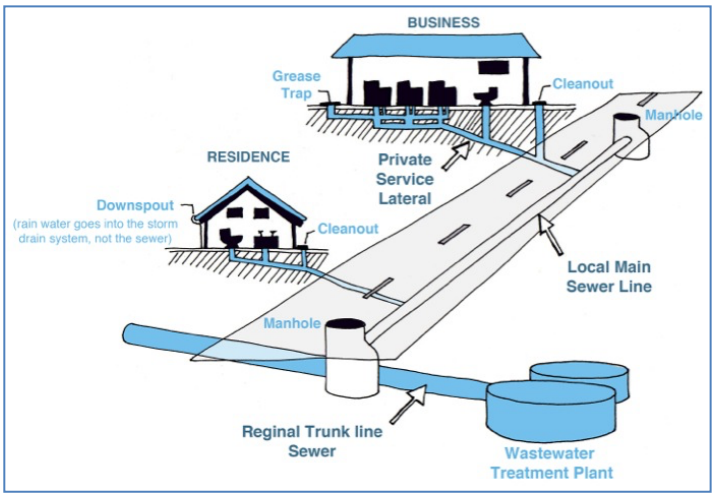
Your Responsibilities as a Private Property Owner

How a Sewer System Works

A property owner's sewer pipes are called ***service laterals*** and are connected to larger local main and regional trunk lines. Service laterals run from the connection at the home to the connection with the public sewer. Depending on your location, a portion of the lateral is the responsibility of the property owner and must be maintained by the property owner.

How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes spills through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches. Common causes of sewage spills include grease build-up, tree roots, broken/cracked pipes, missing or broken cleanout caps, undersized sewers, and groundwater/rainwater entering the sewer system through pipe defects and illegal connections.



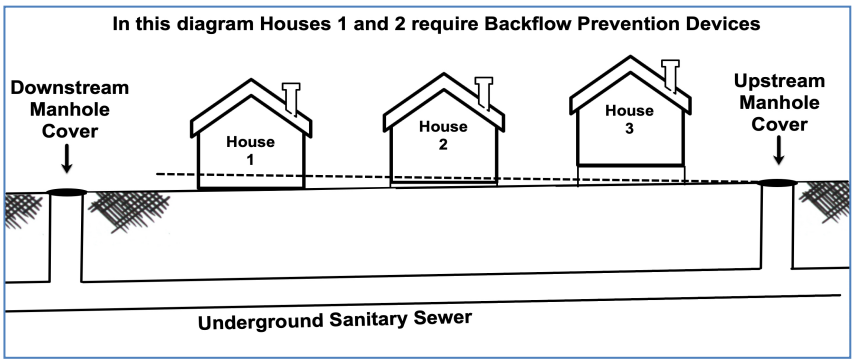
Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: *"Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve."* The intent of Section 710.1 is to protect the building interior from mainline sewer spills or surcharges.

Additionally, U.P.C. 710.6 states: *"Backwater valves **shall** be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, shall be enclosed in a masonry pit fitted with an adequately sized removable cover."*



Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas, If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent.

If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Seek immediate attention if you become injured or ill during or after the cleanup process.

Other Tips:

- Keep children and pets out of the affected area.
- Turn off heating/air conditioning systems
- Wear rubber boots, rubber gloves, and goggles during cleanup.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, toys, etc.)
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.
- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture, countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.
- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water & detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.

Spill cleanup outside the home:

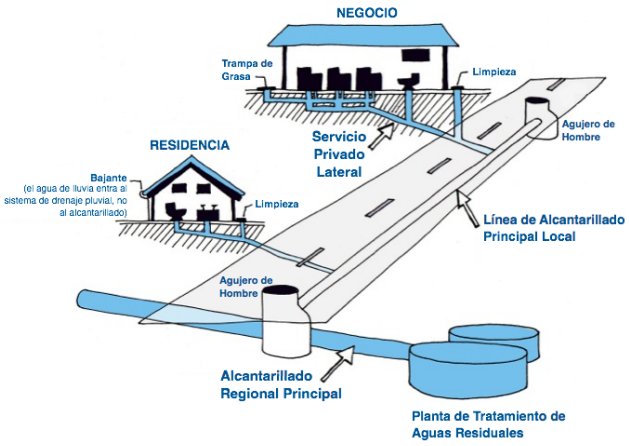
- Keep children and pets out of the affected area until cleanup has been completed.
- Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
- Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
- On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solution, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
- After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a laundromat until your onsite wastewater system has been professionally inspected and serviced.

Cómo funciona un sistema de alcantarillado

Las tuberías de alcantarillado de un propietario se denominan servicios laterales y están conectadas a líneas troncales principales y regionales locales más grandes. Los servicios laterales se ejecutan desde la conexión en el hogar hasta la conexión con el sistema de alcantarillado del Distrito. Estos laterales son responsabilidad del propietario y deben ser mantenidos por el propietario.

¿Cómo ocurren los derrames de aguas residuales?

Los derrames de aguas residuales ocurren cuando las aguas residuales en las tuberías subterráneas se desbordan a través de un pozo de acceso, limpieza o tubería rota. La mayoría de los derrames son relativamente pequeños y se pueden detener y limpiar rápidamente, pero si se los deja desatendidos, pueden causar riesgos para la salud, dañar viviendas y negocios y amenazar el medio ambiente, las vías fluviales locales y las playas. Las causas comunes de derrames de aguas residuales incluyen acumulación de grasa, raíces de árboles, tuberías rotas / agrietadas, tapas de limpieza faltantes o rotas, alcantarillas de tamaño insuficiente y aguas subterráneas / pluviales que ingresan al sistema de alcantarillado a través de defectos en las tuberías y conexiones ilegales.



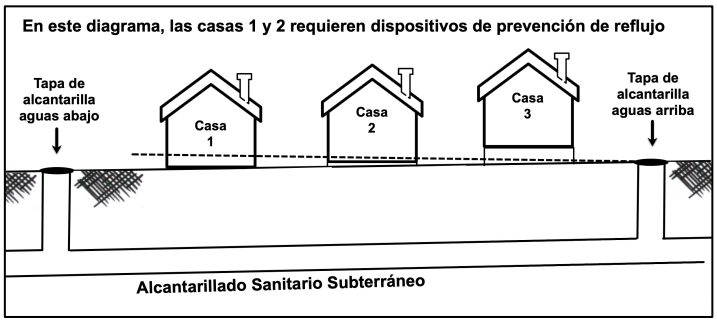
Prevenga la mayoría de las copias de seguridad de aguas residuales con un dispositivo de prevención de reflujo

Este tipo de dispositivo puede ayudar a prevenir las copias de seguridad de aguas residuales en hogares y empresas. Si aún no tiene un dispositivo de prevención de reflujo, comuníquese con un plomero o contratista profesional para instalar uno lo antes posible.

¿Se requiere que mi hogar tenga un dispositivo de prevención de reflujo?

La Sección 710.1 del Código Uniforme de Plomería (UPC) establece: “Los accesorios de tuberías de drenaje que tienen llantas de nivel de inundación ubicadas debajo de la elevación de la siguiente boca de alcantarilla corriente arriba o la alcantarilla privada que atiende dicha tubería de drenaje deben protegerse contra el reflujo de aguas residuales al instalar un tipo de válvula de evacuación ”. La intención de la Sección 710.1 es proteger el interior del edificio de los desagües o sobrecargas de alcantarillado de la línea principal.

