

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT SANITARY SEWER MANAGEMENT PLAN

Prepared for:
McKinleyville Community Services District
1656 Sutter
McKinleyville, California 95519

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INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2022-0103-DWQ, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. The WDR requires development and implementation of a written SSMP and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The McKinleyville Community Services District's (MCSD's) SSMP has been prepared with the assistance of Freshwater Environment Services (FES), as described in the agreement between the MCSD and FES dated December 27, 2010. This initial SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Sewer Pipe Blockage (SPB) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

As contained in the MCSD National Pollution Discharge Elimination System (NPDES) permit, MCSD (or the District) operates a wastewater management facility (WWMF) that treats residential and commercial wastewater from the District and serves approximately 16,500 residents. The WWMF provides advanced secondary treatment and consists of headworks screening, in-basin extended aeration system, and secondary clarification. From October 1 through May 14th, the District chlorinates/dechlorinates and discharges to the Mad River. From May 15th through September 30th, the District chlorinates and sends the effluent through polishing wetlands and then irrigates land and grows fodder for organic dairy operations.

ELEMENT 1: GOALS

The intent of this section is to identify the goals that the District has established for its SSMP. These goals are intended to provide focus for District staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The goals of the MCSD's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Using funds available for sewer operations in the most efficient manner;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, fats, oils, grease, and rags that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures;
- Maintaining the SSMP, which will serve as a reference for the District's sanitary sewer system management practices, and.
- Facilitate regular inspections of manholes and flows.

1.3 Sewer System Management Plan Update Schedule

Following the most recent update in February of 2025 the District will perform an in-house audit of the SSMP & OERP every 3 years as well as an annual in-house review of the plan to keep the plan accurate and up to date. The next update of the plan will be completed in February of 2026 followed by updates every 6 years thereafter. To ensure prevention of sewer spills, quarterly hydro cleaning is performed on low lying sewer lines with the District Vac-con and in-house training is done annually to prevent spills and to ensure preparedness for the event a spill does occur. District staff inspects manholes annually for Inflow and infiltration (I&I) along with moving Smartcovers around to record manhole flow data. The Smartcovers are used during wet

weather and dry weather conditions to compare flow discrepancies and help pinpoint I&I. District staff repairs manhole leaks with gel grout and main leak with the fiberglass interior lining.

1.4 Sewer System Asset Overview

MCSD is in the county of Humboldt County and provides sewer services to about 16,900 people in the unincorporated community of McKinleyville, California. The Service area boundary of the District's sewer service stretches as far north as Norton Road to the southern most part off North Bank Road in addition to the western most part off Ocean Drive to the Eastern most portion on Sunnygrove Avenue. The districts sewer system has a total length of 69.7 miles of total sewer lines, including 68 miles of gravity mainlines, 1.7 miles of pressurized mains, and 5 pump stations throughout the service area. The district is not a combination sewer system therefore does not have structures diverting stormwater to the sewer system. The district uses SCADA software to manage data from the entire sewer system. The district owns the mainlines of the sewer system and the customers own the sewer laterals from the main to the house. In the Service area the connections are 89% Residential, 11% Commercial, and 0% Industrial Services. The District has the unique challenge of undulating terrain in certain areas of the service area therefore the pump stations have an important role in ensuring the sewer system is functioning properly. In addition to SCADA the District utilizes GIS software to visualize Sewer system features and their locations throughout the service area.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the District staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements for the Organization Element

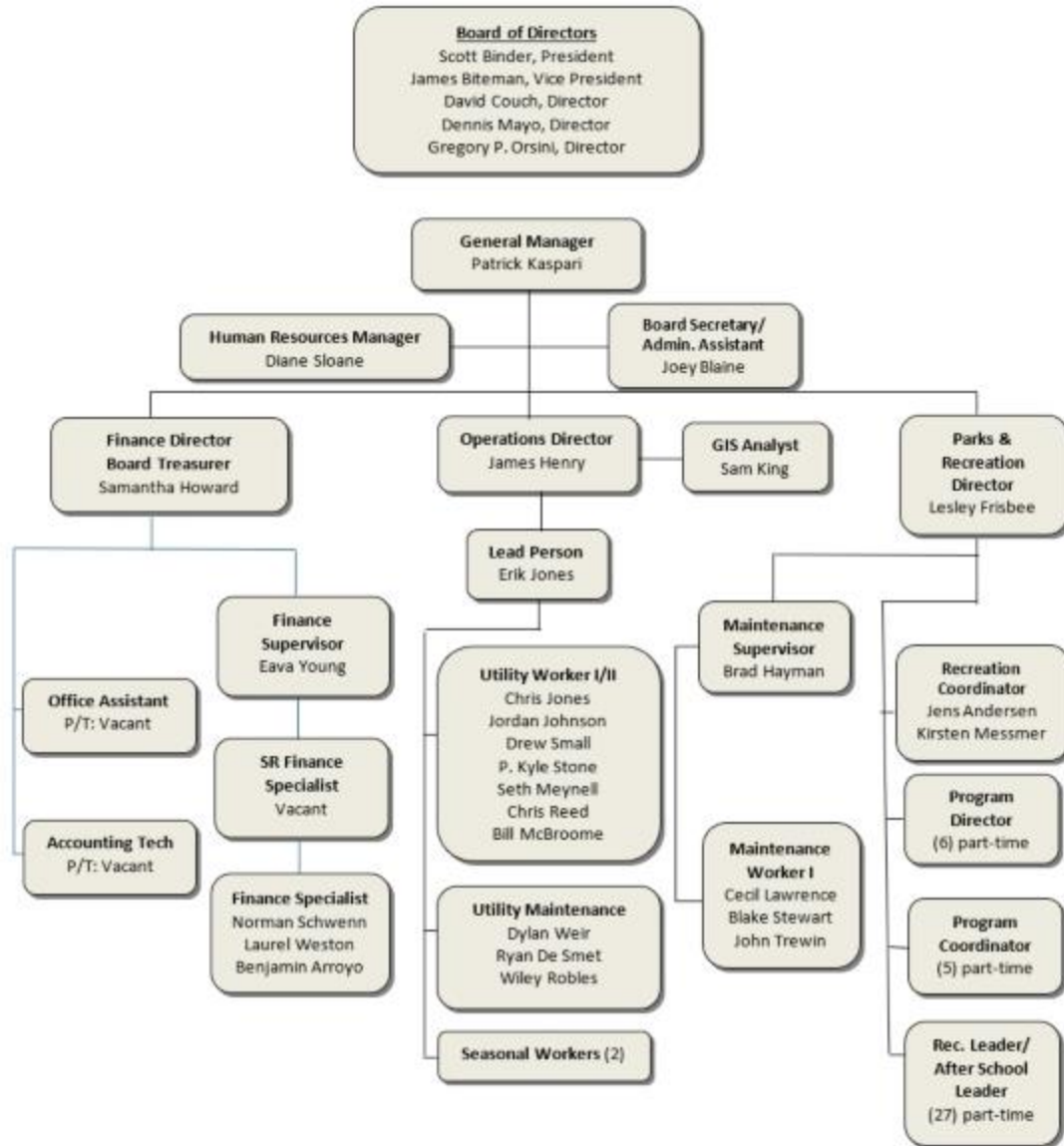
The WDR requires that the Organization element of the SSMP provides the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization

The portion of the District's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown on the next page:

McKinleyville Community Services District
Organization Chart: Fiscal Year 2024-25
 Revised May 2024



McKinleyville Community Services District Budget for the Fiscal Year ending June 30, 2025

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A description of the roles for wastewater collection system agency staff is described below:

MCS D Board of Directors – Establishes policy.

General Manager – Enforces policy, plans strategy, directs staff, allocates resources, delegates responsibility. Along with the Operations Director, the General Manager authorizes outside contractors to perform services. The General Manager provides relevant information to the Board of Directors.

Operations Director – Manages field operations and maintenance activities, provides relevant information to the General Manager, prepares and implements contingency plans, participates in emergency response, investigates and reports SSOs, and trains field crews.

Lead Person – Oversees preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

Contract Engineer – MCS D utilizes the services of several local and regional engineering and environmental consulting firms on an as needed basis to provide a wide range of technical support services.

Position	Name	Phone Number
General Manager	Patrick Kaspari	(707) 839-3251
Operation Director	James Henry	(707) 839-3251
Lead Person	Erik Jones	(707) 839-3251
Utility Workers	9 individuals and 1 seasonal	(707) 839-3251

2.3 Authorized Representative

The General Manager, is the Legally Responsible Official (LRO) that prepares, certifies and submits electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6.

The regulatory notification responsibility is as follows;

1. First responder (Utility Worker) collects field documentation and provides it to the Lead Person.
2. Lead Person reviews the field documentation and provides it to the Operations Director.
3. The Operations Director reviews the field documentation and prepares the necessary electronic submittals and notifications.
4. The electronic submittals are reviewed by the General Manager and certified.
5. Notifications are made by the Operations Director under the delegated authority of the General Manager.

ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the District's Legal Authority, including its Rules and Regulations and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- 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 sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures;
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.2 MCSD Legal Authority

MCSD Rules and Regulations

The legal authority required for the SSMP is contained within the District's Rules and Regulations. Article III of the MCSD Rules and Regulations "Sewer Services" is dedicated to the sewer system, and is included in (Appendix A). The specific Rules and Regulations that satisfy the requirements of the SSMP are identified below:

- Regulation 17. - General Provisions - Sewer;
- Regulation 18. - Use of Public Sewers Required;
- Regulation 19. - Permits And Fees;
- Regulation 22. - Building Sewers, Lateral Sewers, and Connections;
- Regulation 23. - Community Sewer Construction;
- Regulation 24. - Use of Public Sewers;
- Regulation 26. - Report, Wastewater Discharge Permits, and Administration;
- Regulation 29. - Enforcement;
- Regulation 30. - Abatement; and
- Regulation 31. - Wastewater Capital Reserve Fund.

Portions of the above Regulations are discussed in the following sub-sections as they pertain to prevention of illicit discharges, proper design and construction of sewer and connections, maintenance access, and enforcement measures.

The District has adopted the most recent version of the Unified Plumbing Code as part of the MCSD Standards and Specifications. All discussions in the following sub-sections on the District's legal authority, as required by the SSMP, are based on the District's existing Rules and Regulations as of the date of this plan.

Prevention of Illicit Discharges

Measures prohibiting illicit discharges are included in MCSD Rules and Regulation Article III, Sewer Use, Regulation 24, Use of Public Sewers, and Regulation 26 Discharge Report, Wastewater Discharge Permits and Administration. The specific Rules regarding prevention of illicit discharges are discussed in the sections below

Stormwater and I/I. The following Rules prohibits discharge of uncontaminated water, including stormwater, into a sanitary sewer through direct or indirect connection:

- Rule 24.02 Prohibitions on Storm Drainage and Ground Water;
- Rule 24.03 Prohibition on Unpolluted Water; and
- Rule 22.07 Cleanouts (All cleanouts shall be maintained watertight).

Industrial Waste. Regulation 26, "Discharge Report, Wastewater Discharge Permits and Administration", requires major contributing industry to obtain a permit and prohibits discharge in excess of the permit allowance. The permit issued may require pretreatment or include other provisions for wastewater quality and quantity. Additional prohibitions related to the discharge of industrial waste are listed below:

- Rule 24.01 Prohibitions on Discharge;
- Rule 24.04 Limitations on Radioactive Waste;
- Rule 24.05 Limitations on Use of Garbage Grinders;
- Rule 24.06 Limitations on Point of Discharge;
- Rule 24.07 Holding Tank Waste;
- Rule 24.09 Limitations on Wastewater Strength;
- Rule 24.10 Disposal of Unacceptable Waste;

Proper Design and Construction of Sewers and Connections

Regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Article III of the MCSD Rules and Regulations.

- Permit Required. A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (Rule 19.01, Rule 22.01, and Rule 23.01).
- Design and Construction Requirements. Regulation 22, Building Sewer, Lateral, Sewers, and Connections, and Regulation 23, Community Sewer Construction specifies design and construction requirements. The specific Rules regarding design and construction standards are included in Rule 22.02 through 22.10 and Rule 23.09.

The MCSD does have Standard District Specifications that are available at the District Office.

- Inspection and Testing. All building sewers and laterals must be inspected by the duly authorized employee of the District, per Rule 19.07. All building sewers and laterals must be tested by the duly authorized employee of the District, per Rule 22.13.

Maintenance Access

Rule 26.04 requires that property owners shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties.

Limit Discharge of Pipe-Blocking Substances and Other Debris

Rule 24.08.2 established a limit of 300 mg/L fats oils and greases of animal or vegetable origin. The following Rules limits the introduction of pipe-blocking substances into the MCSD collection system:

- Rule 24.11 Interceptors Required;
- Rule 24.12 Preliminary Treatment of Wastes;
- Rule 24.13 Maintenance of Pretreatment Facilities;
- Rule 24.14 Availability of District Facilities;

Enforcement Measures

Regulation 29 established the authority for enforcement of the MCSD Rules and Regulations including issuance of Cease and Desist Orders. Regulation 30 established the authority for abatement of public nuisances including civil liability, penalties and authority for termination of service.

Control of I/I from a Satellite Collection System

The SSMP requirements state that the District must demonstrate that it has the legal authority to control I/I into its collection system, including I/I from satellite systems. MCSD does not have a satellite collection system.

3.3 Agreements with Other Agencies

The SSMP requirements for legal authority are fulfilled by MCSD's Rules and Regulations. The District does not have legal agreements with any other agencies.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element

The WDR states that the District shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The District must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The District must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The District must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The District must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The District must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps

The MCSD maintains a set of sanitary sewer system maps utilizing Computer Assisted Drafting (CAD) and Geographic Information System (GIS) software. The sanitary sewer system maps are updated with new and rehabilitated facilities by MCSD staff on an annual basis. Currently Humboldt County is working on mapping the storm water features in McKinleyville. Electronic copies of the maps are maintained at the field office. Hard copies of these maps are kept in the field office and in utility trucks and are used to locate and identify wastewater and storm drainage structures and to aid in the response to an SSO. When the storm water mapping data is available from Humboldt County, the District plans on having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field.

4.3 Preventive Operations and Maintenance Program

The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment is managed using asset management software SEMs. The main goal of maintenance activities is to ensure equipment availability and reliability to meet plant process operation requirements.

The District prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, referred to as “trouble spots”. The preventive maintenance program includes scheduled hydro-cleaning of the trouble spots list, regular inspection of lift stations, manholes and flows, and investigation of customer complaints.

Gravity Sewers

The District currently uses in-house services for routine and emergency sewer cleaning as needed.

The primary focus of the District’s preventive maintenance activities is on sediment that accumulates in the bellies (low spots or sags in the collection system) of the sewer main forming trouble spots. Accumulations of Fats, Oils, and Greases is the secondary cause of restrictions in the gravity sewers. The MCSD maintains a list of trouble spots. Preventive maintenance on the trouble spots are performed and documented quarterly and semi-annually. The District maintains data tables indicating the manhole that was entered, direction of hydro-cleaning and observations. An example quarterly and semi-annual hydro-cleaning schedules and documentation is included in Appendix B.

Lift Stations and Force Mains

The District’s force mains O & M program consists of periodic inspections and corrective maintenance activities conducted by District staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains. Documentation of manhole inspections is contained in Appendix C.

The District’s WWTP staff is responsible for the District’s five lift stations. The District performs daily and weekly inspections of each lift station. Weekly inspections include cycling the valves, purging bubblers and recording pump hours in the lift station notebooks. Every two weeks backup generators at the lift stations are tested. Monthly lift station inspections are comprehensive and includes verification of all systems, battery charge and site inspection. Quarterly all wet wells at the lift stations are cleaned. Documentation of lift station inspections is contained in Appendix D.

The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. The lift stations currently have Programmable Logic Controls (PLCs) that communicate alarms via radio to the SCADA computer in the District office, which utilizes a computer autodialer to call the on call pager after hours.

Root Control

The District has very few problems with roots throughout the system. There are three locations where roots cause issues. One pipe was excavated and repaired and two manholes currently have root intrusion.

Odor Control

The District receives very few odor complaints per year. The District has no official odor control program in place.

Non-Routine Maintenance

The District utilizes in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The District has a hot spots sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a quarterly and semi-annual cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The District's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The District has developed emergency response procedures contained within Element 6.

Information Systems/Data Collection

The District currently tracks assets and maintenance activities with an electronic work order system and assets management software published by SEMS Technology (SEMS Software Suite).

4.4 Rehabilitation and Replacement Program

The District utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- CCTV is used for inspections of trouble spots, any new installation, and 11 months after installation of new connections;
- Manhole inspections are completed every two years,
- A capacity analysis sewer model developed by SHN Consulting Engineers & Geologists (SHN); and
- Smoke testing and dye testing is used based on manhole inspections to monitor and reduce I/I.

MCSD is currently developing a Sewer Main Line Rehabilitation Master Plan. This Plan will provide a preliminary schedule for implementing replacements, rehabilitation, and upgrades to the MCSD sewer collection system mainlines and appurtenances for the next 50 years.

Phase 1: Review and analysis of available information.

Phase 2: Create detailed phasing for systematic replacement of the sewer mains.

Phase 3: Physical assessments of pipes to confirm schedule and replacement methods.

4.5 Training

The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The MCSD has a matrix indicating staff, certifications, renewal dates, and continuing education requirements that is maintained by Human Resources staff. The MCSD offers numerous in-house training programs and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications. MCSD has weekly safety meetings.