Adicionalmente, U.P.C. 710.6 dice: Las válvulas de aguas residuales deben ubicarse donde puedan ser inspeccionadas y reparadas en todo momento y, a menos que estén continuamente expuestas, deben estar encerradas en un pozo de mampostería equipado con una cubierta removible del tamaño adecuado.



Limpieza de derrames dentro de la casa:

Para grandes limpiezas, se debe contactar a una empresa de limpieza profesional para limpiar las áreas afectadas. Si contrata a un contratista, se recomienda obtener estimaciones de más de una compañía. A veces, el seguro del propietario de vivienda pagará la limpieza necesaria debido a las reservas de alcantarillado. No todas las pólizas tienen esta cobertura, así que consulte con su agente.

Si decide limpiar un pequeño derrame dentro de su casa, protéjase de la contaminación observando las siguientes medidas de seguridad. Aquellas personas cuya resistencia a la infección esté comprometida no deben intentar este tipo de limpieza.

Busque atención inmediata si se lesiona o se enferma durante o después del proceso de limpieza.

Otros consejos:

- Mantenga a los niños y mascotas fuera del área afectada.
- Apague los sistemas de calefacción / aire acondicionado
- Use botas de goma, guantes de goma y gafas durante la limpieza.
- Deseche los artículos que no se puedan lavar y desinfectar (como: colchones, alfombras, cosméticos, juguetes, etc.)
- Retire y deseche los paneles de yeso y el aislamiento contaminado con aguas residuales o aguas de inundación.
- Limpie a fondo todas las superficies duras (como pisos, concreto, molduras, muebles de madera y metal, mostradores, electrodomésticos, fregaderos y otros accesorios de plomería) con agua caliente y ropa o detergente para platos.
- Ayude al proceso de secado con ventiladores, unidades de aire acondicionado y deshumidificadores.
- Después de completar la limpieza, lávese las manos con agua y jabón. Use agua que haya sido hervida por 1 minuto (deje que el agua se enfríe antes de lavarse las manos) O use agua que haya sido desinfectada (solución de 1/8 cucharadita de lejía doméstica por 1 galón de agua). Dejar reposar durante 30 min. Si el agua está turbia, use ¼ cucharadita de lejía de uso doméstico por 1 galón de agua.
- Lave la ropa usada durante la limpieza con agua caliente y detergente (lave aparte de la ropa no contaminada).
- Lavar la ropa contaminada con aguas residuales en agua caliente y detergente. Considere usar una lavandería hasta que su sistema de aguas residuales en el sitio haya sido inspeccionado y reparado profesionalmente.

Limpieza de derrames fuera de la casa:

- Mantenga a los niños y las mascotas fuera del área afectada hasta que se haya completado la limpieza.
- Use botas de goma, guantes de goma y gafas protectoras durante la limpieza del área afectada.
- Limpie los sólidos de alcantarillado (material fecal) y colóquelos en un inodoro o bolsa doble que funcione correctamente y colóquelos en un contenedor de basura.
- En áreas de superficies duras como el asfalto o el concreto, es seguro usar una solución de lejía al 2%, o ½ taza de lejía a 5 galones de agua, pero no permita que llegue a un drenaje de tormenta ya que la lejía puede dañar la ambiente.
- Después de la limpieza, lávese las manos con agua y jabón. Use agua que haya sido hervida por 1 minuto (deje enfriar antes de lavarse las manos) O use agua que haya sido desinfectada (solución de 1/8 cucharadita de cloro por 1 galón de agua). Dejar reposar durante 30 min. Si el agua está turbia, use ¼ cucharadita de lejía de uso doméstico por 1 galón de agua.
- Lave la ropa usada durante la limpieza con agua caliente y detergente (lave aparte de la ropa no contaminada).
- Lavar la ropa contaminada con aguas residuales en agua caliente y detergente. Considere usar una lavandería hasta que su sistema de aguas residuales en el sitio haya sido inspeccionado y reparado profesionalmente.

GOLETA SANITARY
Water Resource Recovery District

Claim Form

This form is provided pursuant to Government Code Section 910.4 and shall be used by any person presenting a claim to the Goleta Sanitary District under Government Code Section 810 et seq., except as provided in Government Code Sections 905 and 905.1. If additional space is needed for any of the required information, please attach additional sheets.

Section 1: Claimant Information

_____ (____)_____

Name of Claimant Telephone Number (include area code)

_____

Post Office Address City State Zip Code

Section 2: Notices

The person presenting this claim desires that notices be sent to the following address:

_____

Post Office Address City State Zip Code

Section 3: Claim Information

Date of the occurrence or transaction which gave rise to the claim: _____

Month Day Year

Provide the location of the occurrence or transaction which gave rise to the claim. If applicable, include street address, city or county, highway number, mile post number and direction of travel.

_____

_____

_____

Explain the circumstances of the occurrence or transaction which gave rise to the claim. State all facts that support your claim against the Goleta Sanitary District and why you believe the Goleta Sanitary District is responsible for the alleged damage or injury.

_____

_____

_____

_____

_____

_____

Provide a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.

_____

_____

_____

_____

Provide the name(s) of the Goleta Sanitary District employee(s) causing the injury, damage, or loss, if known.

_____

_____

_____

_____

Provide the amount claimed if said amount totals less than ten thousand dollars ($10,000) as of the date of presentation of the claim (including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim), together with the basis of computation of the amount claimed.

Amount Claimed: $ _____

Basis for computation: _____

_____

_____

_____

If the amount claimed exceeds ten thousand dollars ($10,000), do not provide the dollar amount of the claim. However, please indicate below whether the claim would be a limited civil case. A limited civil case is one where the amount claimed does not exceed twenty-five thousand dollars ($25,000).

____ Limited Civil Case ____ Non-Limited Civil Case

Section 4: Insurance Information (Optional - May be completed if claim involves a motor vehicle)

Has a claim for the alleged damage/injury been filed or will it be filed with your insurance carrier? ___ Yes ___ No

_____ (_____)_____

Name of insurance carrier Telephone Number (include area code)

_____

Address City State Zip Code

Policy Number: _____ Deductible: $ _____

Name of registered owner(s) of the vehicle: _____

Vehicle Make: _____ Model: _____ Year: _____

Section 5: Representative Information (Optional – May be completed if filed by attorney or representative)

_____ (_____)_____
Name of Attorney/Representative Telephone Number (include area code)

_____
Address City State Zip Code

Is the claim filed on behalf of a minor? ___Yes ___ No If yes, please indicate:

Relationship to the minor _____ Minor's date of birth _____
Month Day Year

Section 6: Advisory

Section 72 of the Penal Code provides that "every person who, with intent to defraud, presents for allowance or for payment to any State Board or Officer, or to any county, town, city, district, ward, or village, board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony."

Section 7: Signature

_____ _____
Signature of Claimant or Claimant's Attorney/Representative Date

Section 8: Submission of Claim Form

Completed Claim Forms must be submitted by personal delivery or by United States mail, postage paid, to the following address:

Goleta Sanitary District
Attn: Board Secretary
One William Moffett Place
Goleta, CA 93117

For additional information, the Goleta Sanitary District may be contacted by telephone at (805) 967-4519, by facsimile at (805) 964-3583, or by e-mail at info@goletasanitary.org.

INSERT TAB:
Section 5: Lift Stations

1. The Firestone Lift Station is equipped with power outage and high-level alarms and an emergency generator. Upon receipt of these alarms, immediately proceed to the Lift Station, verify flow conditions and acknowledge the alarm.

2. The emergency generator is designed to provide electrical power to the station in case of loss of Edison power. The station pumps will automatically switch from one power source to the other. The noise of the generator will indicate that it is operating, verify that the level of the wet well corresponds with the level indicated on the control panel.

3. If there is no Edison power to the lift station and the standby generator is not providing electrical power to the station, contact the District Facilities Maintenance Manager. Monitor the level in the wet well and connect suction hose from the wet well to the 4" Pioneer trash pump and connect suction hose from the trash pump to the by-pass valve located in the valve pit. Additional personnel will be required for this operation. Contact additional District personnel.

4. If electrical power cannot be restored to the station, turn off the electrical breakers for the pumps in the control room, close the valves from the station pumps and open the by-pass valves in the valve pit. Operate the 4" trash pump as required to maintain normal levels in the wet well.

5. If a spill has or is occurring at the Firestone Lift Station, take immediate action to prevent the spill from entering into the drainage channel adjacent to the station. The perimeter walls of the Station will contain the spill, use sandbags and/or tarps to contain the gate area. Notify the Collection System Manager, Supervisor or CSMT II and begin to pump down the wet well as described above in Items 3-4. Begin initial calculation of the spill and begin the notification process as required for the spill Category that has occurred.

6. Once the spill has been contained and normal operations have resumed at the station, begin clean up of the spill and pump or vacuum all water back into the District sewer system. Prepare an spill Report for review by the Supervisor and continue calculation of the spill volume.

7. The Manager or Supervisor will continue with the notification process.

1. The El Sueno Lift Station is equipped with a power outage and a high-level alarm. Upon receipt of these alarms, immediately proceed to the Lift Station and verify flow conditions. Acknowledge the alarm and determine if power has been restored.

2. If there is no power at the lift station and an spill has not occurred, take or have brought a 3" trash pump with sections of suction and discharge hose to the lift station. Connect the suction hose from the pump to the by-pass pipe at the wet well and connect the discharge hose from the pump to the force main by-pass valve. Operate the trash pump as needed to maintain normal levels in the wet well until such time that power is restored. Contact Southern California Edison at 1-800-656-4555 and inform them of the power outage affecting the District lift station located at 419 El Sueno Road, Santa Barbara, Service Account # 3-000-5321-34. Notify the Collection System Manager, Supervisor or a CSMT II of the power outage.

3. Continue to maintain normal levels in the wet well until power is restored and the lift station is operating normally. Return all pumps and equipment used to the District plant for cleaning and storage.

4. If there is power at the station but the pump does not appear to be working, check the breakers in the control power. Reset the breakers if needed and turn off the power to the pump to check if the pump is clogged. Verify that power to the pump has been disconnected and clear the pump of any blockage. Turn the power back on and verify that the pump is working. Run the pump in the "Manual Position" until normal levels in the wet well is maintained and the lift station is operating normally.

5. If the pump will not operate, take or have a 3" trash pump with sections of suction and discharge hose taken to the lift station. Connect the suction hose from the pump to the by-pass pipe at the wet well and connect the discharge hose from the pump to the force main by-pass valve. Operate the trash pump as needed to maintain normal levels in the wet well until such time that the pump can be fixed or replaced.

6. If there appears to be a blockage in the force main, disconnect the force main piping in the wet well to expose the force main outlet. Clean the force main using the Vactor/Ramjet without skids from District manhole 05T46 at Sherwood Drive towards the lift station. If a blockage is cleared, reassemble the wet well piping and pump the wet well to normal operating levels. If the blockage cannot be cleared, connect discharge hose from the 3" trash pump to manhole 05T46 at Sherwood Drive or to a District Vactor/Ramjet truck. Maintain normal levels in the wet well until the blockage in the force main can be cleared and the lift station is operating normally.

7. If a spill has or is occurring at the El Sueno Lift Station, take immediate action to prevent the spill from entering into the drainage channel adjacent to the station. Notify the Collection System Manager and begin to pump down the wet well as described above in Items 1-6. Begin initial calculation of the spill and begin the notification process as required for the spill Category that has occurred.

8. Once the spill has been contained and normal operations have resumed at the station, begin clean up of the spill and pump or vacuum all water back into the District sewer system. Prepare a spill Report for review by the Supervisor and continue calculation of the spill volume.

9. The Manager or Supervisor will continue with the notification process.

INSERT TAB:

Section 6: Field Sampling

Documents

Field Sample Kit Contents:

- Cooler
- Sampling SOP from Sewer Spill Workbook
- Sampling Workbook
- Pen/marker
- Labels
- Chain of Custody forms
- Ice Packs
- Ammonia Sample Bottles - 500mL minimum of 4
- Coliform, Enterococcus & E Coli Bottles - 125 mL -minimum of 12
- Latex/rubber gloves
- Safety glasses/goggles
- Sampling pole
- Verify that the District phone is on hand and ready to take pictures

Summary of the Constituents, Sampling and Testing Information:

Constituent	Place of Analysis	Sampling Bottle
Ammonia	FGL or OEC	500mL plastic bottle with H_2SO_4
Total and Fecal Coliforms	GSD lab or FGL/OEC	125 mL plastic sterile bottle
Enterococcus	GSD lab or FGL/OEC	125 mL plastic sterile bottle
E. Coli	OEC or FGL lab	125 mL plastic sterile bottle

Lab Contact Information:

- GSD Lab: 1 William Moffett Place, Goleta CA
  (805) 967-4519 or cell (805) 291-1644
- FGL Environmental: 853 Corporation St., Santa Paula CA
  (805) 392-2000
- Oilfield Environmental and Compliance: 307 Roemer Way #300, Santa Maria CA
  (805) 922-4772

1. State Water Board directives mandate that when a spill of 50,000 gallons or greater that has or may have reached surface waters, and within forty-eight (48) hours of initial notification of the spill District staff will sample the affected water body according to the following water quality monitoring and sampling procedures. This procedure shall be followed when any spill reaches a creek or waterbody.
2. Spills into a Waterbody of the State require that samples be taken at various points upstream and downstream from the spill and at the spill site. Each sample location will be marked and documented on the sample bottle. The samples shall be as free of debris as possible. All samples are to be transported in a cooler with ice packs. Notify the Laboratory & Technical Services Manager or lab analyst on duty that these samples need to be analyzed within the appropriate holding time.
3. The travel time of the spill within the water body will be used as a determination of the location of the downstream sample point. The velocity of the flow will be calculated by measuring the travel time of floating objects between two known distance points. This calculation of distance divided by the travel time will be used to calculate how far the spill may have traveled from the initial reporting time of the spill to the time that samples are being collected. The downstream samples are to be collected at locations as deemed appropriate by the Incident Commander near this calculated location.
4. During periods of heavy rainfall or flooding, it may become impractical and /or unsafe to follow this procedure. Sampling will be conducted as soon as District staff can safely comply with this requirement. When access to a creek or water body is restricted, sampling is to be conducted at the next closest location.