The trainings include:

- District Overflow Emergency Response Plan Procedures;
- Skilled estimation of spill volume for field operators;
- Electronic CIWQS reporting procedures for staff submitting data;
- 40 hour Hazardous Waste Operators Certification;
- Chlorine Safety;
- Driver Safety;
- Blood borne pathogen training;
- Confined Space Entry;
- Trenching Training;
- CPR;
- Excavation shoring;
- First Aid;
- Flagging Training; and
- Lockout/Tagout procedures.

The status of operator certification at the treatment plant as of 2025 include one Grade V, two Grade IVs, two Grade IIs, and three Grade I operators.

4.6 Contingency Equipment and Replacement Parts Inventory

The District has a wastewater equipment inventory list contained in Appendix E. The District currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses. MCSD maintains an inventory of basic replacement parts including oil filters and air filters. Additional equipment or critical replacement parts can be acquired locally from equipment rental companies or can be overnight delivered from various vendors. The District has enough replacement parts to rebuild the pumps at all of the lift stations if necessary.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the District's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires the Design and Performance element of the SSMP provide the following:

- The District must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The District must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Standards for Installation, Rehabilitation and Repair

The MCSD complies with this provision of the WDR through the use of the MCSD Rules and Regulations as listed below.

Regulation 22 Building Sewers, Lateral Sewers, And Connections

Rule 22.02 Design and Construction Requirements

Design and construction of building sewers and lateral sewers shall be in accordance with the rules, regulations and ordinances of the District.

Regulation 23 Community Sewer Construction

Rule 23.09 Design and Construction Standards

Minimum standards for the design and construction of sewers within the District shall be in accordance with the applicable provisions of the ordinances, rules, and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the General Manager.

In addition, the MCSD maintains a Board approved set of Standards and Specification with details that was revised and approved in 2003. The MCSD has the goal of updating the Standards and Specification by 2025.

The MCSD Standard Specifications dated 2003 indicates the following:

- The District hereby adopts the Uniform Plumbing Code (latest edition) as a guide and supplement to this regulation. Any item not covered herein shall be referred to the code for a determination.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

The MCSD complies with this provision of the WDR through the use of the MCSD Rules and Regulations as listed below.

Rule 22.06. Old Building Sewers

Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Manager, to meet all requirements of the District.

Rule 22.13. Testing

All building sewers and lateral sewers shall be tested in strict accordance with rules, regulations and ordinances of the District.

RULE 23.11. Completion Of Sewer Required

Before acceptance of any sewer line by the District and prior to the admission of any wastewater into the system, the sewer line shall be tested and shall be complete in full compliance with all requirements of the accepted specifications and to the satisfaction of the Manager.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the District's Overflow Emergency Response Plan (OERP) contained in Appendix F.

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The District shall develop and implement an Overflow Emergency Response Plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2022-0103-DWQ. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Overflow Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Goals

The District's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

6.3 SSO Notification Procedure

The processes that are used to notify the District of the occurrences of an SSOs are contained in Section 2.0 of the OERP (Appendix F).

6.4 SSO Response Procedures

The overflow response procedures that are employed by the District are contained in Section 3.0 of the OERP (Appendix F).

6.5 Public Notification

The public notification processes that are employed by the District are contained in Section 3.6 of the OERP (Appendix F).

6.6 Water Quality Sampling and Testing

Water quality sampling and testing procedures that are employed by the District are contained in Section 3.7 of the OERP (Appendix F).

6.7 SSO Investigation and Documentation

SSOs investigation and documentation procedures are contained in Section 4.0 of the OERP (Appendix F).

6.8 SSO Notification Requirements and Reporting

The internal and external reporting process for SSO events are contained in Section 5.0 of the OERP (Appendix F).

6.9 Equipment

A description of the equipment used to respond to SSOs is contained in Section 6.0 of the OERP (Appendix F).

6.10 Training

A Description of the training to support the OERP is contained in Section 6.0 of the OERP (Appendix F).

ELEMENT 7: SEWER PIPE BLOCKAGE CONTROL PROGRAM

The intent of this section of the SSMP is to document the District's Sewer Pipe Blockage Control (SPB) Program and identify program additions.

7.1 Regulatory Requirements for the SPB Program

The District shall evaluate its service area to determine whether a SPB Control Program is needed. If the District determines that an SPB program is not needed, the District must provide justification for why it is not needed. If pipe-blocking substances are found to be a problem, the District must prepare and implement a SPB source control program to reduce the amount of fats, oils, grease, rags, and debris discharged to the sanitary sewer system. The SPB source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education 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 SSOs and blockages caused by pipe-blocking substances;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sewer system sections subject to fats, oils, and grease blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of fats, oils, and grease discharged to the sewer system, for each sewer system section identified above.

7.2 Public Education and Outreach Program

The MCSD provides public education and outreach during monthly interceptor inspections conducted by MCSD staff. MCSD provides additional SPB information to the community through inserts in their billings, monthly newsletter and on the District webpage.

7.3 SPB Source Control

The MCSD has an active and successful SPB source control program that includes monthly inspections that are documented by MCSD staff. If it is determined by the Inspector that an interceptor need maintenance the Lead Person provides a verbal notice to maintain (pump and remove contents of the interceptor). Documentation of MCSDs SPB inspections is included in Appendix G. If an interceptor is continually in need of maintenance the Lead Person can require an increased maintenance frequency. Following the notice to maintain an interceptor the operator must fax a copy of documentation that the interceptor has been maintained.

7.4 Disposal of SPB

Currently there are three SPB haulers in the area including Footprint Recycling, North State Rendering, and Steve's Septic. SPB generated within the MCSD sanitary sewer service area will be transported for disposal by one of the three above listed haulers.

7.5 Legal Authority for SPB Program

MCSD Regulation 24, Rule 24.08.2 prohibits discharge of oil and grease to a public sewer in concentrations greater than 300 mg/L. MCSD Regulation 24 Rule 24.10 of the MCSD Rules and Regulations requires an interceptor when necessary and also includes requirements for maintaining interceptors.

7.6 Requirements to Install Grease Removal Devices

The MCSD Regulation 24 Rule 24.11 requires an interceptor when necessary and includes requirements for maintaining interceptors.

7.7 Authority to Inspect Grease Producing Facilities

The MCSD Regulation 24 Rule 24.11.05 contains the authority for the District to inspect grease producing facilities.

The MCSD Regulation 26 Rule 26.13 additionally contains the authority for the District to inspect any user.

7.8 Identification of Grease Problem Areas and Sewer Cleaning

The MCSD maintains a list of trouble spots, primarily caused by low spots in the sewer mains. Preventive maintenance on the trouble spots are performed and documented monthly. Examples of the trouble spot list and documentation are included in Appendix B.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the District's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation:** The District must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.
- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every six years.

8.2 Capacity Evaluation

SHN Engineers and Geologists have developed a hydraulic model of the MCSD sanitary sewer collection system as part of the 20 Year Facilities Plan. The sewer model is designed to evaluate the hydraulic performance of the existing sewer system, identify capacity deficiencies in the system, and recommend potential sewer improvement projects to correct the identified problems. All capital improvements, upgrades, and maintenance of the District's wastewater collection system are outlined in the MCSD 20 Year Facilities Plan.

8.3 Recommended Capacity Projects

The MCSD sanitary sewer collection system is relatively young (less than 25 years) and the District currently has identified the following capacity projects;

- Line 5 between manholes (MH) 5-2 and 5-3;
- Line 6.3 between MH 6-17 and MH 6-6; and
- Line 6 between MH 6-3 and MH 6-4.

When problems are encountered the policy is to "fix when found". Fixed assets are tracked and funding is allocated annually for sewer asset upgrades. Following completion of the hydraulic model some capacity projects may be identified.

8.4 Schedule

The District has identified specific areas (listed above) that will require capacity expansion of the collection system if funding is available. If funding is not available, it is planned and approved during the next fiscal year.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the District tracks to monitor the success of the SSMP and how the District plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 Monitoring Information

The District will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures

The indicators that the District will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per 100 miles of sewer;
- Volume of spilled wastewater recovered (million gallon (MG) per year) compared to total volume of wastewater spilled (MG/yr); and
- Volume of spilled wastewater discharged to surface waters (MG/yr) compared to total volume of wastewater spilled (MG/yr).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are always also available to both District staff and the public through the CIWQS system.

Additional performance measures include programs that the MCSD is developing for implementation as a result of the SSMP development process. These programs include:

Future Activity and Schedule	Completion Date
<ul style="list-style-type: none"> When the storm water mapping data is available from Humboldt County, the District has a goal of having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field. 	2025
<ul style="list-style-type: none"> The District has the goal of updating the District Constructions Standards and Specification. 	2025

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The District will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The District will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

District staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 6 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the District's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- The District shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits Discussion

The District will audit its SSMP every three years. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the District's current practices, and whether the District is following the SSMP.

The audit will be conducted by a team consisting of the MCSD Staff. The audit team may also include, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The District will update its SSMP at least every six years. The next update will be completed on or before August 2031 and be updated every six year thereafter.

The District will determine the need to update its SSMP more frequently based on the results of the Triannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

The District Staff will seek the approval from the District Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Operations Director.

ELEMENT 11: COMMUNICATION PLAN

The intent of this section of the SSMP is to identify a plan to communicate information regarding the District's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the District on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The District shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the District as the program is developed and implemented; and
- The District shall create a plan of communication with systems that are tributary and/or satellite to the District's sanitary sewer system.

11.2 Communication Plan

The District has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the District's Communication Plan.

- **District Website** – The District will evaluate the use of a webpage on the District's existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Quarterly Newsletter** – An annual notice regarding the sanitary sewer system performance can be included in the quarterly newsletters. The notice would contain general SSMP information. The notice could also refer the customers to the District website for additional details, if an SSMP webpage is implemented.
- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the District Office and library. Information will reference the District's website with additional information.
- **Board of Directors Meetings** – Board of Directors Meetings are public meetings. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the Board of Directors agenda.

**APPENDIX A OF SSMP
MCSD ARTICLE III RULES AND REGULATIONS**

ARTICLE III - PUBLIC SEWER

REGULATION 17 – GENERAL PROVISIONS – SEWER

Rule 17.01. PURPOSE AND POLICY - this wastewater Discharge Ordinance sets uniform requirements for discharges into the wastewater collection and treatment system and enables the District to comply with the administrative provisions of the Clean Water Grant Regulations, the water quality requirements set by the Regional Water Quality Control Board and the applicable effluent limitations, national standards of performance, toxic and pre-treatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the Authority and District systems. This Ordinance provides a means of determining wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the costs of operating and maintaining adequate wastewater collection and treatment systems and to provide sufficient funds for capital outlay, bond service costs, capital improvements, and depreciation.

Rule 17.02. VIOLATION UNLAWFUL - it shall be unlawful for any person whose building is required to be connected to a public sewer under this Ordinance to connect to, construct, install or provide, maintain and use any other means of sewage disposal from said building except by connection to a public sewer in the manner as in this Ordinance provided.

Rule 17.03. RELIEF ON APPLICATION - when any person, by reason of special circumstances, is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to their premises, they may make written application to the Board of Directors, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to their premises.

If such application be approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

Rule 17.04. RELIEF ON OWN MOTION - the Board may, on its own motion, find that by reason of special circumstances any provision of this regulation and Ordinance should be suspended or modified as applied to a particular premise and may, by resolution, order such suspension or modification for such premises during the period of such special circumstance, or any part thereof.

Rule 17.05. DISTRICT INSPECTOR - the Manager may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all side sewers, public sewers, and facilities in connection therewith in the District, to be known as the District Inspector.

Rule 17.06. SEWER PERMITS AND FEES - no public sewer, side sewer, building sewer or other sewerage facility shall be installed, altered or repaired within the District until a permit for the work has been obtained and all fees paid in accordance with the requirements of this Ordinance, and any other ordinance adopted by the Board of Directors.

REGULATION 18 – USE OF PUBLIC SEWERS REQUIRED

Rule 18.01. TREATMENT OF WASTEWATERS REQUIRED - it shall be unlawful to discharge to any stream or watercourse any domestic or industrial wastewater or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this Ordinance.

Rule 18.02. UNLAWFUL DISPOSAL - except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of wastewater.

Rule 18.03. SEWER REQUIRED - the owner of any proposed building to be situated within the District and abutting on any street in which there is now located or may in the future be located a public sewer of the District, is hereby required to connect, at their expense, said building directly with the proper public sewer in accordance with the provisions of this Ordinance provided that said public sewer is within three hundred (300) feet of the nearest point of the property line and the building is within one thousand (1,000) feet of the public sewer.

The owner of any existing building, provided with a lateral connection resulting from the Special Assessment proceedings or otherwise, shall connect to the public sewer within ninety (90) days after date of official notice to do so.

Rule 18.04. PRIVATE WASTEWATER DISPOSAL SYSTEMS - where a public sewer is not available under the provisions of Section 18.03, or as determined by the Board of Directors, the building sewer shall be connected to a private wastewater disposal system complying with public health Ordinances of the County of Humboldt and applicable regulations of the California Regional Water Quality Control Board, North Coast Region.

(a) **DETERMINATION.** Where in the opinion of the Board, public sewer service is not available in accordance with this Ordinance, due to lack of treatment facilities capacity available to the District, approval may be given for the interim use of private Wastewater disposal systems.

(b) **APPLICATION.** When regular application is made for sewer service, and it is determined that treatment capacity is not available to provide service to the property, the owner must enter into an agreement with the District to provide for the following:

- i. Apply for and secure a private wastewater disposal permit from the Humboldt-Del Norte County Health Department, and/or California Regional Water Quality Control Board.
- ii. Pay all applicable costs for the installation of a sanitary sewer connection.

- iii. Construct the building sewer within three (3) feet of the final connection point of the building.
- iv. Agree to abandon the private wastewater disposal system and make a final connection to the sanitary sewer within ninety (90) days of notice from the District that public sewer is available.

Rule 18.05. OCCUPANCY PROHIBITED. No building, industrial facility or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the District.

Rule 18.06. ABANDONED SEWAGE DISPOSAL SYSTEMS. Where a sewage disposal system is abandoned consequent to connecting with the public sewer, the applicant making the connection shall fill the abandoned septic tank as required by the County Health Officer within thirty (30) days from the time of connecting to the public sewer. Every abandoned building sewer or part thereof shall be plugged or capped in an approved manner within five (5) feet of the property line.

REGULATION 19 - PERMITS AND FEES

Rule 19.01. PERMIT REQUIRED - no unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any community sewer or appurtenances or perform any work on any lateral or building sewer without first obtaining a written permit from the District and paying to the District the applicable permit fee.

- Rule 19.02. APPLICATION FOR PERMIT** - there shall be five (5) classes of permits:
- (a) Single Family Residence.
 - (b) Multiple Dwellings.
 - (c) Commercial, Industrial, School, Public and Other User Permit.
 - (d) Public Sewer Construction Permit.
 - (e) Sewer Alteration Permit and Trailer Court.

Any person legally entitled to apply for and receive a permit shall make such application on forms provided by the District for that purpose. They shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The Manager may require plans, specifications or drawings and such other information as may be deemed necessary.

If the Manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the ordinances, rules and regulations of the District, a permit shall be issued upon payment of the required fees. The issuance of wastewater discharge permits to establishments producing industrial wastes shall be governed by the provisions of Regulation 26 of this Ordinance.

Rule 19.03. SEWER PERMITS - there shall be five (5) classes of permits requiring various fees, as follows:

- (a) Single Family Residence: \$30.00

- (b) Multiple Dwellings: \$30.00 plus \$2.00 per living unit up to 50 units (all over 50 units at \$1.00 per unit).
- (c) The fees charged for (a) and (b) above allows for one on-site inspection. Any follow-up inspections required will be charged to the applicant at cost.
- (d) Commercial, Industrial, School, Public and Other User Permit: \$30.00 plus \$.25 per ft. over 100 feet of building sewer length.
- (e) Public Sewer Construction Permit: \$30.00 plus an amount equal to 5% of the estimated Construction Cost shall be deposited prior to Commencement of Construction. Actual cost will be charged when the project is approved by the District.
- (f) Sewer Alteration Permit and Trailer Court. \$30.00 - ONE CALL ONLY

Rule 19.04. PLAN CHECK FEES - a plan check fee in the amount of 2% of the estimated construction cost for main extensions and engineering review of subdivisions will be charged when an application for service is filed with the District. Actual Cost will be charged when the application is approved by the Board of Directors.

Rule 19.05. COMPLIANCE WITH PERMIT - after approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer, the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District, the Manager or other authorized representatives.

Rule 19.06. AGREEMENT - the applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms and requirements of this and other ordinances, rules and regulations of the District, and with the plans and specifications filed with their application, if any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the applicant and may be altered only by the District upon the written request for the alteration from the applicant.

Rule 19.07. ALL WORK TO BE INSPECTED - all sewer construction work shall be inspected by an inspector acting for the District to insure compliance with all requirements of the District. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the District's community sewer until the work covered by the permit has been completed, inspected and approved by the Inspector. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

Rule 19.08. NOTIFICATION - it shall be the duty of the person doing the work authorized by permit to notify the Manager of the District in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

Rule 19.09. CONDEMNED WORK - when any work has been inspected and the work condemned and no certification of satisfactory completion given, the owner of the premises,

or the agent of such owner, shall repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

Rule 19.10. ALL COSTS PAID BY OWNER - all costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued shall be borne by the owner. Such costs shall include the costs expended by the District for the installation of lateral sewers. These costs are in addition to any other connection permit fee required by this or any other ordinance of the District that provides for connection fees, rates and charges. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

Rule 19.11. STREET EXCAVATION PERMIT - a separate permit must be secured from the State, County or any other person having jurisdiction there over by owners or contractors intending to excavate a public street for the purpose of installing sewers or making sewer connections.