   Samples will be analyzed for the following constituents:

   a. Ammonia
   b. Total and fecal coliforms
   c. Enterococcus
   d. E. coli
   e. Other constituents deemed necessary or required by Public Health/RWQCB

   It may be desirable to send samples to FGL or OEC for analysis as an unbiased contractor. District staff can analyze the total and fecal coliform and enterococcus samples in-house within the appropriate holding times.

   Samples to be tested for E. Coli and ammonia are to be sent to a contract laboratory for analysis. FGL in Santa Paula or OEC in Santa Maria are the District's contracted labs. They will need to be contacted to schedule a pickup of the samples. Their general contact information is: FGL - (805) 392-2000 and OEC - (805) 922-4772. Samples may need to be delivered to the contract lab to meet allowable holding times.

   Total and fecal coliform samples can be collected in one sterilized 125 ml plastic bottle. Separate samples for E. Coli and enterococcus also will need to be collected in sterilized 125 ml plastic bottles. Sample containers are kept in the District Spill Response Kit. All samples are to be placed in a cooler with ice packs after collection and transport to the laboratory. The E. Coli and ammonia samples must be sent to FGL or OEC lab for analysis. Ammonia is to be collected in a plastic 500mL bottle with a small amount of H_2SO_4 (sulfuric acid) for preservation. See the overview on the previous page for a summary of the constituents, sampling and testing information.

Spill Sampling Field Report F-3

Date: _____

Sampled By: _____

Location: _____
(GPS coordinates, cross street, GSD Manhole ID #)

WEATHER (circle one) Clear Cloudy Fog Rain Drizzle

CIRCLE ONE Upstream Sample Location Downstream Sample Location

Time: _____

CIRCLE ONE

Ammonia Total Coliform Fecal Coliform Enterococcus E. Coli

Sketch of Sample Location:

Comments:

_____

_____

_____

_____

_____

_____

_____

BEFORE SAMPLING

Test Type	Sample Locations			
	Spill Area	Downstream of Spill	Upstream of Spill	Drainage Conveyance System *(as applicable)*
Ammonia/ Nitrogen	1 pint with H2SO4	1 pint with H2SO4	1 pint with H2SO4	1 pint with H2SO4
Enterococcus	2 bacti bottle	2 bacti bottle	2 bacti bottle	2 bacti bottle
Fecal Coliforms	2 bacti bottle	2 bacti bottle	2 bacti bottle	2 bacti bottle
E. Coli	2 bacti bottle	2 bacti bottle	2 bacti bottle	2 bacti bottle

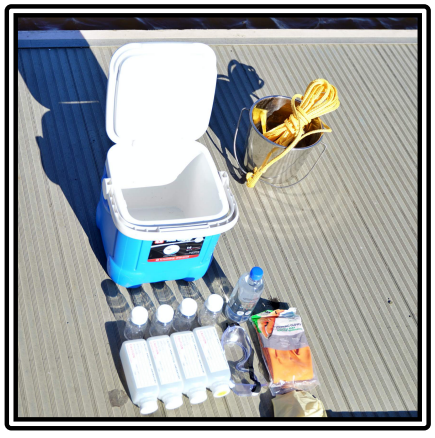
Water samples must be collected in different bottles for various tests and then transported in a cooler with ice packs.

For each of the three sampling sites (plus drainage conveyance system as applicable), one bottle is needed for ammonia/nitrogen testing, and six bacti bottles are required for each type of bacteria being tested. Bacti samples may be collected in duplicate as deemed necessary or as required by the Regional Water Quality Control Board.

Additionally, one field blank sample is required for each constituent. Field blank sample bottles are filled with sterilized water during sampling to serve as quality control on the sampler's sampling methods. Since the sample bottles contain sterilized water, bacteria and ammonia should not be present in the water.

If the lab analysis shows the presence of bacteria, it indicates that the sampler's method may not have been correct, and the other bacti samples may have been contaminated.

Surface Water Sampling - Preparation



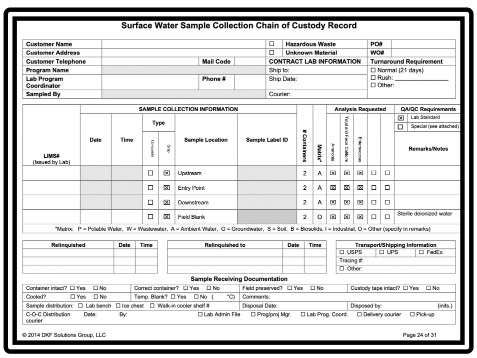
Step 1 of 4

Prepare the cooler for sample storage by adding an instant ice pack, ice pack, or ice to keep the samples cold during transport to the lab.

BEFORE SAMPLING (continued)

Step 2 of 4

Identify the point of the spill where the wastewater entered the waterway and take a photograph of this location with a reference point in the picture.



Surface Water Sample Collection Chain of Custody Record

Customer Name			☐	Hazardous Waste	PO#	
Customer Address			☐	Unknown Material	WO#	
Customer Telephone		Mail Code	CONTRACT LAB INFORMATION		Turnaround Requirement	
Program Name			Ship to:		☐ Normal (21 days)	
Lab Program Coordinator		Phone #	Ship Date:		☐ Rush: ________ ☐ Other:	
Sampled By			Courier:			

LIMS# (Issued by Lab)	Date	Time	Type: Composite	Type: Grab	Sample Location	Sample Label ID	# Containers	Matrix*	Ammonia	Total and Fecal Coliform	Enterococcus			QA/QC Requirements: ☒ Lab Standard ☐ Special (see attached) Remarks/Notes
			☐	☒	Upstream		2	A	☒	☒	☒	☐	☐	
			☐	☒	Entry Point		2	A	☒	☒	☒	☐	☐	
			☐	☒	Downstream		2	A	☒	☒	☒	☐	☐	
			☐	☒	Field Blank		2	O	☒	☒	☒	☐	☐	Sterile deionized water

*Matrix: P = Potable Water, W = Wastewater, A = Ambient Water, G = Groundwater, S = Soil, B = Biosolids, I = Industrial, O = Other (specify in remarks)

Relinquished	Date	Time	Relinquished to	Date	Time	Transport/Shipping Information
						☐ USPS ☐ UPS ☐ FedEx
						Tracing #:
						☐ Other:

Sample Receiving Documentation

Container intact? ☐ Yes ☐ No	Correct container? ☐ Yes ☐ No	Field preserved? ☐ Yes ☐ No	Custody tape intact? ☐ Yes ☐ No
Cooled? ☐ Yes ☐ No	Temp. Blank? ☐ Yes ☐ No (°C)	Comments:	
Sample distribution: ☐ Lab bench ☐ Ice chest ☐ Walk-in cooler shelf #		Disposal Date:	Disposed by: (inits.)
C-O-C Distribution Date: By:	☐ Lab Admin File ☐ Prog/proj Mgr.	☐ Lab Prog. Coord. ☐ Delivery courier	☐ Pick-up courier

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Step 3 of 4

Begin completing the ***Surface Water Sampling Worksheet*** to record the relevant information about the sampling location and collected samples.

Step 4 of 4

To determine which direction is upstream and downstream for sample collection, you should observe the direction of water movement from the point of discharge.

SAMPLING

The purpose of this procedure is to provide a standard for collecting surface water samples to assess water quality, avoid contamination, and ensure that samples can be accurately labeled and transported to the lab for processing.

Notes:

Start by collecting downstream samples first.

In order to determine where the downstream sample is located in a stream, creek, or river, you will need to determine the velocity of the surface water. This can be accomplished through the use of a stream velocity meter or by measuring off a distance along the bank and timing how long it takes for a floating object to travel that distance.

Use the formula on the *Surface Water Sampling Worksheet* to calculate the stream velocity. Once known, determine the time that the spill **has not been** entering the surface water.

This, along with the stream velocity, will inform you how far downstream you need to travel to collect the downstream sample.

SAMPLING continued

Step 1 of 9

Don the appropriate PPE from your sampling kit. This should include rubber gloves and safety glasses.

Step 2 of 9

Label all samples with their location (refer to table on G-8), your name, and the date and time they are collected. Record this information on the surface water sampling worksheet.

Step 3 of 9

Take photos of each sample location and ensure a reference point is visible in each photo. In the photo (left), the dock and sign serve as excellent reference points.

SAMPLING continued

Step 4 of 9

Remove the seal from the Ammonia sample container just prior to collecting your sample, as applicable.

To reduce the likelihood of contamination, remove the cap immediately before collecting each sample.

Step 5 of 9

To prevent sample contamination, do not allow the inside of the cap to touch anything while you are obtaining the sample.

Step 6 of 9

When filling the ammonia nitrogen sample bottle, don't overfill it because it contains sulfuric acid. Sweep the bottle or dipper upstream and out of the water without disturbing the bottom sediment. Remember to leave the sulfuric acid in the bottle and avoid skin contact.

SAMPLING continued

Step 7 of 9

Fill the Ammonia sample bottle to the fill line, and immediately replace the cap. If there is no clear fill line, fill it to the "neck" of the bottle.

Step 8 of 9

Open the Bacteria sample container and allow water to gently flow into the bottle just to the fill line.

Step 9 of 9

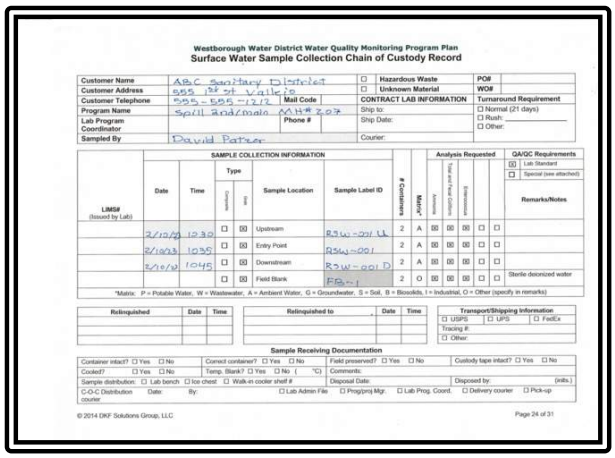
Place all samples in the cooler on the ice pack. To ensure accurate analysis, all samples must be transported to the lab within 6 hours of the time of collection.

AFTER SAMPLING continued

Step 1 of 4: Documentation

All samples must be labeled with their location, your name, and the date and time they were collected. Refer to the state requirements found on the last page of this document. Record this information on the chain of custody form and the surface water sampling worksheet.

Chain of Custody Record



Westborough Water District Water Quality Monitoring Program Plan
Surface Water Sample Collection Chain of Custody Record

Customer Name	ABC Sanitary District	☐	Hazardous Waste	PO#	
Customer Address	555 1st St Valley	☐	Unknown Material	WO#	
Customer Telephone	555-555-1212	Mail Code	CONTRACT LAB INFORMATION	Turnaround Requirement	
Program Name	Spill Response MH# 207	Phone #	Ship to:	☐ Normal (21 days)	
Lab Program Coordinator			Ship Date:	☐ Rush: ____	
Sampled By	David Potter		Courier:	☐ Other:	

LIMS# (Issued by Lab)	Date	Time	Type: Composite	Type: Grab	Sample Location	Sample Label ID	# Containers	Matrix*	Analysis Requested: Ammonia	Analysis Requested: Total and Fecal Coliform	Analysis Requested: Enterococcus	QA/QC Requirements: ☐ Lab Standard / ☐ Special (see attached)	Remarks/Notes
	2/10/23	1030	☐	☒	Upstream	RSW-001U	2	A	☒	☒	☐	☐	
	2/10/23	1035	☐	☒	Entry Point	RSW-001	2	A	☒	☒	☐	☐	
	2/10/23	1045	☐	☒	Downstream	RSW-001D	2	A	☒	☒	☐	☐	
			☐	☒	Field Blank	FB-1	2	O	☒	☒	☐	☐	Sterile deionized water

*Matrix: P = Potable Water, W = Wastewater, A = Ambient Water, G = Groundwater, S = Soil, B = Biosolids, I = Industrial, O = Other (specify in remarks)

Relinquished	Date	Time	Relinquished to	Date	Time	Transport/Shipping Information
						☐ USPS ☐ UPS ☐ FedEx
						Tracing #:
						☐ Other:

Sample Receiving Documentation

Container intact? ☐ Yes ☐ No	Correct container? ☐ Yes ☐ No	Field preserved? ☐ Yes ☐ No	Custody tape intact? ☐ Yes ☐ No
Cooled? ☐ Yes ☐ No	Temp. Blank? ☐ Yes ☐ No (°C)	Comments:	
Sample distribution: ☐ Lab bench ☐ Ice chest ☐ Walk-in cooler shelf #		Disposal Date:	Disposed by: (initls.)
C-O-C Distribution Date: By:	☐ Lab Admin File ☐ Proj/proj Mgr. ☐ Lab Prog. Coord. ☐ Delivery courier ☐ Pick-up courier		

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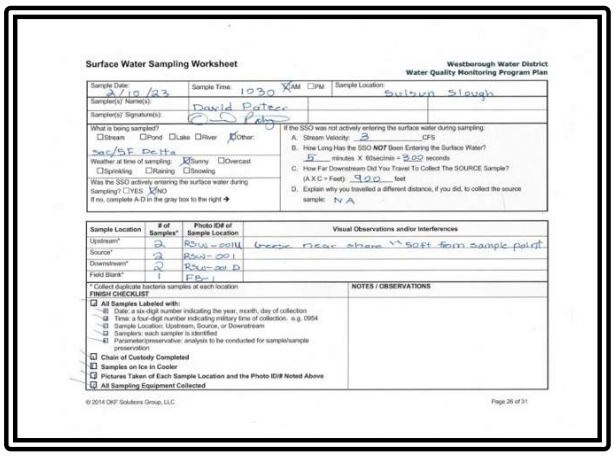
Surface Water Sampling Worksheet



Surface Water Sampling Worksheet
Westborough Water District
Water Quality Monitoring Program Plan

Sample Date: 2/10/23	Sample Time: 1030 ☒AM ☐PM	Sample Location: Bottom Slough	
Sampler(s)' Name(s): David Potter			
Sampler(s)' Signature(s):			