Rule 19.12. LIABILITY - the District and its officer, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from, any liability imposed by law upon the District or its officers, agents, or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

Rule 19.13. TIME LIMIT IN PERMITS. If work under a permit is not commenced within six (6) months from the date of issuance or if after partial completion, the work is discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

REGULATION 20 - EXTENSION CHARGES

Rule 20.01. GENERAL. In general, those requiring service that requires a main extension to or in front of their property shall pay the entire cost of such service, which in some cases may be partially reimbursable if other parties connect, all as allowed by District Ordinance.

Upon application, the Manager will determine the cost of such extension and arrange for such extension, either by District or outside contract services. Upon approval by the Board, and upon advance of funds by the applicant for such work, the District will cause the work to be performed.

The District shall use, as a guide for the cost of such services, the average cost of initial installation for the District system modified by inflation, depth, paving, and ground conditions as determined by the Manager. If the work is to be accomplished by District

forces, or by outside contract, the estimated cost will be placed on deposit prior to the commencement of work. Any actual difference in cost will either be refunded to the applicant or paid in addition by them prior to use of the main extension.

REGULATION 21 - CONNECTION CHARGES

Rule 21.01. GENERAL. It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not assessed or by later occurring facts, deemed to have been under-assessed, during special assessment proceedings conducted by the District for the purpose of constructing sewer mains and facilities to serve properties within the assessment district created therefore when such non-assessed properties are permitted to connect to such sewer mains and facilities.

"Non-assessed properties" include, but are not limited to, portions of larger parcels which, at the time of assessment levy, were expected to continue in residential use by a single family but which are thereafter divided or segregated for separate residential use, either alone or in combination with other property, and may include properties which at the time of assessment levy, were owned by a government entity but which thereafter become privately owned. "Non-assessed properties" also include acreage who's later parceling or subdivision results in a larger number of direct connections to the system than was originally anticipated at the time of assessment, or may also be the result of any "more intensive" use than was contemplated by the original assessment levy.

Rule 21.02. CONNECTION CHARGE. The connection charge provided by this Ordinance shall be computed by the Manager based upon "what the share of the cost of said sewer main and facilities of the connecting property would have been had it been assessed in said proceedings, using the same formula as used in the assessment district for determining the assessment." The basis of the original assessment levy is as follows:

- (a) General area charge (all land within 600 feet of sewer main) = \$180.00 per acre.
- (b) Local area charge (all land within 200 feet of a sewer main) = \$540.00 per acre,
- (c) Unit Charge
 - i. Lateral Charge - 4 inch = \$1,600.00
 - Lateral Charge - 6 inch = \$1,825.00
 - ii. (Local Sewer Availability) Capital Cost/Connection - 4 inch = \$472.00
 - (Local Sewer Availability) Capital Cost/Connection - 6 inch = \$692.00
- (d) Sewer Capacity Fee – If in a sewer service area, a Sewer Capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is \$8110 per Equivalent Residential Unit (ERU) plus \$472 for a total fee of \$8582. Please note, an additional \$472 related to joint costs (capital cost per connection) is applied only once, not per ERU. Each July 1st, each rate set forth in this subdivision (d) shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between July 2017 and the then most recently published Construction Cost Index.

- (e) Development intensity charge - per excess living unit with allowance of one living unit per one-half (1/2) acre of land = \$225.00 per unit.
- (f) Example of application of above described charges- For a one-half (1/2) acre parcel of normal shape that falls entirely within the local and general area with a single dwelling unit constructed thereon, cost would be:

General area charge - \$180.00 x .5 acre =	\$90.00
\$540.00 x .5 acre =	\$270.00
4-inch lateral =	\$1,600.00
(Sewer availability) Capital Cost/Connection=	\$472.00
Capacity charge =	<u>\$8110.00</u>
Subtotal =	\$10,542.00
- (g) Buy in capacity charge - For all lands added to the sewer service area the Manager shall collect the additional charges set forth in the respective Resolution amending the sewer service area in addition to the other charges described above.
- (h) Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the developer.

Rule 21.03. ACCESSORY DWELING UNIT/SECONDARY DWELLING UNIT CONNECTION CHARGE.

- (d) For the purposes of this Rule, and in conformance with California Government Code Section 65852.2 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, an Accessory Dwelling Unit (ADU) shall be defined as follows: For a unit detached from the Primary Dwelling Unit, an ADU is a detached unit with a total floor area of 1,200 square feet or less. For a unit attached to the Primary Dwelling Unit, an ADU is a unit with a total floor area that does not exceed 50 percent of the floor area of the Primary Dwelling Unit. Any detached Secondary Dwelling in excess of 1,200 square feet or attached Secondary Dwelling Unit over 50 percent of the floor area of the Primary Dwelling Unit shall be charged connection fees as detailed in Rule 21.02.
- (e) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rule 21.02.
- (f) The District may require a newly constructed ADU, not contained within the existing space of the primary residence, to install new water and sewer connections. If new connections are required and installed or are requested by the owner or developer and installed, the connection charges shall correspond to those established in Rule 21.02. If a new, separate ADU is constructed and utilizes the existing water and

sewer connection of the primary residence as approved by the District, no new connection fees or charges will be required by the District.

Rule 21.04. DEVELOPMENT CREDIT - for subdivisions or main extensions wherein the owner constructs all of the local sewers at their own cost for connection to the District's system, a credit for such construction cost to be subtracted from the general connection charge may be made for all except the following:

- (a) The Capital Cost per Connection charge of \$472.00 per unit.
- (b) The intense land development charge of \$225.00 per excess unit.
- (c) The capacity charges.

REGULATION 22 - BUILDING SEWERS, LATERAL SEWERS AND CONNECTIONS

Rule 22.01. PERMIT REQUIRED - in accordance with Regulation 21 of this Ordinance, no person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the District and paying all fees and connection charges as required therein.

Rule 22.02. DESIGN AND CONSTRUCTION REQUIREMENTS - design and construction of building sewers and lateral sewers shall be in accordance with the rules, regulations and ordinances of the District.

Rule 22.03. MINIMUM SIZE AND SLOPE - the size and slope of the building sewer shall be subject to the approval of the Manager, but in no event shall the diameter be less than three (3) inches. The slope of such 3-inch pipe shall not be less than one-fourth (1/4) inch per foot, except where the grade may require a slope of 1/8-inch per foot, which may be installed only with District approval.

Rule 22.04. BUILDING DRAIN - whenever possible, the building sewer shall be brought to the building at an elevation below the lowest floor. No building sewer shall be laid parallel to or within three (3) feet of any bearing wall, which might thereby be weakened. The building sewer shall be laid at uniform grade and in straight alignment in so far as possible. Changes in direction shall be made only with properly curved pipe fittings, with clean-outs at each 45-degree bend or more, and in general conformance with the "Uniform Plumbing Code."

Rule 22.05. SEPARATE SEWERS - no two adjacent buildings fronting on the same street (or corner) shall be permitted to join in the use of the same side sewer. Every building or industrial facility must be separately connected with a community sewer if such community sewer exists in the street upon which the property abuts or in an easement which will serve said property. However, two or more buildings located on property belonging to the same owner may be served with the same side sewer provided the property cannot be subdivided into smaller legal-sized lots. Upon the subsequent subdivision and sale of a portion of said lot, the portion not directly connected with such community sewer shall be

separately so connected with a community sewer, and it shall be unlawful for the owner thereof to continue to use or maintain such indirect connection.

Rule 22.06. OLD BUILDING SEWERS - old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Manager, to meet all requirements of the District.

Rule 22.07. CLEANOUTS - cleanouts in building sewers shall be provided in accordance with all applicable rules, regulations and ordinances. All cleanouts shall be maintained watertight. Cleanouts shall comply with the Uniform Plumbing Code.

Rule 22.08. SEWER TOO LOW - in all buildings hereafter constructed in which any building sewer is too low to permit gravity flow to the community sewer, sanitary wastewater carried by such building sewer shall be lifted by artificial means, approved by the Manager, and discharged to the community sewer at the expense of the owner. In all buildings in which the floor level is below the elevation of the nearest manhole located upstream from the point at which the lateral sewer intersects the main, a backflow prevention device shall be installed in the building sewer at the expense of the owner.

Rule 22.09. JOINTS AND CONNECTIONS - all excavations required for the installation of a side sewer shall be open trench work unless otherwise approved by the Manager. Pipe laying and backfill shall be performed in accordance with the rules, regulations and ordinances of the District, except that no backfill shall be placed until the work has been inspected.

Rule 22.10. CONNECTION TO PUBLIC SEWER - the connection of the building sewer into the community sewer shall be made in strict accordance with standard District specifications and at the applicant's expense. The invert of the building sewer at the point of connection shall be at a higher elevation than the invert of the community sewer. A smooth neat joint shall be made and the connection made secure and watertight. The connection to the community sewer shall be made in accordance with the rules, regulations and ordinances of the District. Any work on community sewers and any work on lateral sewers done within a public right of way shall be performed by a duly licensed plumber or contractor under the inspection of the District. Any damage to the public sewer shall be repaired at the cost of the applicant to the satisfaction of the District.

Rule 22.11. PROTECTION OF EXCAVATION - all excavations for side sewer installation shall be adequately guarded by the applicant with barricades or lights so as to protect the public from hazard. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District or any other person having jurisdiction there over.

Rule 22.12. MAINTENANCE OF BUILDING SEWER - building sewers shall be maintained by the owner of the property served thereby. In the event of stoppage, the owner shall be responsible for rodding the entire side sewer. The District will perform all other lateral maintenance.

Rule 22.13. TESTING - all building sewers and lateral sewers shall be tested in strict accordance with rules, regulations and ordinances of the District.

REGULATION 23 - COMMUNITY SEWER CONSTRUCTION

Rule 23.01. PERMIT REQUIRED - any person legally entitled to apply for a permit shall make such application on forms provided by the District for that purpose. The application shall be reviewed by the Manager who shall determine if it is complete. Where the Manager deems the application to be complete, the Manager shall set consideration of the application on the agenda of an upcoming Board meeting. Where the Manager deems the application to be incomplete, the applicant shall submit the additional information itemized by the Manager until the Manager deems the application to be complete. Where the County of Humboldt has required the applicant to offer the dedication of property to MCSD as a condition of land use approval, the Manager shall not deem the main extension application to be complete unless the applicant has satisfied the assessment district formation application requirements of Rule 72.01 and Rule 72.02 of Regulation 72 of the District's Rules and Regulations. In accordance with Article IV of this Ordinance, no person shall construct, extend or connect to any community sewer without first obtaining a written permit from the District and paying all fees and furnishing bonds as required therein. The provisions of this Section requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the District.

Rule 23.02. PLANS, PROFILES and SPECIFICATIONS - the application for a permit for community sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of District prepared by a Registered Civil Engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by the Manager who shall approve them as filed or require them to be modified as he deems necessary for proper installation. After examination by the Manager, a permit shall be issued predicated upon the payment of all fees and furnishing bonds as required by the District. The permit shall prescribe such terms and conditions as the Manager finds necessary in the public interest.

Rule 23.03. SUBDIVISIONS - the requirements of Rule 23.01 and 23.02 of this Ordinance shall be fully complied with before any final subdivision map shall be approved by the County or District. The final subdivision map shall provide for dedication for public trail use of easements and right of ways in which community sewer lines are to be constructed where such use does not significantly threaten a sensitive natural resource and where the access is designated in a public agency adopted access/trail plan. If a final subdivision map of a tract is recorded and the work on constructing sewers to serve the tract is not completed within the time limit allowed in the permit, the Manager may extend the

time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the sub-divider.

Rule 23.04. EASEMENTS OR RIGHTS OF WAY - in the event that an easement is required for the extension of the community sewer or the making of connections, the applicant shall procure and have accepted by the Manager proper easement or grant of right of way sufficient in width to allow the laying and maintenance of such extension or connection, normally 20 feet minimum.

Rule 23.05. PERSONS AUTHORIZED TO PERFORM WORK - only properly licensed contractors shall be authorized to perform the work of community sewer construction within the District. All terms and conditions of the permit issued by the County and District to the applicant shall be binding on the contractor. The requirements of this Section shall apply to side sewers installed concurrently with community sewer construction.

Rule 23.06. GRADE STAKES - grade and line stakes shall be set by a Registered Civil Engineer or Licensed Land Surveyor prior to the start of work on any community sewer construction. The contractor shall be responsible for accurately transferring grades to sewer invert.

Rule 23.07. COMPLIANCE WITH LOCAL REGULATIONS -any person constructing a sewer within a street shall comply with all state and county laws, ordinances, rules and regulations pertaining to the cutting of pavement, opening, barricading, safety, lighting and protecting trenches, backfilling and repaving thereof and shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District.

Rule 23.08. PROTECTION OF EXCAVATION - the applicant shall maintain such barriers, lights and signs as are necessary to give warning to the public at all times that a sewer is under construction and of each dangerous condition to be encountered as a result thereof. The applicant shall also protect the public in the use of the sidewalk against any such conditions in connection with the construction of the sewer. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in a manner satisfactory to the County and District and any other person having jurisdiction there over.

Rule 23.09. DESIGN AND CONSTRUCTION STANDARDS - minimum standards for the design and construction of sewers within the District shall be in accordance with the applicable provisions of the ordinances, rules, and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the Manager. The District may permit modifications or may require higher standards where unusual conditions are encountered.

"As-built" drawings showing the actual location of all mains, structures, Y's, T's, laterals and cleanouts shall be filed with the District before final acceptance of the work.

Rule 23.10. MAIN EXTENSION - the District will provide for all main extensions upon application for service. The applicant shall pay for the cost of the main to and across their frontage. Special provisions may be required for a corner lot or other irregular shaped lots and shall be determined by the Manager.

Normally the main shall be extended the same size as terminated or as a minimum eight (8) inch unless a waiver for short dead-end lines is allowed by the Manager, in which case a six (6) inch will be the minimum size required.

In the event the applicant is required to pay for the construction of a main extension across others property frontage where the property is already served by the District, the District may share in the cost of construction for that portion of the main extension, provided it is not a part of the applicant's frontage. The District will share in the cost of construction only where it is the Manager's opinion the applicant cannot reasonably expect a refund as provided in Rule 23 of this Ordinance.

The maximum District contribution toward construction costs will be fifty percent (50%) of the total construction cost, or One Thousand Two Hundred and Fifty Dollars (\$1,250.00), whichever is less.

The District will determine the fair and reasonable value for construction of said facilities.

The District will pay its share of construction costs when all facilities are completed in accordance with the District Standard Specifications and acceptance by the District.

The District will not be a party of any agreement, either verbal or written, by or between the applicant and their contractor.

The provisions of this section do not apply to Rule 6.03 of this Ordinance.

Rule 23.10.1. - when a person applies to connect their property to a main extension previously paid for by another person as set forth above, such applicant shall pay to the District, in addition to all other charges, one-half of the actual original cost of the main extension across their street frontage, presuming they own property on one side of the street only. When such connection is made within ten years of the date of original connection of such extension to the District's system, the District shall, upon receipt of payment from such applicant, pay the amount so collected to the person who paid for the extension originally.

Rule 23.10.2. - when a person applies for an additional or enlarged lateral to property that fronts on a main extension paid for by another owner subsequent to the date the applicant's property was originally connected to the system, such applicant shall pay the District one-half of the actual original cost of such main extension across his street frontage. When such additional or enlarged service is connected within ten years of the date of original connection, the District shall, upon receipt of payment from such applicant, pay the amount so collected to the person who paid for the main extension originally.

Rule 23.11. COMPLETION OF SEWER REQUIRED - before acceptance of any sewer line by the District and prior to the admission of any wastewater into the system, the sewer line shall be tested and shall be complete in full compliance with all requirements of the accepted specifications and to the satisfaction of the Manager. Where the Applicant has applied to form an Open Space Maintenance Zone pursuant to Regulation 72 of the District's Rules and Regulations for the project, the District shall not consider acceptance of the

facilities until the title to the donated property has been transferred and all conditions of the open space maintenance plan approval have been satisfied.

Rule 23.12. ZONES OF SPECIAL BENEFIT - the Board may, by resolution form zones of special benefit where service to a specific geographic area will entail extraordinary operating or maintenance costs that benefit only those properties in that specific geographic area. The resolution establishing each such zone shall describe the extraordinary operating and maintenance requirements, establish the initial annual zone-wide extraordinary operating and maintenance costs, determine the formula for division of annual costs among the properties within the zone, establish a monthly fee for each such property and direct staff to collect fees on the consolidated utility bill. The Board may amend the requirements, costs, formula and monthly fee by subsequent resolution to reflect any changes in the zone or the costs of providing extraordinary services to the zone. Where the Board has added new territory into the Sewer Service area, all lands within each such area shall constitute a zone of special benefit and all such lands shall pay the charges and fees set forth in the resolution adopted by the Board for those lands. Applicants may execute a development agreement compatible with current state law and Board adopted policy in lieu of securing Board Acceptance of works prior to finalization of the subdivision map for the project. Where a development agreement is so executed, MCSD shall not activate sewer service to any portion of the subject property until all required improvements are installed to MCSD's satisfaction.

Rule 23.13. SEWER SERVICE AREA - the Board, by resolution, may establish the boundaries of the sewer service area. The initial resolution shall include all properties that are currently in the Sewer Collection System Assessment District administered by Humboldt County on behalf of the District.