What is being sampled? ☐Stream ☐Pond ☐Lake ☐River ☒Other: Sac/SF Delta
Weather at time of sampling: ☒Sunny ☐Overcast ☐Sprinkling ☐Raining ☐Snowing
Was the SSO actively entering the surface water during sampling? ☐YES ☒NO
If no, complete A-D in the gray box to the right →

If the SSO was not actively entering the surface water during sampling:
A. Stream Velocity: 3 CFS
B. How Long Has the SSO *NOT* Been Entering the Surface Water? 5 minutes X 60sec/min = 300 seconds
C. How Far Downstream Did You Travel To Collect The SOURCE Sample? (A X C = Feet): 900 feet
D. Explain why you travelled a different distance, if you did, to collect the source sample: N/A

Sample Location	# of Samples*	Photo ID# of Sample Location	Visual Observations and/or Interferences
Upstream*	2	RSW-001U	Geese near shore, soft firm sample point
Source*			
Downstream*	2	RSW-001	
Field Blank*	1	RSW-001D	
		FB-1	

* Collect duplicate bacteria samples at each location

FINISH CHECKLIST
- ☑ All Samples Labeled with:
  - ☑ Date: a six-digit number indicating the year, month, day of collection
  - ☑ Time: a four-digit number indicating military time of collection, e.g. 0954
  - ☑ Sample Location: Upstream, Source, or Downstream
  - ☑ Samplers: each sampler is identified
  - ☑ Parameter/preservative: analysis to be conducted for sample/sample preservation
- ☑ Chain of Custody Completed
- ☑ Samples on Ice in Cooler
- ☑ Pictures Taken of Each Sample Location and the Photo ID/# Noted Above
- ☑ All Sampling Equipment Collected

NOTES / OBSERVATIONS

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Step 2 of 4: Contact the Lab

Inform the lab that the following samples require processing: ammonia-nitrogen, total/fecal coliform, and/or enterococcus. Provide any additional information the lab may require.

Step 3 of 4: Transport Samples

Place the samples in the cooler on the ice pack and transport them to the lab within 6 hours of collection time. Complete the chain of custody form and ensure all samples are properly secured during transport.

Step 4 of 4: Post Warning Signs

If directed by your supervisor or the county environmental health division, post warning signs in the affected area. Keep track of sign locations and remove warning signs and lift restrictions only when authorized to do so.

WDR Attachment E1 Summary

The Enrollee shall collect receiving water samples at the following locations:

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

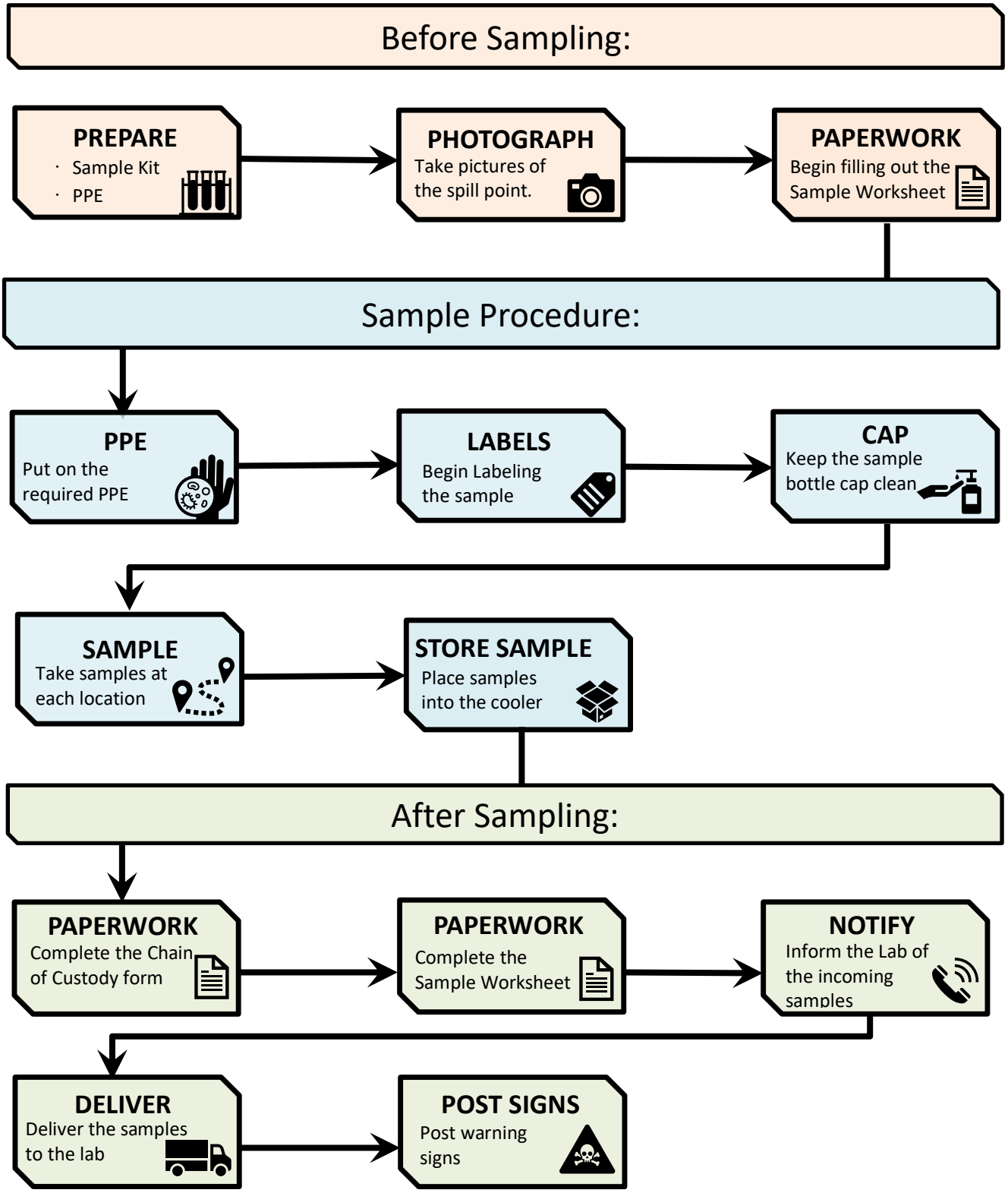
Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW[1])

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1]The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

Quick Reference Guide



Surface Water Sampling Worksheet

F-5

Sample Date:	Sample Time: ☐AM ☐PM	Sample Location:	
Sampler(s)' Name(s):			
Sampler(s)' Signature(s):			

What is being sampled?

☐Stream ☐Pond ☐Lake ☐River ☐Other:

Weather at time of sampling:

☐Sunny ☐Overcast ☐Sprinkling ☐Raining

Was the spill actively entering the surface water during Sampling?

☐YES ☐NO If no, complete A-D in the gray box to the right.