Rule 23.14. EXPANSION OF SEWER SERVICE AREA - the Board, by resolution, may expand the boundaries of the sewer service area where the Board finds that the inclusion area is contiguous to the existing sewer service area; that the inclusion will not result in islands of un-served property; that the applicant has paid all collection system, treatment system and disposal system buy in capacity charges and that the inclusion area is inside the District. Said resolution shall also establish one or more zones of special benefit. Where the area proposed for inclusion requires formation of one or more assessment districts to fund construction of sewer improvements, such assessment districts shall be formed prior to amendment of the sewer service area. The collection, treatment and disposal system buy in capacity charges shall be calculated by computing the existing sewer flow from the property and multiplying that flow times the then current annual buy in charge as set forth in a resolution to be adopted by the Board.

Rule 23.15. APPLICATION TO INCLUDE LANDS INTO SEWER SERVICE AREA -any land owner may apply to the District to include properties in Sewer Service Area by submitting the completed form provided by the District along with a processing fee of \$100.00. Said application shall include a map of the area proposed for inclusion, a legal description of the area proposed for inclusion and a report prepared by a professional engineer projecting the sewer flows resulting from full buildout of the inclusion area, and describing the collection system needed to serve inclusion area full buildout sewer flows.

Rule 23.16. PROCESS FOR CONSIDERATION OF APPLICATION TO INCLUDE LANDS IN SEWER SERVICE AREA - when the Manager receives a complete application, the Manager shall set an agenda item on a subsequent Board agenda for Board consideration of the application. The manager shall submit said application and the Engineer's report along with a staff report projecting the buy in capacity charge for the proposed area. The Board shall review the application, the engineer's report and the Manager's report to determine if an assessment district is required to fund the works required to serve the full buildout of the inclusion area.

If no assessment district is required, the Board may consider adoption of a resolution amending the sewer service area or deny the application. Each such resolution shall establish a Zone of Special Benefit and require the payment of the adopted buy in capacity charge as a condition of adding the inclusion area into the sewer service area. If an assessment district is required, the Board may opt to initiate such an assessment district or deny the application. Should the Board agree to initiate such an assessment district, the Board may require the applicant to pay all legal, engineering, environmental and funding costs associated with the formation of said assessment district.

The Board may consider adoption of a resolution amending the sewer service area only after such an assessment district has been formed. Each such resolution shall establish a Zone of Special Benefit and require the payment of the adopted buy-in capacity charge as a condition of adding the inclusion area into the sewer service area.

Rule 23.17. ADVANCE COSTS AND REFUNDS - when a person applies to connect their property to a main extension previously paid for by others, such applicant shall pay to the District, in addition to all other charges, one half of the actual original cost of the main extension across their street frontage, presuming they own property on one side of the street only. When such connection is made within ten years of the date of the original connection of such extension to the District's system, the District shall, upon receipt of payment from applicant, pay the amount so collected to the person who paid for the extension originally.

REGULATION 24 - USE OF THE PUBLIC SEWERS

Rule 24.01. PROHIBITIONS ON DISCHARGES - no User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes Pass Through or Interference. This general prohibition applies to all Users of the POTW whether or not they are subject to categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements.

No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater containing:

- (a) pollutants which cause a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21;
- (b) solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in Interference or injury to the treatment works;

- (c) pollutants which cause a danger to life or safety of personnel;
- (d) pollutants which cause a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- (e) pollutants which cause air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- (f) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- (g) pollutants which cause a the District's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation or treatment process;
- (h) pollutants which cause a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;
- (i) any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the MCDS's NPDES permit;
- (j) pollutants which cause conditions at or near the District's POTW which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- (k) pollutants which cause the District's POTW to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities;
- (l) pollutants which cause a pass through of any pollutant;
- (m) wastewater having a pH less than 6.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment;
- (n) wastewater having a temperature greater than 140 degrees F (65 degrees C), or which will inhibit biological activity in the treatment plant resulting in Interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);
- (o) more than 100 mg/l of oil or grease of animal or vegetable origin;
- (p) more than 25 mg/L Total Petroleum Hydrocarbons (TPH) as diesel, motor oil, hydraulic oil or gasoline;
- (q) petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- (r) identifiable chlorinated hydrocarbons;
- (s) trucked or hauled pollutants, except at discharge points designated by the General Manager in accordance with Rule 24.15 of this ordinance;
- (t) substances which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261;
- (u) medical Wastes, except as specifically authorized by the General Manager in an individual wastewater discharge permit, or a general permit.
- (v) any detectable concentration of 4, 4-DDT.

Rule 24.02. PROHIBITIONS ON STORM DRAINAGE AND GROUND WATER - storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer.

Rule 24.03. PROHIBITIONS ON UNPOLLUTED WATER - unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community sewer.

Rule 24.04. LIMITATIONS ON RADIOACTIVE WASTES - no person shall discharge or cause to be discharged, any radioactive waste into a community sewer except;

- (a) when the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- (b) when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and
- (c) when the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

Rule 24.05. LIMITATIONS ON THE USE OF GARBAGE GRINDERS - waste from garbage grinders shall not be discharged by any nondomestic users into the community sewer.

Rule 24.06. LIMITATIONS ON POINT OF DISCHARGE - no person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless he has been issued a permit by the District. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District.

Rule 24.07. HOLDING TANK WASTE - no person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the District. Unless otherwise allowed under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District. An exception to the above is that no permit will be required for discharge of domestic wastes from recreational vehicles holding tanks provided that such discharges are made into a District approved facility designed to receive such wastes.

Rule 24.08. NATIONAL CATEGORICAL PRETREATMENT STANDARDS - users must comply with the categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471.

- (a) When wastewater subject to a categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the General Manager may impose an alternate limit in accordance with 40 CFR 403.6(e).
- (b) A CIU may obtain a net/gross adjustment to a categorical Pretreatment Standard in accordance with the following paragraphs of this Section. [Note: See 40 CFR 403.15]
 - i. Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the Industrial User's intake water in accordance with this Section. Any Industrial User wishing to obtain credit for intake pollutants must make application to the MCSD. Upon request of the Industrial User, the applicable Standard will be calculated on a "net" basis (i.e., adjusted to reflect credit for pollutants in the intake water) if the requirements of paragraphs a) through d) of this Section are met.
 - a) Criteria
 - 1) Either 1- The applicable categorical Pretreatment Standards contained in 40 CFR subchapter N specifically provide that they shall be applied on a net basis; or 2- The Industrial User demonstrates that the control system it proposes or uses to meet applicable categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the intake waters.
 - 2) Credit for generic pollutants such as biochemical oxygen demand (BOD), total suspended solids (TSS), and oil and grease should not be granted unless the Industrial User demonstrates that the constituents of the generic measure in the User's effluent are substantially similar to the constituents of the generic measure in the intake water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.
 - 3) Credit shall be granted only to the extent necessary to meet the applicable categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with Standard(s) adjusted under this Section.
 - 4) Credit shall be granted only if the User demonstrates that the intake water is drawn from the same body of water as that into which the POTW discharges. The MCSD may waive this requirement if it finds that no environmental degradation will result.

Rule 24.09. LIMITATIONS ON WASTEWATER STRENGTH (LOCAL LIMITS).

Rule 24.09.01. - the General Manager is authorized to establish Local Limits pursuant to 40 CFR 403.5(c). The following pollutant limits are established to protect against Pass Through and Interference. No person shall discharge wastewater containing in excess of the following concentrations:

POLLUTANT	DAILY MAXIMUM LIMIT (mg/L)
Copper	0.1300
Lead	0.0055
Molybdenum	0.0047
Nickel	0.0052
Zinc	0.135
bis(2-ethylhexyl) phthalate	0.0235
Oil and Grease (petroleum and vegetable)	100
BOD	354

- (a) The above limits apply at the point where the wastewater is discharged to the POTW and apply to instantaneous maximum concentrations. All concentrations for metallic substances are for total metal unless indicated otherwise. The General Manager may impose mass limitations in addition to the concentration-based limitations above.
- (b) **Analytical Requirements.** All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the General Manager or other parties approved by EPA.
- (c) **BMPs.** The General Manager may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits, or general permits, to implement Local Limits and the requirements of Rule 24.
- (d) **Right of Revision.** The MCSD reserves the right to establish, by ordinance or in individual wastewater discharge permits or in general permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.
- (e) **Dilution.** No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The General Manager may impose mass limitations on Users who are using dilution to meet applicable Pretreatment Standards or Requirements or in other cases when the imposition of mass limitations is appropriate.

Rule 24.09.02 - the General Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on wastewater strength in Rule 24 of this Ordinance may be supplemented with more stringent limitations provided:

- (a) If the District determines that the limitations in Rule 24 may not be sufficient to protect the operation of the District's treatment works, or
- (b) If the Authority determines that the limitations in Rule 24 may not be sufficient to enable the District's POTW to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

Rule 24.10. DISPOSAL OF UNACCEPTABLE WASTE - waste not permitted to be discharged into the community sewer must be transported to a State approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within 30 days to the District by the discharger.

Rule 24.11. INTERCEPTORS REQUIRED - grease, oil and sand interceptors shall be provided when, in the opinion of the Manager, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the Manager and shall be so located as to be readily and easily accessible for cleaning and inspection. All such grease, oil and sand interceptors shall be maintained by the Owner, at their expense, in continuous efficient operation at all times.

Rule 24.11.01. GREASE INTERCEPTORS/TRAPS - establishments serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, Auto Wash Racks, etc. are grouped into the following major categories:

- (a) **INDUSTRIAL**-commercial facilities as defined in sections 709 and 710 of the Uniform Plumbing Code, and those facilities designated by the General Manager.
- (b) **HIGH VOLUME**-full menu types establishments operating over 16 hours per day and/or serving 500 or more meals per day.
- (c) **MEDIUM VOLUME**-full menu or specialty menu type establishments serving full meals 8 to 16 hours per day, and/or 100 to 400 meals per day.
- (d) **SMALL VOLUME**-fast foot, take out or specialty type food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

Rule 24.11.02. GREASE INTERCEPTORS - industrial facilities, High Volume and Medium Volume food establishments as defined in Section 709 are required to install a grease interceptor. The size, type and location of each grease interceptor shall be approved by the General Manager or his designated representative. Waste in excess of 140°F (60°C) shall not be discharged into a grease interceptor. Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the owner, in accordance with the design previously approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the Uniform Plumbing Code Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term 'fixture' shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or public or private sewer.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks as described in Section 1119 of the Uniform Plumbing Code.

The cover for grease interceptors shall be one-half inch (1/2") steel plate reinforced as required by the General Manager, said reinforcing to depend upon the load to be imposed on the plate. Except as otherwise provided, the cover shall be gas-tight on all interceptors and the waste shall enter the interceptor through the inlet pipe only. Interceptors shall be so designed that they will not become air bound if closed covers are used. Each interceptor shall be properly vented, Sec 708(d) UPC.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by a District Inspector. Grade rings may be used to establish final grade and shall be installed using Ram-Nek and Ram-Nek primer, and inspected by the District.

Rule 24.11.03. GREASE TRAPS - any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments,

ice cream or milk drive-in stations, hospitals, hotels markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment as described in Section 24.11.01 may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or his designated representative. Wastes in excess of 140° F (60°C) shall not be discharged into a grease trap.

For the purpose of this section, the term "fixture" shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute, except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50) percent greater than that given in the preceding paragraph. Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

Rule 24.11.04. TIME OF COMPLIANCE - all commercial facilities and food establishments described in Division VII shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- (a) Transfer of any ownership or interest in the commercial facility;
- (b) The issuance by the County of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than \$5,000;
- (c) The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- (d) Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

Rule 24.11.05. MONITORING AND REPORTING - all establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property owner and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property owner or proprietor shall send a copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. The Proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

Rule 24.12. PRELIMINARY TREATMENT OF WASTES - users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Rule 24 of this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to District under the provisions of this ordinance.

Rule 24.13. MAINTENANCE OF PRETREATMENT FACILITIES - users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Rule 24 of this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed.

The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the MCSD under the provisions of this ordinance.

Rule 24.14. AVAILABILITY OF DISTRICT FACILITIES - if sewerage capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where wastewater of their proposed quantity and quality can be received by available sewerage facilities. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of wastewater is unacceptable in the available collection facility.

Rule 24.15. HAULED WASTEWATER -

- (a) Septic tank waste may be introduced into the POTW only at locations designated by the General Manager, and at such times as are established by the General Manager. Such waste shall not violate Rule 24 of this ordinance or any other requirements established by the MCSD. The General Manager may require septic tank waste haulers to obtain individual wastewater discharge permits or general permits.
- (b) The General Manager may require haulers of industrial waste to obtain individual wastewater discharge permits or general permits. The General Manager may require generators of hauled industrial waste to obtain individual wastewater discharge permits or general permits. The General Manager also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this ordinance.
- (c) Industrial waste haulers may discharge loads only at locations designated by the General Manager. No load may be discharged without prior consent of the General Manager. The General Manager may collect samples of each hauled load to ensure compliance with applicable Standards. The General Manager may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.
- (d) Industrial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

Rule 24.16. ADDITIONAL PRETREATMENT MEASURES -

- (a) Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with the MCSD's Oil and Grease Management ordinance Rule 24.11 and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with the MCSD's Oil and Grease Management ordinance Rule 24.11 by the User at their expense.

Rule 24.17. ACCIDENTAL DISCHARGE/SLUG CONTROL PLANS - the General Manager may require any industrial user to develop and implement an accidental discharge/slug control plan. At least once every two years the General Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge/slug control plan shall submit a plan which provides, at a minimum, the following:

- (a) Description of discharge practices, including non-routine batch discharges;
- (b) Description of stored chemicals;
- (c) Procedures for immediately notifying the General Manager of any accidental or Slug Discharge, as required by Rule 26.07 of this ordinance; and
- (d) Procedures to prevent adverse impact from any accidental or Slug Discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

REGULATION 25 - WASTEWATER VOLUME DETERMINATION

Rule 25.01. METERED WATER SUPPLY - when charges and fees are based upon water usage, such charges and fees shall be applied against the total amount of water used from all sources unless, in the opinion of the District, significant portions of water received are not discharged into a community sewer. The total amount of water used from public and private sources will be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the District.

Rule 25.02. METERED WASTEWATER VOLUME AND METERED DIVERSIONS - when charges and fees are based upon water usage and where, in the opinion of the District, a significant portion of the water received from any metered source does not flow into the community sewer because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community sewer. Written notification and proof of the diversion of water must be provided by the user, and approved by the District, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. The user may install a meter of a type and at a location approved by the District and at the user's expense. Such meters shall measure either the amount of wastewater discharged or the amount of water diverted. Such meters shall be maintained at the expense of the user and be tested for accuracy at the expense of the user when deemed necessary by the Manager.

Wastewater meters and vaults shall be approved by the District. They must be accurate, trouble free and allow easy access at any time, by District personnel for inspection, measurement or waste character and strength.

Rule 25.03. ESTIMATED WASTEWATER VOLUME.

Rule 25.03.1. - for users where, in the opinion of the District, it is unnecessary or impractical to install meters the charges and fees may be based upon an estimate of the volume to be discharged, prepared by the District. A rational method will be used to estimate the quantity of wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such determinations of water use necessary to estimate the wastewater volume discharged.

Rule 25.03.2. - for users who, in the opinion of the District, divert a significant portion of their flow from a community sewer, the charges and fees may be based upon an estimate of the flow and volume to be discharged, prepared by the user and approved by the District provided the user obtains a Wastewater Discharge Permit and pays the applicable charges and fees. The estimate must include the method and calculations used to determine the wastewater volume and may consider such factors as the number of fixtures, seating capacity, population equivalents, annual production of goods and services, or such other determinations of water use necessary to estimate the wastewater volume discharged.

REGULATION 26 - REPORT, WASTEWATER DISCHARGE PERMITS, AND ADMINISTRATION

Rule 26.01. DISCHARGE REPORTS - the District may require that any person discharging or proposing to discharge wastewater into a community sewer file a periodic Discharge Report. The Discharge Report may include, but not be limited to, nature of process, volume, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the District may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports and other reports contained in Rule 26.02 through 26.10.

Rule 26.02. BASELINE MONITORING REPORTS -

- (a) Within either one hundred eighty (180) days after the effective date of a categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing Categorical Industrial Users currently discharging to or scheduled to discharge to the POTW shall submit to the General Manager a report which contains the information listed in paragraph (b), below. At least ninety (90) days prior to commencement of their discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit to the General Manager a report which contains the information listed in paragraph (b), below. A New Source shall report the method of pretreatment it intends to use to meet applicable categorical Standards. A New Source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.

- (b) Users described above shall submit the information set forth below.
- i. All information required in Rule 26.11.02(a), Rule 26.11.02 (g), Rule 26.11.02 (k), and Rule 26.11.02 (l).
 - ii. Measurement of pollutants.
 - a) The User shall provide the information required in Rule 26.11.02 (m) (i) through (v).
 - b) The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.
 - c) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the Control Authority;
 - d) Sampling and analysis shall be performed in accordance with Rule 24.09.01 (b) and Rule 26.10.03;
 - e) The General Manager may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
 - f) The baseline report shall indicate the time, method, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant Discharges to the POTW.
- (c) **Compliance Certification.** A statement, reviewed by the User's Authorized Representative as defined in Section 1 and certified by a qualified professional, indicating whether Pretreatment Standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.
- (d) **Compliance Schedule.** If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this Section must meet the requirements set out in Rule 26.03 of this ordinance.
- (e) **Signature and Report Certification.** All baseline monitoring reports must be certified in accordance with Rule 26.10.02 (a) of this ordinance and signed by an Authorized Representative as defined in Section 1.

Rule 26.03. COMPLIANCE SCHEDULE PROGRESS REPORTS - the following conditions shall apply to the compliance schedule required by Rule 26.02 (d) of this ordinance:

- (a) The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- (b) No increment referred to above shall exceed nine (9) months; and
- (c) The User shall submit a progress report to the General Manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
- (d) In no event shall more than nine (9) months elapse between such progress reports to the General Manager.