If the spill was not actively entering the surface water during sampling:

A. Stream Velocity: _____CFS

B. How much time has elapsed since the spill STOPPED entering the water?

_____ minutes X 60sec/min = _ seconds

C. How far downstream did you travel to collect the SOURCE sample?

(A X C = Feet): _____ feet

D. Explain why you travelled a different distance, if you did, to collect the source sample:

Sample Location	Sample Label	# of Samples	Photo ID# of Sample Location	Visual Observations and/or Interferences
Drainage Conveyance	DCS-001			
Source	RSW-001			
Upstream	RSW-001U			
Downstream	RSW-001D			

FINISH CHECKLIST	NOTES / OBSERVATIONS
☐ **All Samples Labeled with:** ☐ Date: a six-digit number indicating the year, month, day of collection ☐ Time: a four-digit number indicating military time of collection. e.g. 0954 ☐ Sample Location: Drainage Conveyance, Source, Upstream, or Downstream ☐ Samplers: each sampler is identified ☐ Parameter/preservative: analysis to be conducted for sample/sample preservation ☐ **Chain of Custody Completed** ☐ **Samples on Ice in Cooler** ☐ **Pictures Taken of Each Sample Location and the Photo ID/# Noted Above** ☐ **All Sampling Equipment Collected**	

Surface Water Sample Chain of Custody Record

F-6

Customer Name	Goleta Sanitary District			☐	**Hazardous Waste**	**PO#**	
Customer Address				☐	**Unknown Material**	**WO#**	
Customer Telephone		**Zip Code**		**CONTRACT LAB INFORMATION**		**Turnaround Requirement**	
Program Name				Ship to:		☐ Normal (21 days) ☐ Rush: _____ ☐ Other:	
Lab Program Coordinator		**Phone #**		Ship Date:			
Sampled By				Courier:			

LIMS# (Issued by Lab)	**SAMPLE COLLECTION INFORMATION**						**# Containers**	**Matrix***	**Analysis Requested**					**QA/QC Requirements**	
	Date	**Time**	**Type**		**Sample Location**	**Sample Label ID**			Ammonia	Total and Fecal Coliform	Enterococcus	E. coli		☒	Lab Standard
														☐	Special (see attached)
			Composite	Grab											**Remarks/Notes**
			☐	☒	Drainage Conveyance	DCS-001		A	☒	☒	☒	☒	☐		
			☐	☒	Entry Point	RSW-001		A	☒	☒	☒	☒	☐		
			☐	☒	Upstream	RSW-001U		A	☒	☒	☒	☒	☐		
			☐	☒	Downstream	RSW-001D		A	☒	☒	☒	☒	☐		

*Matrix: P = Potable Water, W = Wastewater, A = Ambient Water, G = Groundwater, S = Soil, B = Biosolids, I = Industrial, O = Other (specify in remarks)

Relinquished	**Date**	**Time**

Relinquished to	**Date**	**Time**

Transport/Shipping Information		
☐ USPS	☐ UPS	☐ FedEx
Tracing #:		
☐ Other:		

Sample Receiving Documentation

Container intact? ☐ Yes ☐ No	Correct container? ☐ Yes ☐ No	Field preserved? ☐ Yes ☐ No	Custody tape intact? ☐ Yes ☐ No
Cooled? ☐ Yes ☐ No	Comments:		
Sample distribution: ☐ Lab bench ☐ Ice chest ☐ Walk-in cooler shelf #		Disposal Date:	Disposed by: (inits.)
C-O-C Distribution Date: By: ☐ Lab Admin File ☐ Prog/Proj Mgr. ☐ Lab Prog. Coord. ☐ Delivery courier ☐ Pick-up courier			

INSERT TAB:
Section 7: Regulatory Reporting

Deadline	Category 1 Spill*	Category 2 Spill	Category 3 Spill	Category 4 Spill/Non-Category 1 Lat Spill++
2 hours after awareness of spill	Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	Within two (2) hours of the District's knowledge of a Category 2 spill of 1,000 gallons or greater threatening to discharge to Waters of the State, notify CalOES and obtain a notification control number.	-	-
Immediately upon awareness of spill	○ Notify the Santa Barbara County Environmental Health Services (EHS). ○ If spill impacts private property that may be a failure of the sewer main and/or if a claim for damages may be submitted against the District, notify the Collections System Manager.			
Within 18 hours of awareness of spill	Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.	-	-	-
3 Business Days after awareness of spill	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after the spill end date	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	Submit Certified Spill Report within 15 calendar days of the spill end date. (Submit Amended Spill Report, as needed, within 90 calendar days after the spill end date.)	-	-
Within **30 calendars days** after the end of the calendar month in which the spill occurs	-	-	Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database (Submit Amended Spill Report, as needed, within 90 calendar days after the Certified Spill Report due date.)	Certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills and/or check the box if you had any Non Category 1 Lateral spills into the online CIWQS Sanitary Sewer System Database.
45 days after spill end date	Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and	-	-	-
By February 1st after the end of the calendar year in which the spills occur.	-	See ++ note below.	-	Upload and certify a report, in an acceptable digital format, of all Category 4 spills and Non Category 1 Lateral spills to the online CIWQS Sanitary Sewer System Database.

* A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

++ See following page for notes.

++ Agency owned lateral spills (Non Category 1) details to be reported by Feb 1 of the following year.

- **Monthly Spill Reporting of "No Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills":** If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually for the designated month.

    - If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify "no-spills" for the subsequent calendar month. If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify "no-spills" for that calendar month. If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify "no spills" for that calendar month.

- **Annual Certified Spill Reporting of Category 4 and/or Lateral Spills:** For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

- **Report as Spills Occur**: There is now an option to certify the Spill Reports for Category 4 and/or Non-Category 1 Lateral Spills as they occur, and not on an annual basis. Choosing this option still requires an agency to perform the monthly spill reporting described in the first bullet above.

SANTA BARBARA COUNTY ENVIRONMENTAL HEALTH

SEWAGE RELEASE REPORTING GUIDELINES

To notify EHS of a Sewage Spill / Release: (805) 681-4927
To notify CalOES of a Sewage Spill / Release: (916) 845-8911
(800) 852-7550

SANTA BARBARA COUNTY EHS CONTACT INFO:

Santa Maria Office
2125 S. Centerpointe Pkwy, Rm. 333
Santa Maria, CA 93455
Phone: (805) 346-8460

Santa Barbara Office
225 Camino Del Remedio
Santa Barbara, CA 93110
Phone: (805) 681-4900

Release Reporting

California Health & Safety Code (HSC) § 5411.5 requires the **immediate** reporting of the unauthorized release of any volume of sewage, when it is likely to reach water of the State to the local health officer or the director of environmental health. Please contact EHS at **(805) 681-4927** to make this notification.

California Water Code (WAT) § 13271 requires the reporting of the unauthorized release of 1,000 gallons or more of sewage released, when it is likely to reach water of the State to CalOES. Please contact CalOES at **(916) 845-8911** to make this notification **immediately** upon becoming aware of the spill.

In accordance with Water Quality Order No. 2022-0103-DWQ (*Sanitary Sewer Systems General Order*), a spill of any volume of sewage must be reported to the Water Board. A spill from a regulated sanitary sewer system of any volume that is not fully captured and enters a surface water body, or enters a drainage conveyance system that discharges to surface water, is a Category 1 spill and must be reported per section 3.1 of Attachment E1 of the *Sanitary Sewer Systems General Order*. Please see the *Sanitary Sewer Systems General Order* for other spill categories and specific reporting requirements. Reporting must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in the *Sanitary Sewer Systems General Order*.

Wastewater Treatment Systems, please see your facility's Waste Discharge Requirements/Permit for your specific reporting requirements to the Water Board.

What minimum information should be reported?