Rule 26.04. REPORTS ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE - within ninety (90) days following the date for final compliance with applicable categorical Pretreatment Standards, or in the case of a New Source following commencement of the introduction of wastewater into the POTW, any User subject to such Pretreatment Standards and Requirements shall submit to the General Manager a report containing the information described in Rule 26.11.02(l) and Rule 26.11.02(m) and Rule 26.02 (b)(ii) of this ordinance. All compliance reports must be signed and certified in accordance with Rule 26.10.02(a) of this ordinance. All sampling will be done in conformance with Rule 26.10.03.

Rule 26.05. PERIODIC COMPLIANCE REPORTS -

- (a) Any Significant Industrial User subject to a pretreatment standard must, at a frequency determined by the General Manager, submit no less than twice per year (June and December) reports indicating the nature, concentration of pollutants in the discharge which are limited by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a Best Management Practice (BMP) or pollution prevention alternative, the User must submit documentation required by the General Manager or the Pretreatment Standard necessary to determine the compliance status of the User. All periodic compliance reports must be signed and certified in accordance with Rule 26.10.02 (a) of this ordinance.
- (b) All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.

Rule 26.06. REPORTS OF CHANGED CONDITIONS - each User must notify the General Manager of any significant changes to the User's operations or system which might alter the nature, quality, or volume of its wastewater at least (45) days before the change.

- (a) The General Manager may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Rule 26.11.02 of this ordinance.
- (b) The General Manager may issue an individual wastewater discharge permit or a general permit under Rule 26.11.09 of this ordinance or modify an existing wastewater discharge permit or a general permit under Rule 26.11.07 of this ordinance in response to changed conditions or anticipated changed conditions.

Rule 26.07. REPORTS OF POTENTIAL PROBLEMS -

- (a) In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a Slug Discharge or Slug Load, that might cause potential problems for the POTW, the User shall immediately telephone and notify the General Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.
- (b) Within five (5) days following such discharge, the User shall, unless waived by the General Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
- (c) A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
- (d) Significant Industrial Users are required to notify the General Manager immediately of any changes at its facility affecting the potential for a Slug Discharge.

Rule 26.08. NOTICE OF VIOLATION/REPEAT SAMPLING AND REPORTING - if sampling performed by a User indicates a violation, the User must notify the General Manager within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the General Manager within thirty (30) days after becoming aware of the violation. Re-sampling by the Industrial User is not required if the MCSD performs sampling at the User's facility at least once a month, or if the MCSD performs sampling at the User between the time when the initial sampling was conducted and the time when the User or the MCSD receives the results of this sampling, or if the MCSD has performed the sampling and analysis in lieu of the Industrial User.

Rule 26.09. NOTIFICATION OF THE DISCHARGE OF HAZARDOUS WASTE -

- (a) Any User who accidentally discharges hazardous waste shall notify the General Manager, the EPA Regional Waste Management Division Director, and State hazardous waste authorities, in writing, of any discharge into the General Manager of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Discharge of hazardous waste is prohibited under Rule **24.01 (t)** of this ordinance.

Rule 26.10. OTHER REPORTING REQUIREMENTS -

- (a) All periodic compliance reports must be signed and certified in accordance with Rule 26.10.02 (a) of this ordinance.
- (b) If a User subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the General Manager, using the procedures prescribed in Rule 26.10.03 of this ordinance, the results of this monitoring shall be included in the report.

Rule 26.10.01. RECORDKEEPING - users subject to the reporting requirements of this ordinance shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this ordinance, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with Best Management Practices established under Rule 24.09.01 (c). Records shall include the date, exact place, method, and time of sampling, and the name of the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the User or the MCSD, or where the User has been specifically notified of a longer retention period by the General Manager.

Rule 26.10.02. CERTIFICATION STATEMENTS -

- (a) **CERTIFICATION OF PERMIT APPLICATIONS, USER REPORTS** — The following certification statement is required to be signed and submitted by Users submitting permit applications in accordance with Rule 26.11.03; Users submitting baseline monitoring reports under Rule 26.02 (e) [Note: See 40 CFR 403.12 (l)]; Users submitting reports on compliance with the categorical Pretreatment Standard deadlines under Rule 26.04 [Note: See 40 CFR 403.12(d)]; and Users submitting periodic compliance reports required by Rule 26.05. The following certification statement must be signed by an Authorized Representative as defined in Section 1:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(b) **ANNUAL CERTIFICATION FOR NON-SIGNIFICANT CATEGORICAL INDUSTRIAL USERS**—A facility determined to be a Non-Significant Categorical Industrial User (defined in Rule 1) by the General Manager pursuant Rule 26.11.03 (c) [Note: See 40 CFR 403.3(v)(2)] must annually submit the following certification statement signed in accordance with the signatory requirements of authorized or duly authorized representative (defined in Rule 1) [Note: See 40 CFR 403.120(l)]. This certification must accompany an alternative report required by the General Manager.

Based on my inquiry of the person or persons directly responsible for managing compliance with the categorical Pretreatment Standards under 40 CFR ___, I certify that, to the best of my knowledge and belief that during the period from _____, _____ to _____, _____ [months, days, year]:

1) The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Rule 1.64 (c); [Note: See 40 CFR 403.3(v)(2)]

(2) The facility complied with all applicable Pretreatment Standards and during this reporting period; and (c) the facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period. This compliance certification is based on the following information.

Rule 26.10.03. SAMPLE COLLECTION - samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

(a) Except as indicated in Section (b) and (c) below, the User must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the General Manager. Where time-proportional composite sampling or grab sampling is authorized by the MCSD, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the MCSD, as appropriate. In addition, grab samples may be required to show compliance with Instantaneous Limits.

(b) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

- (c) For sampling required in support of baseline monitoring and 90-day compliance reports required in Rule 26.02 and Rule 26.04 [40 CFR 403.12(b) and (d)], a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the General Manager may authorize a lower minimum. For the reports required by Rule 26.05 (40 CFR 403.12(e) and 403.12(h)), the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance by with applicable Pretreatment Standards and Requirements.

Rule 26.11. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMITS

Rule 26.11.01. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMIT REQUIREMENT - no Significant Industrial User shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or a general permit from the General Manager, except that a Significant Industrial User that has filed a timely application pursuant to Rule 26.11.01(a) of this ordinance may continue to discharge for the time period specified therein.

The General Manager may require other Users to obtain individual wastewater discharge permits or general permits as necessary to carry out the purposes of this ordinance.

Any violation of the terms and conditions of an individual wastewater discharge permit or a general permit shall be deemed a violation of this ordinance and subjects the wastewater discharge permittee to the sanctions set out in Rule 29 and 30 of this ordinance. Obtaining an individual wastewater discharge permit or a general permit does not relieve a permittee of its obligation to comply with all Federal and State Pretreatment Standards or Requirements or with any other requirements of Federal, State, and local law.

A Zero Discharge Permit may be issued to industrial users generating process wastewaters who would normally be subject to either Rule 26 of this ordinance or subject to Categorical Pretreatment Standards under 40 CFR Section 403.6 and 40CFR Chapter I, Subpart N but are not discharging said wastestream(s) to the system. Zero Discharge Permit holders are subject to all applicable regulations under local, state, or federal laws. Pursuant to Rule 24 of this ordinance, a statement of zero discharge must be submitted to the District annually.

- (a) **Individual Wastewater Discharge and General Permitting: Existing Connections.** Any User required to obtain an individual wastewater discharge permit or a general permit who was discharging wastewater into the POTW prior to the effective date of this ordinance and who wishes to continue such discharges in the future, shall, within (45) days after said date, apply to the General Manager for an individual wastewater discharge permit or a general permit in accordance with Rule 26.11.02 of this ordinance, and shall not cause or allow discharges to the POTW to continue after (90) days of the effective date of this ordinance except in accordance with an individual wastewater discharge permit or a general permit issued by the General Manager.

(b) Individual Wastewater Discharge and General Permitting: New Connections.

Any User required to obtain an individual wastewater discharge permit or a general permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual wastewater discharge permit or general permit, in accordance with Rule 26.11.02 of this ordinance, must be filed at least (45) days prior to the date upon which any discharge will begin or recommence.

Rule 26.11.02. PERMIT APPLICATION CONTENTS - applicants for an Individual or General Wastewater Discharge Permit shall complete an application, in the form prescribed by the District. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- (a) The name and address of the facility, including the name of the operator and owner, and the SIC code.;
- (b) Volume of wastewater to be discharged;
- (c) Wastewater constituents and characteristics including but not limited to those mentioned in Rules 24 as determined by a laboratory approved by the District;
- (d) Time and duration of discharge;
- (e) Average and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- (f) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation;
- (g) A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such User. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes and types of materials which are or could be discharged;
- (h) Each product produced by type, amount, and rate of production;
- (i) Number and type of employees, and hours of work;
- (j) Any other information as may be deemed by the District to be necessary to evaluate the permit application.
- (k) **Environmental Permits.** A list of any environmental control permits held by or for the facility.
- (l) **Flow Measurement.** Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in Rule 24.08 (a) (40 CFR 403.6(e)).
- (m) **Measurement of Pollutants.**
 - i. The categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
 - ii. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by the General Manager, of regulated pollutants in the discharge from each regulated process.
 - iii. Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.

- iv. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Rule 24.09.01 (b) of this ordinance. Where the Standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the General Manager or the applicable Standards to determine compliance with the Standard.
- v. Sampling must be performed in accordance with procedures set out in Section Rule 26.10.03 of this ordinance.

Rule 26.11.03. APPLICATION SIGNATORIES AND CERTIFICATIONS -

- (a) All wastewater discharge permit applications, User reports and certification statements must be signed by an Authorized Representative of the User and contain the certification statement in Rule 26.10.02(a).
- (b) If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this Section must be submitted to the General Manager prior to or together with any reports to be signed by an Authorized Representative.
- (c) A facility determined to be a Non-Significant Categorical Industrial User (defined in Rule 1 under Significant Categorical Industrial User) by the General Manager must annually submit the signed certification statement in Rule 26.10.02(b) [Note: See 40 CFR 403.3(v)(2)]

Rule 26.11.04. PERMIT ISSUANCE PROCESS -

The General Manager will evaluate the data furnished by the User in Rule 26.11.02 and may require additional information. Within (45) days of receipt of a complete permit application, including additional information requested, the General Manager will determine whether or not to issue an individual wastewater discharge permit or a general permit. If no determination is made within the time period, the application will be deemed denied. The General Manager may deny any application for an individual wastewater discharge permit or a general permit.

Rule 26.11.05. WASTEWATER DISCHARGE PERMITTING: GENERAL PERMIT -

- (a) At the discretion of the General Manager, the General Manager may use general permits to control SIU discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:
 - i. Involve the same or substantially similar types of operations;
 - ii. Discharge the same types of wastes;
 - iii. Require the same effluent limitations;
 - iv. Require the same or similar monitoring; and
 - v. In the opinion of the General Manager, are more appropriately controlled under a general permit than under individual wastewater discharge permits.
- (b) To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit.

- (c) The General Manager will retain a copy of the general permit, documentation to support the POTW's determination that a specific SIU meets the criteria in Rule 26.11.06 (a) (i) through (v) and applicable State regulations, and a copy of the User's written request for coverage for three (3) years after the expiration of the general permit. [Note: See 40 CFR 403.8(f)(1)(iii)(A)(1) through (5).]
- (d) The General Manager may not control an SIU through a general permit where the facility is subject to production-based categorical Pretreatment Standards or categorical Pretreatment Standards expressed as mass of pollutant discharged per day or for IUs whose limits are based on the Combined Wastestream Formula Rule 24.08 (a) or Net/Gross calculations Rule 24.08 (b). [Note: See 40 CFR 403.6(e) and 40 CFR 403.15]

Rule 26.11.06. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMIT CONTENTS - an individual wastewater discharge permit or a general permit shall include such conditions as are deemed reasonably necessary by the General Manager to prevent Pass Through or Interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- (a) Individual wastewater discharge permits and general permits must contain:
 - i. A statement that indicates the wastewater discharge permit issuance date, expiration date and effective date;
 - ii. A statement that the wastewater discharge permit is nontransferable in accordance with Rule 26.11.11 of this ordinance;
 - iii. Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
 - iv. Self monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law.
 - v. A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
 - vi. Requirements to control Slug Discharge, if determined by the General Manager to be necessary.
- (b) Individual wastewater discharge permits and general permits may contain:
 - i. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
 - ii. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
 - iii. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or non-routine discharges;

- iv. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
- v. The unit charge or schedule of User charges and fees for the management of the wastewater discharged to the POTW;
- vi. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
- vii. A statement that compliance with the individual wastewater discharge permit or the general permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the individual wastewater discharge permit or the general permit; and
- viii. Other conditions as deemed appropriate by the General Manager to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.

Rule 26.11.07. PERMIT MODIFICATION -

- (a) The General Manager may modify an individual wastewater discharge permit for good cause, including, but not limited to, the following reasons:
 - i. To incorporate any new or revised Federal, State, or local Pretreatment Standards or Requirements;
 - ii. To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of the individual wastewater discharge permit issuance;
 - iii. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 - iv. Information indicating that the permitted discharge poses a threat to the MCS D's POTW, MCS D personnel, or the receiving waters;
 - v. Violation of any terms or conditions of the individual wastewater discharge permit;
 - vi. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
 - vii. Revision of or a grant of variance from categorical Pretreatment Standards pursuant to 40 CFR 403.13; or
 - viii. To correct typographical or other errors in the individual wastewater discharge permit.
- (b) The General Manager may modify a general permit for good cause, including, but not limited to, the following reasons:
 - i. To incorporate any new or revised Federal, State, or local Pretreatment Standards or Requirements;
 - ii. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 - iii. To correct typographical or other errors in the individual wastewater discharge permit.

Rule 26.11.08. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMIT REVOCATION - the General Manager may revoke an individual wastewater

discharge permit or coverage under a general permit for good cause, including, but not limited to, the following reasons:

- (a) Failure to notify the General Manager of significant changes to the wastewater prior to the changed discharge;
- (b) Failure to provide prior notification to the General Manager of changed conditions pursuant to Rule 26.06 of this ordinance;
- (c) Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- (d) Falsifying self-monitoring reports and certification statements;
- (e) Tampering with monitoring equipment;
- (f) Refusing to allow the General Manager timely access to the facility premises and records;
- (g) Failure to meet effluent limitations;
- (h) Failure to pay fines;
- (i) Failure to pay sewer charges;
- (j) Failure to meet compliance schedules;
- (k) Failure to complete a wastewater survey or the wastewater discharge permit application;
- (l) Violation of any Pretreatment Standard or Requirement, or any terms of the wastewater discharge permit or the general permit or this ordinance.

Individual wastewater discharge permits or coverage under general permits shall be voidable upon cessation of operations or transfer of business ownership. All individual wastewater discharge permits or general permits issued to a User are void upon the issuance of a new individual wastewater discharge permit or a general permit to that User.

Rule 26.11.09. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMIT REISSUANCE - a User with an expiring individual wastewater discharge permit or general permit shall apply for individual wastewater discharge permit or general permit reissuance by submitting a complete permit application, in accordance with Rule 26.11.02 of this ordinance, a minimum of (45) days prior to the expiration of the User's existing individual wastewater discharge permit or general permit.

Rule 26.11.10. INDIVIDUAL WASTEWATER DISCHARGE PERMIT AND GENERAL PERMIT DURATION - permit Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. Each individual wastewater discharge permit or a general permit will indicate a specific date upon which it will expire. The terms and conditions of the Permit may be subject to modification and change by the District during the life of the Permit as limitations or requirements as identified in Rule 24 are modified and changed. The user shall be informed of any proposed changes in his Permit at least (30) days prior to the effective date of change. Any changes or new conditions in the Permit shall include a reasonable time schedule for compliance. Any user proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system shall notify the District at least forty-five (45) days prior to the proposed change or connection.

Rule 26.11.11. - wastewater Discharge Permits are issued to a specific user for a specific operation. Wastewater Discharge Permits shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation.

Rule 26.12. MONITORING FACILITIES - users who propose to discharge, or who in the judgment of the District could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise will be required to install a monitoring facility. When more than one user can discharge into a common building sewer, the District may require installation of a separate monitoring facility for each user. Also when, in the judgment of the District, there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, the District may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of the facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by the district, it shall be provided, installed and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. The District may, however, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area, with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for the District personnel, such as a gate secured with a District lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

When constructed on public or private property, the monitoring facilities shall be constructed in accordance with the District's requirements and all applicable local agency construction standards and specifications.

When, in the judgment of the District, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within (90) days following written notification unless a time extension is otherwise granted by the District.

All industries discharging into a public sewer shall perform such monitoring of their discharges as the District and/or other duly authorized employees of the District may reasonably require, including installation, use, and maintenance of monitoring equipment and records to the District. Such records shall be made available upon request by the District and to other Agencies having jurisdiction over discharges to the receiving waters.

Rule 26.13. INSPECTION AND SAMPLING - the District may inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in

the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purposes of performing their specific responsibilities.

Rule 26.14. PRETREATMENT -users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pre-treat wastewater to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be approved by the District before construction of the facility. The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent complying with the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by the District.

Rule 26.15. PROTECTION FROM ACCIDENTAL DISCHARGE - each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be approved by the District before construction of the facility.

The review and approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

Rule 26.16. CONFIDENTIAL INFORMATION - all information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or any other governmental agency without restrictions unless the user specifically requests and is able to demonstrate, to the satisfaction of the District, that the release of such information would divulge information, processes or methods which would be detrimental to the user's competitive position.