- Date, time, and duration of release
- Location of release
- Volume of sewage released
- Volume of sewage recovered
- Were storm drains, creeks, or other waterbodies impacted?
    - What waterbody is impacted?
    - Volume impacting waterway?
    - Was waterway flowing or dry?

CalOES

When notifying CalOES, please retain the Control # provided. Please verify the details reported to CalOES are accurate by viewing the SPILL report. The SPILL report is available using their Spill Reporting Database (https://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview). If information is incorrect, please contact CalOES and have the SPILL Report updated immediately. If additional information is obtained over the course of your corrective actions, please contact CalOES and have the SPILL Report updated.

Sewage Fact Sheet (https://www.caloes.ca.gov/wp-content/uploads/Fire-Rescue/Documents/Sewage-Fact-Sheet.pdf)

2024-03

Applicable Code

California Health & Safety Code (HSC) § 5411.5:

*" (a) Any person who, without regard to intent or negligence, causes or permits any sewage or other **waste**, or the effluent of treated sewage or other **waste**, to be discharged in or on any **waters of the state**, or discharged in or deposited where it is, or probably will be, discharged in or on any **waters of the state**, shall, as soon as that person has knowledge of the discharge, immediately notify the local health officer or the director of environmental health of the discharge."*

California Water Code (WAT) § 13271:

" (a) (1) Except as provided by subdivision (b), any person who, without regard to intent or negligence, causes or permits any hazardous substance or sewage to be discharged in or on any waters of the state, or discharged or deposited where it is, or probably will be, discharged in or on any waters of the state, shall, as soon as (A) that person has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, immediately notify the Office of Emergency Services of the discharge in accordance with the spill reporting provision of the state toxic disaster contingency plan adopted pursuant to Article 3.7 (commencing with Section 8574.16) of Chapter 7 of Division 1 of Title 2 of the Government Code...

(f) (1) The state board shall adopt regulations establishing reportable quantities of sewage for purposes of this section. The regulations shall be based on the quantities that should be reported because they may pose a risk to public health or the environment if discharged to groundwater or surface water. Regulations establishing reportable quantities shall not supersede waste discharge requirements or water quality objectives adopted pursuant to this division. For purposes of this section, "sewage" means the effluent of a municipal wastewater treatment plant or a private utility wastewater treatment plant, as those terms are defined in Section 13625, except that sewage does not include recycled water, as defined in subdivisions (c) and (d) of Section 13529.2."

Definitions

"Waste" includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation of whatever nature. [HSC § 5410(a)]

"Waters of the state" means any water, surface or underground, including saline waters, within the boundaries of the state. [HSC § 5410(c)]

"Reportable Quantity for Sewage."

(a) For the purposes of Section 13271 of the Water Code, a reportable quantity for sewage is defined to be any unauthorized discharge of 1,000 gallons or more.

(b) For the purposes of Section 13271, 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 systems. [23 CCR § 2250]

Authorized Personnel:

The District's Legally Responsible Officials (LROs) are authorized to electronically sign and certify spill reports in CIWQS. The following are the District's LROs:

- Collections System Manager
- General Manager/District Engineer

Contact	Telephone/Email/Address
CAL/OES	(800) 852-7550
Central Coast Regional Water Quality Control Board	E-mail: info3@waterboards.ca.gov Tel: (805)549-3147 Fax: (805)543-0397
Santa Barbara County Environmental Health Services (EHS) *See Sewage Release Reporting Guidelines, Section G-1: Page 3 and Page 4.	(805) 681-4927
State Water Resources Control Board Walter Mobley	(916) 323-0878 Walter.Mobley@waterboards.ca.gov

Regulatory Reporting Log

Agency/Firm Contacted	Individual Spoken to:	Date	Time	Notes
CalOES (see section G4)				Control Number:

CAL-OES NOTIFICATION	
Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible but no later than two (2) hours after: • The Enrollee has knowledge of the spill; and • Notification can be provided without substantially impeding cleanup or other emergency measures. The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.	
Name of Agency Responsible for Spill:	
Name of Person Notifying Cal-OES:	Phone:
Cal-OES Notification Date and Time: ☐ AM ☐ PM	
When was the Agency Notified of the Spill Date and Time: ☐ AM ☐ PM	
Estimated Spill Volume (gals):	Estimated Spill Rate (GPM):
Estimated Volume Contained (gals):	Estimated Spill Rate Directly or Indirectly to Waters of the State (GPM):
Name of Water Body Receiving or Potentially Receiving Discharge:	
Description of Water Body Impact and/or Potential Impact to Beneficial Uses:	
Spill Incident Description:	
Spill Location (address, city, cross street or landmark):	
Contact Person on Scene:	Phone:
Spill Cause or Suspected Cause: ☐ UNKNOWN	
Name of Cal-OES Representative:	Control Number:

Notification of Spill Report Updates After Initial Notification	
Updated Date:	Updated By:
Discharge Volume: ☐ Increase ☐ Decrease	Volume Discharged to Surface Waters: ☐ Increase ☐ Decrease
Additional Impacts to Surface Waters and Beneficial Uses:	

INSERT TAB:
Section 8: Post Spill

Post-Spill Assessment Information

SPILL LOCATION
Spill location name:
Address of spill:

NOTIFICATION AND COMMUNICATION PROCEDURES	
Were notification procedures adhered to?	☐ Yes ☐ No
Were notification procedures effective?	☐ Yes ☐ No
RESPONSE PROCEDURES	
Were response time goals met?	☐ Yes ☐ No
Were safety procedures adhered to?	☐ Yes ☐ No
Were safety procedures effective?	☐ Yes ☐ No
Were initial response procedures adhered to?	☐ Yes ☐ No
Were initial response procedures effective?	☐ Yes ☐ No
Were containment procedures adhered to?	☐ Yes ☐ No

RESPONSE PROCEDURES (continued)	
Were containment procedures effective?	☐ Yes ☐ No
Were clean up and recovery procedures adhered to?	☐ Yes ☐ No
Were clean up and recovery procedures effective?	☐ Yes ☐ No
Were sewer back up procedures adhered to?	☐ Yes ☐ No
Were sewer back up procedures effective?	☐ Yes ☐ No
Were chain of custody procedures adhered to?	☐ Yes ☐ No
Was failure analysis investigation performed and documented?	☐ Yes ☐ No
REPORTING AND NOTIFICATION PROCEDURES	
Were reporting and notification timeline requirements met?	☐ Yes ☐ No

Post-Spill Assessment Information

DOCUMENTATION	
Was spill file created?	☐ Yes ☐ No
Was QA/QC performed to ensure field data matched CIWQS data?	☐ Yes ☐ No

RECOMMENDED CHANGES
☐ N/A

ATTENDEES	

FACILITATED BY	
	Date:

OFFICE USE ONLY

Incident Report #		Prepared By	
Spill/Backup Information			
Cause			
Summary of Historical Spills/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		File Name/Number	
CCTV File Reviewed By		CCTV Review Date	
Observations			

Go to Page 2

Recommendations					
✓	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Added sewer to preventive maintenance program				
	Adjusted schedule/method of preventive maintenance				
	Enforcement action against FOG source				
	Plan rehabilitation or replacement of sewer				
	Repaired facilities or replaced defect				
	Change(s) to Spill Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Reviewed By:				Review Date:	

-- END OF SERP --