When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available to governmental agencies for use in making studies; provided, however, that such portions of a report shall be available for use by the state or any state agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the District as confidential shall not be transmitted to any governmental agency or to the general public by the District until and unless prior and adequate notification is given to the user.

Rule 26.17. SPECIAL AGREEMENT - special agreements and arrangements between the District and any persons or agencies may be established when, in the opinion of the District, unusual or extraordinary circumstances compel special terms and conditions.

Rule 26.18. PUBLICATION OF INDUSTRIAL USERS IN SIGNIFICANT NONCOMPLIANCE - the General Manager shall publish annually, in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the MCSD, a list of the Significant Industrial Users which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards and Requirements. The term Significant Noncompliance shall be applicable to all Significant Industrial Users (or any other Industrial User that violates paragraphs (c), (d) or (h) of this Section) and shall mean:

- (a) Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all the measurements taken for the same pollutant parameter taken during a six- (6-) month period exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including Instantaneous Limits as defined in Rule 24; [see 40 CFR 403.3(l)]
- (b) Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six- (6-) month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Rule 24 multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
- (c) Any other violation of a Pretreatment Standard or Requirement as defined by Rule 24 (Daily Maximum, long-term average, Instantaneous Limit, or narrative standard) that the General Manager determines has caused, alone or in combination with other discharges, Interference or Pass Through, including endangering the health of POTW personnel or the general public;
- (d) Any discharge of a pollutant that has caused imminent endangerment to the public or the environment, or has resulted in the General Manager's exercise of its emergency authority to halt or prevent such a discharge;
- (e) Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge permit or a general permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- (f) Failure to provide within forty-five (45) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- (g) Failure to accurately report noncompliance; or
- (h) Any other violation(s), which may include a violation of Best Management Practices, which the General Manager determines will adversely affect the operation or implementation of the local pretreatment program.

REGULATION 27 - WASTEWATER CHARGES AND FEES

Rule 27.01. CLASSIFICATION OF USERS - all users are to be classified either by assigning each one to a "user classification" category according to the principal activity conducted on the user's premises, by individual user analysis, or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of wastewater discharges based on wastewater constituents and characteristics to provide an effective means of source control, and to establish a system of charges and fees which will insure an equitable recovery of the District's cost.

Rule 27.02. TYPES OF CHARGES AND FEES - the charges and fees established in the District's schedules of charges and fees, may include, but not be limited to:

- (a) user classification charges;
- (b) fees for monitoring;
- (c) fees for permit applications;
- (d) appeal fees;
- (e) connection fees or assessments;
- (f) service charges;
- (g) penalties or special cost recovery charges;
- (h) charges and fees based on wastewater constituents flows and characteristics to include industrial cost recovery provisions of the Federal Act;

Rule 27.03. BASIS FOR DETERMINATION OF CHARGES - charges and fees established for each user or user classification, including permit users, shall be based on measured or estimated constituents and characteristics of the wastewater discharge of each user or user classification, which may include, but not be limited to, BOD, COD, SS, oil and grease, chlorine demand, volume, and rate of flow.

Unless otherwise specified, the charges and fees for each user or user classification shall be computed on the basis of the characteristics of wastewater from a domestic premise and relative difficulty to transport and treat.

Rule 27.04. SEWER CHARGE - the monthly charge for sewer service shall be calculated by adding a fixed charge per bill (or per dwelling unit for residential customers) to a variable charge per HCF of water consumed. No residential customer shall be charged for in excess of 12 HCF of water consumption in a month, regardless of the actual amount of water consumed. The rates shall be as follows:

Description					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Monthly Base Charge					
All Customers	\$ 35.69	\$ 37.12	\$ 38.98	\$ 40.93	\$ 42.98
Volumetric per 100 CF					
Two Sewer Units/commercial	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Apartment/ Multi Unit (ea)	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Bakery	\$ 4.25	\$ 4.42	\$ 4.64	\$ 4.87	\$ 5.11
Barber/Beauty Shop	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Car Wash	\$ 2.91	\$ 0.75	\$ 0.78	\$ 0.82	\$ 0.86
Church & Residences	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Churches	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Coast Guard Station/Airport	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Dialysis Clinic	\$ 3.08	\$ 3.20	\$ 3.36	\$ 3.52	\$ 3.70
Fire Station/School	\$ 2.97	\$ 2.21	\$ 2.32	\$ 2.43	\$ 2.56
Gas Stations (no Market)	\$ 3.19	\$ 3.22	\$ 3.38	\$ 3.54	\$ 3.72
Laundromats	\$ 3.00	\$ 2.57	\$ 2.69	\$ 2.83	\$ 2.97
Market	\$ 4.26	\$ 4.43	\$ 4.64	\$ 4.88	\$ 5.12
Metered Septage Vault	\$ 3.55	\$ 3.64	\$ 3.82	\$ 4.01	\$ 4.21
Mobile Homes (ea)	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Motels/Hotels	\$ 3.79	\$ 3.94	\$ 4.13	\$ 4.34	\$ 4.56
Office Building/Post Office	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Restaurant/Tavern	\$ 4.25	\$ 4.42	\$ 4.64	\$ 4.87	\$ 5.11
Retail/Banks/Theater/Other	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Round Table/Market	\$ 4.03	\$ 4.18	\$ 4.39	\$ 4.60	\$ W4.84
Sewer Only Accounts	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Units - Commercial	\$ 3.19	\$ 3.22	\$ 3.38	\$ 3.54	\$ 3.72
Singl Family Residential	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Two Sewer Units/Business	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Two Sewer Units/Daycare	\$ 3.13	\$ 3.25	\$ 3.41	\$ 3.58	\$ 3.76
Brewery	\$ 11.20	\$ 11.63	\$ 12.20	\$ 12.81	\$ 13.45

“SEWER CHARGE REVENUES SHALL BE USED TO FUND COSTS OF PROVIDING SEWER SERVICE AND FOR NO OTHER PURPOSE”.

Rule 27.05. EXTRAORDINARY CHARGES - the Board of Directors reserves the right to set special sewer service charges where, in the opinion of the Manager, a waste discharge strength and loading does not fit into existing rate schedules.

Rule 27.06. RELIEF FROM UNJUST RATES - the owner or occupants of any premises who by reason of special circumstances finds that the foregoing rates are unjust or inequitable as applied to their premises, may make written application to the Board, stating

the circumstances and requesting a different basis of charges for sewer services to their premises. If such application be approved, the board may by resolution fix and establish fair and equitable rates for such premises to be effective as of the date of such application and continuing during the period of such special circumstances. The Board may on its own motion find that by reason of special circumstances the foregoing rates are unjust and inequitable as applied to particular premises and may by resolution fix and establish fair and equitable rates for such premises during the period of such special circumstances, or any part thereof.

Rule 27.07. WAIVER OF SEWER SERVICE CHARGES - if a living unit is to be totally unoccupied for a minimum period of thirty (30) days and water service is terminated; the sewer charge may be waived for that living unit for such period if the Manager determines that the sewer will not be used for such period. Waiver of sewer charges for sewer-only accounts requires that the account be placed in the name of the property owner. Future connections of sewer only customers may not be in the name of a property renter. Additional sewer units on the same meter can be eligible for a waiver of the sewer charge if the unit(s) is vacant for a minimum of 30 days.

Rule 27.08. LATE NOTICE AND TERMINATION NOTICE FEES - the District shall charge \$0.60 (sixty cents) in addition to any other charges for each notice mailed to the customer advising the customer that a payment has not been received by the District within the 15-day payment period. The District will charge \$2.50 (two dollars and fifty cents) in addition to any other charges for each notice mailed to the customer notifying the customer that service will be terminated if payment is not received.

Rule 27.09. PRETREATMENT CHARGES AND FEES - the District may adopt reasonable charges and fees for reimbursement of costs of setting up and operating the District's pretreatment program. All fees will be based on actual time and materials plus 20% for indirect costs. Charges and fees may include:

- (a) Fees for wastewater discharge permit applications including the cost of processing such applications.
- (b) Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an industrial user's discharge, and reviewing monitoring reports submitted by the users.
- (c) Fees for reviewing and responding to accidental discharge procedures and construction.
- (d) Fees for filing appeals.
- (e) Other fees as the District may deem necessary to carry out the requirements contained in this section. These fees relate solely to the matters covered by Regulation 26 and are separate from all other fees, fines, and penalties chargeable by the District.
- (f) Additional pretreatment fees for the establishment of the pretreatment program will be applied to commercial sewer users with wastewater discharge permits from 2012 through 2017 as indicated below:

Additional Pretreatment Charges 2012-2017

<u>Sewer User Classification</u>	<u>Monthly Charge</u>
Significant Industrial User	\$11.91
Other Industrial Users with Wastewater Discharge Permits	\$3.97.

The additional pretreatment charges are in addition to all other applicable sewer use charges and pretreatment fees specified in MCSD Rule 27.09 Section (a) through (e). Beginning in 2018 the additional pretreatment fees will be eliminated and the pretreatment fees specified in MCSD Rule 27.09 Section (a) through (e) will remain in force.

REGULATION 28 - BILLING AND COLLECTING

Rule 28.01. BILLING - the regular billing period will be for each calendar month, or bi-monthly, as determined by the Board.

Rule 28.02. OPENING AND CLOSING BILLS - opening and closing bills for less than the normal billing period shall be prorated on a daily use or water used basis.

Rule 28.03. BILLING TIME - bills for sewer service shall be rendered at the beginning of each billing period and are payable upon presentation, except as otherwise provided.

Rule 28.04. COLLECTION BY INTERAGENCY INTERCEPT PROGRAM - as an alternate to any of the other procedures herein provided, the District may collect unpaid user fees and charges through the State of California Interagency Intercept Program. Upon submitting an unpaid charge to the State, MCSD will also notify the customer at the last known customer address. Customers may appeal said submittal by filing an appeal as provided for in Rule 65.01.

Rule 28.05. COLLECTION BY SUIT - as an alternative to any of the other procedures herein provided, the District may collect said unpaid charges by suit, in which event it shall also have judgment for the cost of suit and reasonable attorney's fees.

Rule 28.06. OTHER UTILITY CHARGES - the District will provide for the collection of its sewer service charges with the rates for the services of the water system or other utility service furnished. The sewer service charges shall be itemized, billed upon the same bill, and collected as one item, together with and not separately from such utility service charge.

Rule 28.07. DISCONTINUING SERVICE - if all or any part of the bill on which any sewer service charge is collected is not paid, the District may discontinue its water or utility service until such bill is paid.

Rule 28.08. BILLING AND COLLECTING DELINQUENCIES ON TAX ROLL - the District may provide for the collection of all such delinquent charges that have not been paid and collected at the time of establishing its tax rate, upon the tax roll which District taxes are collected and in the same manner provided by law therefore.

Rule 28.09. OTHER REMEDIES - the District may provide otherwise for the collection of such delinquent charges. All remedies herein provided for their enforcement and collection are cumulative and may be pursued alternately or collectively as the District determines.

Rule 28.10. PROCEDURE - when the District elects to use the tax roll on which general taxes are collected for the collection of current and delinquent sewer service charges, proceedings therefore shall be had as now or hereafter provided therefore in Article 4, Chapter 6, Part 3, Division 5 of the Health and Safety Code.

Rule 28.11. ALTERNATIVE - the powers authorized by this Article shall be an alternative to all other powers of the District and an alternative to procedures adopted by the Board thereof for the collection of such charges.

Rule 28.12. REPORT - a written report shall be prepared and filed with the clerk, which shall contain a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel for the forthcoming fiscal year, computed in conformity with the charges prescribed by this Ordinance.

Rule 28.13. NOTICE - the clerk shall cause notice of the filing of the report and of the time and place of hearing thereon to be published once a week for two successive weeks prior to the date set for hearing, in a newspaper of general circulation, printed and published in the general area. Prior to such hearing for the first time, the Clerk shall mail a notice in writing of the filing of said first report proposing to have such charges for the forthcoming fiscal year collected on the tax roll and of the time and place of hearing thereon, to be mailed to each person to whom any part of parcel of real property described in the report is assessed in the last equalized assessment roll on which general taxes are collected, at the address shown on said roll or as known to the clerk.

Rule 28.14. HEARING - at the time of said hearing, the Board shall hear and consider all objections or protests, if any, to said report referred to in said notice and may continue the hearing from time to time.

Rule 28.15. FINAL DETERMINATION OF CHARGES - upon the conclusion of the hearing on the report, the board will adopt, revise, change, reduce or modify any charge or overrule any or all objections and shall make its determination upon each charge as described in said report, which determination shall be final.

Rule 28.16. FILING OF REPORT WITH COUNTY AUDITOR - on or before the 10th day of August in each year following the final determination of the board, the Clerk shall file with the Auditor a copy of said report with a statement endorsed thereon over the Clerk's signature that it has been finally adopted by the Board of the District, and the Auditor shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

Rule 28.17. PARCELS OUTSIDE THE DISTRICT - where any such parcels are outside the boundaries of the District, they shall be added to the assessment roll of the entity for the purpose of collecting such charges.

Rule 28.18. PARCELS NOT ON ROLL - if the property is not described on the roll, the Auditor shall enter the description thereon together with the amounts of the charges, as shown on the report.

Rule 28.19. LIEN - the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March of each year. The tax collector shall include the amount of the charges on bills for taxes levied against the respective lots and parcels of land.

Rule 28.20. TAX BILL - thereafter, the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same penalties for delinquency.

Rule 28.21. COLLECTION - all laws applicable to the levy, collection and enforcement of general taxes of the District, including but not limited to those pertaining to the matters of delinquency, correction, cancellation, refund and redemption, are applicable to such charges.

Rule 28.22. COMPENSATION OF COUNTY - the tax collector may, issue separate bills for such charges and separate receipts for collection on account of such charges. The county shall be compensated for services rendered in connection with the levy, collection and enforcement of such charges for the District in an amount to be fixed by agreement between the Board of Supervisors and the District. The compensation shall not exceed one percent (1%) of all money collected. The compensation shall be paid into the County fund.

Rule 28.23. USE OF REVENUES - revenues derived under this Ordinance shall be used only for the acquisition, construction, or reconstruction, maintenance and operation of sanitation or sewerage facilities of the District and to repay principal and interest on bonds issued for the construction of such sanitary or sewerage facilities and to repay federal, state, county or other loans or advances made to the District for the construction or reconstruction of sanitary or sewerage facilities; provided, however, that such revenue shall not be used for the acquisition or construction of new local street sewers or laterals, as distinguished from main trunk, interceptor and outfall sewers.

Rule 28.24. DISCONNECTION - as an alternative method of collecting such charges, the District may disconnect any premises from the water and sewer system if the user fails to pay the service charges for their premises after they shall have become delinquent. The person in charge of the sewer system shall estimate the cost of disconnection of such premises from the enterprise and the cost of reconnecting it thereto, and such user shall deposit the cost as estimated of disconnection and reconnection before such premises are reconnected to the sewer system. In the event such arrearages are paid and the premises are reconnected to the sewer system, the person in charge shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

Rule 28.25. ABATEMENT - during the period of non-connection or disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the Board shall cause proceedings to be brought for the abatement of the occupancy of said premises by the human beings. In such event, and as a condition of connection or reconnection, there shall be paid to the District reasonable attorneys' fees and costs of suit arising in said action.

Rule 28.26. SHORT-TERM PROCESSING FEE - a property owner may set up a short-term sewer account to secure District sewer service at an existing lateral for up to fifteen days by paying a non-refundable fee of \$15.00 (fifteen dollars). The property owner may extend the time period for additional fifteen days by paying an additional non-refundable fee of \$15.00 (fifteen dollars).

REGULATION 29 - ENFORCEMENT

Rule 29.01. ACCIDENTAL DISCHARGES -

Rule 29.01.1. - users shall notify the District immediately upon accidentally discharging wastes in violations of this Ordinance to enable countermeasures to be taken by the District to minimize damage to the community sewer, treatment facility, treatment processes, the receiving waters, and the public in general.

The notification shall be followed, within fifteen (15) business days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures being taken to prevent future occurrence. Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plant, or treatment process, or for any fines imposed.

Rule 29.01.2. - In order that employees of users are informed of District requirements, users shall make available to their employees copies of this Ordinance together with such other wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge or spill in violation of this Ordinance.

Rule 29.01.3. - Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system would be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this Ordinance.

Rule 29.02. NOTICE OF VIOLATION - when the General Manager finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the General Manager may serve upon that User a written Notice of Violation. Within (5) business days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the User to the General Manager. Submission of such a plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this Section shall limit the authority of the General Manager to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

Rule 29.03. CONSENT ORDERS - the General Manager may enter into Consent Orders, assurances of compliance, or other similar documents establishing an agreement with any User responsible for noncompliance. Such documents shall include specific action to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Rule 29.04 and Rule 29.06 of this ordinance and shall be judicially enforceable.

Rule 29.04. COMPLIANCE ORDERS - when the General Manager finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the General Manager may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the User.

Rule 29.05. ADMINISTRATIVE FINES -

- (a) When the General Manager finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, General Manager may fine such User in an amount not to exceed one

hundred dollars (\$100.00) for each and every violation committed. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

- (b) Unpaid charges, fines, and penalties shall, after (60) calendar days, be assessed an additional penalty of ten percent (10%) of the unpaid balance, and interest shall accrue thereafter at a rate of one-half of one percent (0.5%) per month. A lien against the User's property shall be sought for unpaid charges, fines, and penalties as authorized by California Government Code section 61621.
- (c) Users desiring to dispute such fines must file a written request for the General Manager to reconsider the fine along with full payment of the fine amount within (30) days of being notified of the fine. Where a request has merit, the General Manager may convene a hearing on the matter. In the event the User's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the User. The General Manager may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- (d) Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User authorized under these regulations or by California law, including the District's right(s) to abate any violations by the User under these regulations and/or seeking recovery of all damages sustained by the District as a result of any such violation(s).

Rule 29.06. ISSUANCE OF CEASE AND DESIST ORDERS - when the General Manager finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, or that the User's past violations are likely to recur, the General Manager may issue an order to the User directing it to cease and desist all such violations and directing the User to:

- (a) Immediately comply with all requirements; and
- (b) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the User.

Rule 29.07. EMERGENCY SUSPENSIONS - the General Manager may immediately suspend a User's discharge, after informal notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge, which reasonably appears to present, or cause an imminent or substantial endangerment to the health or welfare of persons. The General Manager may also immediately suspend a User's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- (a) Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the General Manager may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any

individuals. The General Manager may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the General Manager that the period of endangerment has passed, unless the termination proceedings in Rule 29.08 of this ordinance are initiated against the User.

Nothing in this Section shall be interpreted as requiring a hearing prior to any Emergency Suspension under this Section.

Rule 29.08. TERMINATION OF DISCHARGE - in addition to the provisions in Rule 26.11.08 of this ordinance, any User who violates the following conditions is subject to discharge termination:

- (a) Violation of individual wastewater discharge permit or general permit conditions;
- (b) Failure to accurately report the wastewater constituents and characteristics of its discharge;
- (c) Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- (d) Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or
- (e) Violation of the Pretreatment Standards in Rule 24 of this ordinance.

Such User will be notified of the proposed termination of its discharge. Exercise of this option by the General Manager shall not be a bar to, or a prerequisite for, taking any other action against the User.

Rule 29.09. APPEALS - any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the General Manager, interpreting or implementing the provisions of this Ordinance or in any permit issued herein, may file with the General Manager, a written request for reconsideration within ten (10) days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the subsequent ruling made by the General Manager is unsatisfactory to the person requesting reconsideration, they may, within (10) days after notification of the District action, file a written appeal to the Board. The written appeal shall be heard by the governing body within thirty (30) days from the date of filing. The District's governing body shall make a final ruling on the appeal within fifteen (15) days of the closing of the meeting. The Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

Rule 29.10. REMEDIES NON-EXCLUSIVE - the remedies provided for in this ordinance are not exclusive. The General Manager may take any, all, or any combination of these actions against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with Districts enforcement response plan. However, the General Manager may take other action against any User when the circumstances warrant. Further, the General Manager is empowered to take more than one enforcement action against any noncompliant User.

Rule 29.11. AFFIRMATIVE DEFENSES TO DISCHARGE VIOLATIONS -

Rule 29.11.1. UPSET -

- (a) Unintentional and temporary noncompliance with categorical Pretreatment Standards because of factors beyond the reasonable control of the User. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- (b) An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical Pretreatment Standards if the requirements of paragraph (c), below, are met.
- (c) A User who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - i. An upset occurred and the User can identify the cause(s) of the upset;
 - ii. The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
 - iii. The User has submitted the following information to the General Manager within twenty-four (24) hours of becoming aware of the upset [if this information is provided orally, a written submission must be provided within five (5) days]:
 - a) A description of the indirect discharge and cause of noncompliance;
 - b) The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- (d) In any enforcement proceeding, the User seeking to establish the occurrence of an upset shall have the burden of proof.
- (e) Users shall have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical Pretreatment Standards.
- (f) Users shall control production of all discharges to the extent necessary to maintain compliance with categorical Pretreatment Standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

Rule 29.11.2. BYPASS -

- (a) For the purposes of this Section,
 - i. Bypass means the intentional diversion of waste streams from any portion of a User's treatment facility.
 - ii. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

(b) A User may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of paragraphs (c) and (d) of this Section.

(c) Bypass Notifications

- i. If a User knows in advance of the need for a bypass, it shall submit prior notice to the General Manager, at least ten (10) days before the date of the bypass, if possible.
- ii. A User shall submit oral notice to the General Manager of an unanticipated bypass that exceeds applicable Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The General Manager may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

(d) Bypass

- i. Bypass is prohibited, and the General Manager may take an enforcement action against a User for a bypass, unless
 - a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c) The User submitted notices as required under paragraph (c) of this section.
- ii. The General Manager may approve an anticipated bypass, after considering its adverse effects, if the General Manager determines that it will meet the three conditions listed in paragraph (d)(i) of this Section.

REGULATION 30 - ABATEMENT

Rule 30.01. PUBLIC NUISANCE -discharges of Wastewater in any manner in violation of this Ordinance or of any order issued by the General Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating a public nuisance shall be subject to provisions of District codes or ordinances, rules and/or regulations governing such nuisance.

Rule 30.02. INJUNCTIVE RELIEF - when the General Manager finds that a User has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the District may petition the Superior Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the individual wastewater discharge permit, the general permit, order, or other requirement imposed by this ordinance on activities of the User. The District may also pursue any other action as is appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the User authorized under these regulations or by California law.

Rule 30.03. DAMAGE TO FACILITIES - when a discharge of wastes causes an obstruction, damage, or any other impairment to District facilities, the District may assess a charge against the User for the work required to clean or repair the facility and add such charge to the User's sewer service charge.

Rule 30.04. CORRECTION OF VIOLATIONS; COLLECTION OF COSTS; INJUNCTION - in order to enforce the provisions of this ordinance, the District may correct any violations hereof. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and the District shall have such remedies for the collection of such costs as it has for the collection of sewer service charges under California law.

Rule 30.05. CIVIL PENALTIES -

- (a) A User who has violated, or continues to violate, any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the MCSD for a maximum civil penalty of one thousand dollars (\$1,000.00) per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- (b) The District may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the MCSD.
- (c) In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the User's violation, corrective actions by the User, the compliance history of the User, and any other factor as justice requires.
- (d) Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a User authorized under these regulations or by California law.

Rule 30.06. CRIMINAL PROSECUTION -

- (a) A User who violates any provision of this ordinance, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000) per violation, per day, or imprisonment for not more than one (1) year, or both.
- (b) A User who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and may be subject to a penalty of at least one thousand dollars (\$1,000.00) per violation, or be subject to imprisonment for not more than one (1) year, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available to the District under California law, and the District shall be entitled to recover damages in the amount(s) actually sustained.
- (c) A User who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this ordinance, individual wastewater discharge permit, or general permit or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not more than one thousand dollars per violation, per day, or imprisonment for not more than one (1) year, or both.

REGULATION 31 - WASTEWATER CAPITAL RESERVE FUND

Rule 31.01. WASTEWATER CAPITAL RESERVE FUND - the District shall maintain a Wastewater Capital Reserve Fund (WCRF) in the Sewer Department dedicated solely to pay for future expansion, major repair and replacement of the disposal works at the Fisher Irrigation Site and treatment works at the MCSD Wastewater Treatment Facility.

In FY97-98, the WCRF shall be budgeted at \$13,053 relative to the FY1995-96 contribution (\$4,100); the interest earned during FY1995-96 (\$246); the FY1996-97 contribution (\$4,100); the interest earned during FY1996-97 (\$507); and the FY97-98 contribution (\$4,100).

Each year in the period FY1998-99 through FY2004-05, MCSD shall deposit an additional \$6,300 to the balance (\$4,100 for phase 1 and \$2,200 for phase 2) into the WCRF. Additionally, the Board shall annually apportion the interest earned on the balance in the WCRF to the Fund.

Each year in the period FY2005-06 through 2007-08, MCSD shall deposit an additional \$2,200 to the balance into the WCRF. Additionally, the Board shall annually apportion the interest earned on the balance in the WCRF to the Fund.

The District shall annually reconcile the balance in the fund and submit a report to the State Water Resources Control Board every five years (i.e. FY2000-2001; FY2005-2006; FY2010-2011; and FY2015-2016) for the term of the phase 1 and phase 2 Project loans. At the end of the phase 1 loan term, the District Board may reallocate any phase 1 funds in the Fund to any sewer department purpose. Starting in FY2016-17, the District shall annually reconcile the balance in the fund and submit a report to the State Water Resources Control

Board in FY2020-2021 for the term of the phase 2 Project Loan. At the end of the phase 2 loan term, the District Board may reallocate any phase 2 funds in the Fund to any sewer department purpose.

Rule 31.02. WITHDRAWAL OF WCRF MONIES - the Board may use money from the WCRF prior to the end of the loan term to pay for the cost of planning, design and construction of capital improvements to the wastewater treatment works subject to adoption of an ordinance committing the District to repayment of any amounts expended from the WCRF at a minimum annual rate of ten (10) percent of the expended amount in addition to the payment described above in Rule 31.01.

ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - RECREATION AND PARKS ADVISORY COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of eleven (11) members and two (2) alternate members who shall serve without compensation selected as follows:

- (a) One (1) non-voting member shall be a member of the District Board.
- (b) The remaining ten (10) members will be regular voting members. Of the ten (10) regular voting members, one (1) will be a member of the McKinleyville Area Fund Board of Directors nominated by the McKinleyville Area Fund Board of Directors.
- (c) When possible two (2) of the ten (10) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.
- (d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.
- (e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.
- (f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. APPOINTMENT - the committee members shall be appointed as follows:

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.

**APPENDIX B OF SSMP
QUARTERLY AND SEMI-ANNUAL HYDRO-CLEAN
SCHEDULE/DOCUMENTATION**

McKinleyville Community Services District

Hydro Cleaning Schedule (quarterly)

Date: <i>3/15/22</i>		Updated: 06/08/2020		Signature:			
Street	Line No.	MH To MH	Location	FT.	Condition of line	Load %	
1	Central Ave	6.5	3-36a to 6-35	Pantry south	272		
2	Central Ave	6.5	6-34 to 6-36a	Taco Bell south	336		
3	Central Ave	6.5	6-34 to 6-33a	Heartwood (LDS Church) south	421	<i>Grease/Grit</i>	
4	Central Ave	6.5	6-33a to 6-33	Mickey's south	169	<i>()</i>	
5	Central Ave	6.5	6-33 to 6-32	Holly south	239	<i>Grease/Grit</i>	
6	Central Ave	6.7	6-32 to 6-37	Holly east	537	<i>little Grit</i>	
7	Central Ave	6.6	6-38 to 6-39	Gwin east	230	<i>OK</i>	
8	Central Ave	6.6	6-13 to 6-38	Hiller to north	335	<i>OK</i>	
9	Central Ave	6.5	6-13 to 6-32	Hiller to south	505	<i>little Grit</i>	
10	Bella Vista	3.3.2	3-77 to 3-80	To Brewery	443	<i>Grease/Grit</i>	
11	Central Ave	3	3-22 to 3-73	Bartow to south	400	<i>OK</i>	
<i>6 mo</i> ↓	12	School Rd	3.1.2	3-67a to 3-67a1	School & Betty	267	<i>a little grit</i>
	13	School Rd	3.1.2	3-67a1 to 3-67	School	23	<i>pretty clean</i>
	14	School Rd	3.1.2	3-66 to 3-67	Wash. To east	507	<i>a little grit</i>
	15	Washington	6.3	6-23 to 6-24	Worth to Oakdale	506	<i>Fairly clean</i>
	16	Washington	6.3	6-22 to 6-23	West of 3 Cabins	320	<i>Fairly clean</i>
	17	Wash / McK	6.3	6-22 to 6-21	Corner of Wash / Mck to East	513	<i>Fairly Clean</i>
	18	** McK Ave	6.3	6-21 to 6-19	Boss / McK South	282	
	19	** McK Ave	6.3	6-18 to 6-19	Hayes / McK South	292	
<i>6 mo</i> ↑	20	** McK Ave	6.3	6-17 thru 6-17A to 6-18	N of Furtados Sub to South	376	
	21	McKinleyville	6.3	6-17 to 6-6	Hiller to south	377	<i>Grease/light grit</i>
	22	Chance Ln.	5.2.1	c/o 5-8 to 5-25a	W. end of Chance	245	<i>Grease</i>
	23	Chance Ln.	5.2	c/o 5-9 to 5-25a	E. end of Chance	244	<i>OK</i>

* Indicates the need to install inflatable plug in clean-out affected by hydro-cleaning operation.

** If pull 17 is CLEAN, bypass pulls 18-20.

Street	Line No.	MH To MH	Location	FT.	Condition of line	Load %
24 Railroad	5.2	5-10 to 5-25a	Railroad to Chance	450	little Grit/Grease	
25 McKinleyville	7.0	7-6 to 7-20	Mck & Bates to N	10	Very Greasy	10%
26 West Bates	7.0	7.5a to 7.6	To Mac	390	Grease & Grit!	70%
27 *West Bates	7.0	7-5 to 7-5a	Do not notify 1017 Bates !!	411	" "	75%
28 * Rita	8.2	8-3 to 8-9	Euc. and Rita to North	325	OK	
29 Eucalyptus	8	8-3 to 8-4	Euc. and Rita to East	390	Grit	
30 Eucalyptus	8	8-2 to 8-3	Euc. and Jones East to Rita	339	Grit	
31 Jones	8	8-1 to 8-2	Jones North to Euc.	345	Lots of Grit some	60%
32 Jones	8	7-4 to 8-1	W. Bates and Jones North	339	Grease too	60%
33 West Bates	7	7-4 to 7-5	W. Bates and Jones East	341	Grease & Grit	60%
34 Mck. & Gass.	11	11-5 to 11-4	Mck & Gass. West	227	" "	45%
35 Gassaway	11	11-4 to 11-3	Next MH west	368	" "	65%
36 Gassaway	11	11-3 to 11-2	Next MH west	298	" "	50%
37 Halfway Ave	11.0	11-1 to 11-2	Coach to south	307	Very Greasy	50%
38 * Azalea Ave	3.10	3-120 to 3-140	In dip to north	232	Very Clean	40% memo.
39 * Sutter Rd	3.4	3-84 to 3-93	In dip	125	Less Grease than normal But Greasy	20%
40 D ST	14.0	14-6 to 14-7	2nd & D south	350	Lots of Grease	60%
41 * D ST	14.6	14-6 to 14-1	2nd & D north	260	Grit some Grease	45%
42 2nd & C	14.0	14-5 to 14-6	In gully to D	300	" "	50%
43 2nd & C	14.0	14-4 to 14-5	2nd & C to gully	325	" "	50%
44 Lime in B St ROW	15.1	15-8 to 15-2 Go thru 15-3	Gwin to Lime	482	little Grit	
45 * B ST	15.0	15-2 to 15-1	B St Sta to west	318	did not do	

indicates the need to install inflatable plug in clean-out affected by hydro-cleaning operation.
pull 17 is CLEAN, bypass pulls 18-20.

McKinleyville Community Services District
Hydro Cleaning Schedule (May / November)

Date:		Updated: 5/4/2020		Signature:			
Street		Line No.	MH To MH	Location	FT.	Condition of line	Load %
1	Sutter & Tasi	3.9	C/O3-18 to 3-132	Sutter & Tasi	168		
2	Sutter	3.9	3-132 to 3-131	Sutter	192		
3	Sutter	3.9	3-131 to 3-138A	Sutter	124		
4	Sutter & Azalea	3.9	3-131A to 3-130	Sutter & Azalea	285		
5	Sutter & Cam.	3.5.2	3-114 to 3-113A	Sutter	171		
6	Sutter & Church	3.5.2	3-113A to 3-113	Sutter	285		
7	Sutter & Nelson	3.5.4	3-16 to 3-117	Sutter	259		
8	Sutter	3.5.4	3-117 to 3-117A	Sutter	146		
9	Sutter & Scott	3.5.4	3-117A to 3-112	Sutter	311		
10	Sutter & Scott	3.5.2	3-113 to 3-112	Sutter	294		
11	Bella Vista	3.3.1	3-79B to 3-79A	Bella Vista	312		
12	Bella Vista	3.3.1	3-79A to 3-79	Bella Vista	422		
13	* Bella Vista	3.3.1	3-79 to 3-78	Bella Vista	583		
14	Bella Vista	3.3.1	3-78 to 3-77	Bella Vista	504		
15	Salmon ROW	3.1	3-49 to 3-48	Salmon ROW	424		
16	Salmon ROW	3.1	3-48 to 3-47	Salmon ROW	200		
17	Salmon ROW	3.1	3-47 to 3-46	Salmon ROW	491		
18	Salmon ROW	3.1	3-46 to 3-45	Salmon ROW	142		
19	Salmon ROW	3.1	3-45 to 3-44	Salmon ROW	390		
20	Salmon ROW	3.1	3-44 to 3-43	Salmon ROW	500		
21	Salmon ROW	3.1	3-43 to 3-11	Salmon ROW	250		

* Indicates the need to install inflatable plug in clean-out affected by hydro-cleaning operation.
 ** Airport pulls are performed only if requested by county.

**APPENDIX C OF SSMP
MANHOLE INSPECTION DOCUMENTATION**

Manhole & Cleanout Inspections

InspectionDate

Jan 6, 2022

Inspector

JJ

Manhole

Yes

Cleanout

No

Manhole Accessible

Yes

Cleanout Accessible:

NA

Manhole Maintenance Required:

No

Cleanout Maintenance Required:

No

Rod Hole Serviceable:

Yes

Expansion Plug:

Yes

Manhole Cover:

Okay

Ring and Frame:

Okay

Manhole Cover Size:

24 Inch

Cone:

Okay

Riser:

Okay

Shelf:

Okay

Channel:
Okay

Leaks:
None

Inflow Indication:
None

Surcharging:
None

Clarity of Flow:
Turbid

Flow:
Steady

Flow Comparison:
Same

Flow Depth:
1.5"

Comments:
None

GUID

Cf1ed025-2a8f-4231-8da9-9a2860b9f882

**APPENDIX D OF SSMP
LIFT STATION INSPECTION DOCUMENTATION**

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
 FISCHER ROAD PUMPING STATION
 DAILY OPERATING DATA

MONTH SEPTEMBER

YEAR 2022

PREVIOUS DAY:			3027.0	3005.6	368.5	342.6	175.0	83014.0	51660.7	7790											
DATE	TIME	WEATHER	PUMP #1		PUMP #2		PUMP #3		PUMP #4		PUMP HRS TOTAL	GENERATOR		GRIT PUMP #1		GRIT PUMP #2		ELECTRIC			
			HOURS	RUN	HOURS	RUN	HOURS	RUN	HOURS	RUN		HOURS TOTAL	RUN	HOURS	TOTAL	HOURS	TOTAL	KWH	USE x 80	DEMAND	
1			3031.0	4.0	3009.5	3.9	368.5	-	342.6	-	7.9	175.0	-	83022.0	8.0	51668.2	7.5	7793	240		
2	10:00	OVERCAST	3035.0	4.0	3013.4	3.9	368.5	-	342.6	-	7.9	175.0	-	83030.1	8.1	51675.7	7.5	7797	320	.26	
3				4.1		4.1		-		-	8.2		-		8.0		7.4		320		
4				4.1		4.0		-		-	8.1		-		7.9		7.4		320		
5				4.0		4.0		-		-	8.0		-		7.9		7.4		320		
6	11:30	CLEAR	3051.2	4.0	3029.5	4.0	368.5	-	342.6	-	8.0	175.9	0.9(E)	83066.8	7.9	51705.3	7.4	7812	240	.23	
7	09:00	OVERCAST	3054.4	3.2	3032.8	3.3	368.5	-	342.6	-	6.5	175.9	-	83068.7	6.9	51711.6	6.3	7814	160	.26	
8	10:50	C	3058.7	4.3	3036.9	4.1	368.5	0	342.6	0	8.4	175.9	0	83077.4	8.7	51719.2	7.6	7817	240	.23	
9	08:45	C	3061.9	3.2	3040.2	3.3	368.5	0	342.6	0	6.5	175.9	0	83084.3	6.9	51725.9	6.7	7820	240	.32	
10				4.1		4.2		0		0	8.3				8.1		7.6		240		
11				4.2		4.1		0		0	8.3				8.1		7.6		240		
12	11:10	C	3074.4	4.2	3052.7	4.2	368.5	0	342.6	0	8.4	175.9	0	83108.7	8.2	51748.7	7.6	7830	320	.27	
13	10:20	C	3078.1	3.7	3056.2	3.5	368.5	0	342.6	0	7.2	175.9	0	83116.0	7.3	51755.5	6.8	7834	320	.27	
14	2:50	C	3082.7	4.6	3060.9	4.7	368.5	0	342.6	0	9.3	175.9	0	83125.4	9.4	51763.8	8.3	7838	320	.21	
15	9:35	0	3085.4	2.7	3063.7	2.7	368.5	0	342.6	0	5.4	175.9	0	83131.2	5.8	51770.0	6.2	7839	80	.36	
16	9:00	0	3089.1	3.7	3067.2	3.5	368.5	0	342.6	0	7.2	175.9	0	83139.1	7.9	51777.0	7.0	7843	320	.26	
17				4.0		4.0		0.1		0.1	8.2		0		8.1		7.4		160		
18				4.1		4.0		0		0	8.1		0		8.1		7.4		240		
19	10:50	C	3101.3	4.1	3079.3	4.1	368.6	0	342.7	0	8.2	176.7	0.8	83163.5	8.2	51799.2	7.4	7851	240	.05	
20	9:15	0	3104.8	3.5	3082.7	3.4	368.6	0	342.7	0	6.9	176.7	0	83170.4	6.9	51806.2	7.0	7854	240	.04	
21	9:35	0	3108.6	3.8	3086.5	3.8	368.6	0	342.7	0	7.6	176.7	0	83178.2	7.8	51813.6	7.4	7858	320	.30	
22	9:35	C	3112.3	3.7	3090.4	3.9	368.6	0	342.7	0	7.6	176.7	0	83186.0	7.8	51820.9	7.3	7862	320	.28	
23	9:50	0	3116.2	3.9	3094.1	3.7	368.6	0	342.7	0	7.6	176.7	0	83194.0	8.0	51828.1	7.2	7865	240	.29	
24				9.5		8.4					17.9				7.7		7.2		400		
25				9.6		8.4					18.0				7.8		7.2		400		
26	9:05	0	3144.8	9.5	3119.3	8.4	368.6	0	342.7	0	17.9	176.7	0	83217.3	7.8	51849.8	7.3	7880	400	.37	
27	9:30	0	3154.5	9.7	3128.6	9.3	368.6	0	342.7	0	19.0	176.7	0	83225.1	7.8	51857.2	7.4	7885	400	.37	
28	9:00	0	3162.4	7.9	3138.4	9.8	368.6	0	342.7	0	17.7	176.7	0	83233.0	7.9	51864.0	6.8	7891	480	.46	
29				9.2		9.9					19.1				7.9		7.4		400		
30	9:50	F	3180.8	9.2	3158.3	10.0	368.6	0	342.7	0	19.2	176.7	0	83248.8	7.9	51878.9	7.5	7902	480	.31	
31																					

"T" TEST RUN
 "E" EMERGENCY RUN

TOTAL																					
AVERAGE																					
MAXIMUM																					
MINIMUM																					

REMARKS:

WEATHER CODE	
C	CLEAR-SUNNY
W	WINDY OVER 10 MPH
O	OVERCAST
F	FOGGY
R	RAIN

APPENDIX E
MCSD EQUIPMENT INVENTORY

McKinleyville CSD - Enterprise Fund Rolling Stock (#501/551-12420)
 Property Plant & Equipment
 FY 2023-24

Enterprise Fund Crew Vehicles (50.8% Water Fund, 49.2% Sewer Fund):

	Cost			Acqu. Date	Useful Life	Accumulated Depreciation			Net BV
	Balance 6/30/2023	Additions	Disposals			Balance 6/30/2023	Dpr'n	Disposals	
Unit 14 1999 Ford 3/4 ton F250 4x4 55561	23,729.06			1999	10			23,729.06	-
Unit 11 2023 Kia Sportage Hybrid	39,657.27			2022	10	3,965.73		7,931.46	31,725.81
Unit 18 2003 Ford F-350 #31664	28,983.40			2003	10	28,983.40		28,983.40	-
Unit 19 2004 Ford F250 & Radio & Bed #73067	19,984.83			2004	10	19,984.83		19,984.83	-
Unit 8 2015 Ford F250 HD #29225	31,382.63			2014	10	29,813.47		31,382.63	-
Unit 23 2016 Ford Fusion (Mgr) #159214	19,963.68			2015	10	15,959.15		18,965.52	998.16
Unit 1 2015 Ford F250 3/4 Ton #46015	32,752.19			2015	10	27,839.37		31,114.59	1,637.60
Unit 25 2016 Ford F250 Super Duty #00489	24,734.27			2016	10	18,550.73		21,024.16	3,710.11
Unit 09 2017 Ford F250 #32730	37,133.11			2017	10	24,136.52		27,849.83	9,283.28
Unit 05 2018 Ford F150 #82301	23,630.78			2018	10	10,633.66		12,986.94	10,633.84
Unit 20 2018 Ford F150 #82302	23,630.78			2018	10	10,633.66		12,986.94	10,633.84
Unit 12 2020 Ford F150 #25194	24,823.68			2020	10	6,688.30		11,170.67	13,653.01
Unit 10 2020 Ford F250 #38463 Utility bed	37,828.83			2020	10	13,240.08		17,022.96	20,805.87
Unit 7 2021 Ford F250 #43279	41,945.87			2021	10	10,466.48		14,681.07	27,264.80
Unit 4 2021 Ford F250 #61319	43,184.01			2021	10	8,636.80		12,955.20	30,228.81
Unit 16 2023 Ford F250 #46476	54,042.70			2024	10		2,702.14		51,340.56

Other Enterprise Fund Vehicles (50.8% Water Fund, 49.2% Sewer Fund):

1979 580-C Loader/Backhoe #8979027	32,664.52			1979	10		32,664.52		
Utility Trailer 1979 Talley Utility Trailer TNT1378	3,260.00			1979	10		3,260.00		
Super M Case 580 SM Backhoe #JG037637	71,283.93			2004	10	71,283.93		71,283.93	
Ford F350 Boom Truck #9221	52,461.64			2012	10	52,461.64		52,461.64	
John Deere John Deere Tractor (Grant Funded)	42,848.39			2012	15	32,850.43	2,856.56	35,706.99	7,141.40
Unit 6 2016 Ford F650 w/ Dump Body #3217	73,966.18			2016	10	55,474.65	7,386.62	62,871.27	11,094.91
Camera/Trailer Cargo-mate Camera Trailer & Eq.#464165	29,200.42			2017	10	18,980.26	2,920.04	21,900.30	7,300.12
CASE 580SN	144,280.17			2024	10		7,214.01		137,066.16
Sub-total Enterprise	759,049.47	198,322.87	32,664.52			523,267.07	59,586.99	550,189.54	374,518.28

Sewer Fund Vehicles:

Pipe Trailer Irrigation Pipe Trailer	1,155.00			1980	10			1,155.00	
Unit 27 2017 Vac-Con Hydrocleaner #5787	380,101.06			2017	10	190,050.55	38,010.11	228,060.66	152,040.40
Sewer Jetter 7040-SC O'Brien HighVelocity(Trailer mounted)	73,457.85			2020	10	18,364.48	7,345.79	25,710.27	47,747.58
	454,713.91					209,570.03	45,355.90	254,925.93	152,040.40

Combined Totals

	1,213,763.38	198,322.87	32,664.52			732,837.10	104,942.89	805,115.47	574,306.26
50.8% Water 501-12420	466,067.28	100,748.02	16,593.58		501-13420	326,199.66	30,270.19	16,593.58	210,345.45
49.2% Sewer 551-12420	747,696.10	97,574.85	16,070.94		551-13420	406,637.44	74,672.70	16,070.94	363,960.81
	1,213,763.38	198,322.87	32,664.52			732,837.10	104,942.89	32,664.52	574,306.26

APPENDIX F
MCSD OVERFLOW EMERGENCY RESPONSE PLAN

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT OVERFLOW EMERGENCY RESPONSE PLAN

Prepared for:
McKinleyville Community Services District
1656 Sutter
McKinleyville, California 95519

March 17, 2011
Reviewed February 2025

Prepared by:
Orrin Plocher and Stan Thiesen

of



Freshwater Environmental Services

78 Sunny Brae Center
Arcata, California 95519
Phone (707) 839-0091

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1.0 INTRODUCTION

The intent of this document is to satisfy the McKinleyville Community Services District's (MCSD's) requirement to have an Overflow Emergency Response Plan (OERP).

1.1 Regulatory Requirements for the Overflow Emergency Response Plan

According to the Sanitary Sewer Management Plan (SSMP), the District shall develop and implement an Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all Sanitary Sewer Overflows (SSOs) in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2008-0002-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements (WDRs) or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

1.2 Goals

The District's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

2.0 SSO NOTIFICATION PROCEDURE

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

Public Observation

Public observation is the most common way that the District is notified of blockages and spills. During business hours calls are received at the District Office (707) 839-3251 and the Lead Utility Worker dispatches Utility Workers as an initial response. Calls may also be received by the Sherriff Office during the day who are then referred to the MCSD office.

After hours, calls to the District Office receive a pre-recorded message giving the phone number of the 24-hour pager assigned to MCSD Utility Staff that are on call (707) 268-4778.

The 24-hour emergency pager phone number (707) 268-4778 is also available on the MCSD website (mckinleyvillecsd.com).

Receipt of Alarm

The District's lift stations have alarm systems that automatically sends the signal alarms to the MCSD Office Supervisory Control And Data Acquisition (SCADA) computer which notifies the on-duty Utility Staff.

After hours the SCADA system auto dials the on-duty pager assigned to Utility staff who then respond.

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 who respond to emergency situations. The MCSD has an electronic work order system.

3.0 SSO RESPONSE PROCEDURES

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response to the location of the problem. The goals of this *Overflow Emergency Response Plan* is to protect the public from hazards, identify source of overflow and determine ownership, perform cleanup and abatement, complete proper reporting procedures and provide good customer service. This *Overflow Emergency Response Plan* provides detailed response procedures for the first responder and Utility Staff responsible for identifying the source of the problem, correcting the cause of the overflow, and cleaning the surrounding area. A reporting form to be completed by the first responder is included in Appendix A.

3.1 Priorities

The first responder's priorities are:

- To follow safe work practices;
- To respond promptly with the appropriate equipment;
- To 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 Lead Person who will notify the Operations Director who will notify the General Manager in the event of any SSO;
- To return the spilled sewage to the sewer system;
- To restore the area to its original condition (or as close as possible);
- Notify Operations Director so that required regulatory notices can be initiated; and
- In the event of damage to private or District-owned property or equipment, notify the Operations Director to ensure that the General Manager is notified immediately.

3.2 Safety During Response

The first responder is responsible for following safety procedures on all jobs. 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 peculiar to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

The first responder must assess the scene for hazards to the responders and/or the public. After completing the job hazard analysis the responder will:

- Utilize control devices such as signs, cones, delineators, lights, barricades, when work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic;
- Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; and splash goggles as needed; and
- Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover to protect the responders back.

3.3 Initial Response

The first responder must respond to the reported location or lift station site and visually check for potential sewer stoppages or overflows. All sewer system calls require a response to the reported location of the event.

The first responder will:

- Note arrival time at spill site;
- Verify the existence of a sewer system spill or backup;
- Identify and assess the affected area and extent of spill;
- Contact caller if time permits;
- Notify the Lead Person and or Operations Director in the event of any SSO, the Operations Director will notify the General Manager; and
- Notify the Operations Director if there is damage to private or District-owned property or equipment, reminding the Operations Director to immediately notify the District's General Manager.

The SSO is considered major if the following conditions are present:

- The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed;
- The spill appears to have caused damage to private or District property or equipment;
- The spill is in a public roadway and help with traffic control is needed to protect workers and the public; or
- Additional help is needed, Lead Utility worker will contact other employees, contractors, and/or equipment suppliers.

If the spill is large, has caused damage to private property, or is in a sensitive area, the responder will document conditions with photographs as soon as safety procedures and initial priorities have been implemented at the scene.

During the response to a major SSO District staff will need to decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:

- Small spills – proceed with restoring flow;
- Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures; or
- Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

3.4 Initial Spill Containment Measures

The first responder should attempt to contain the spilled sewage 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 overflowing sewage has entered the storm drainage system during dry weather, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- Contain/direct the spilled sewage using dike/dam or sandbags; and
- Pump around the blockage/pipe failure/lift station.

3.5 Recovery and Cleanup

The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. Recovery will be completed using a VAC-CON truck. Typically, the SSO recovery and cleanup procedures include an estimate of spill volume, recovery of spilled sewage and cleanup and disinfection of the area.

Estimate the Volume of Spilled Sewage

Wherever possible, document the estimate using photos of the SSO site before the recovery operation. Various detailed methods of spill volume estimating are included in Appendix C. District personnel are cautioned against making any comments to the public regarding the possible cause or volume of a SSO at any time. Estimates of the volume of spilled sewage and/or cause for the SSO will be made only by the Lead Person in conjunction with the Operations Director.

Recovery of Spilled Sewage

Vacuum or pump the spilled sewage and discharge it back into the sanitary sewer system.

Cleanup and Disinfection

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

Cleanup Involving Private Property

- Offer assistance with cleanup and advise resident or property owner of claim procedures; and
- Contact insurance for damage assessment.

Cleanup of Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water;
- Disinfect all areas that were contaminated from the overflow using a pressure-wash; and
- Allow area to dry. Repeat the process if additional cleaning is required.

Cleanup of Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by 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 should be approximately three times the estimated volume of the spill;
- Either contain or vacuum up the wash water so that none is released; and
- Allow the area to dry. Repeat the process if additional cleaning is required.

Steps for Cleanup of Natural Waterways

- The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively cleanup spills that occur in these sensitive environments;
- Cleanup should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life; and
- Any water that is used in the cleanup should be de-chlorinated prior to use if chlorine residual is greater than 1 ppm (chlorine compounds are toxic to aquatic life).

Wet Weather Cleanup Modifications

Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

3.6 Public Notification

Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Operations Director.

Creeks and streams that have been contaminated as a result of an SSO should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should also be inspected as soon as possible the following day. The Utility Staff should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major spills may warrant broader public notice. The Operations Director will contact the General Manager for authorization to contact local media when significant areas may have been contaminated by sewage.

New reporting requirements as of February 2025 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the District shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge.

- State Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board

In addition, the District must confirm that it notified these agencies within 24 hours after becoming aware of the discharge and send a report. The confirmation must be made to the Regional Water Quality Control Board.

3.7 Water Quality Sampling and Testing

Water quality sampling and testing is required whenever 50,000 gallons or more of spilled sewage enters surface water to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder will collect samples. Samples should be collected as soon as possible after the discovery of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore on impoundments (e.g. ponds).
- The District's contract laboratory shall be used to analyze the samples to determine the nature and extent of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

3.8 Water Quality Monitoring Program

The MCSD Water Quality Monitoring Program will be implemented immediately to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters.

- Protocols for Water Quality Monitoring: Water samples shall be collected as soon as possible but no later than 18 hours after the District was notified of the overflow. At a minimum samples shall be taken near the outfall, downstream, and upstream (if possible) of the outfall to the waterway
- Account for Spill Travel Time: To determine the spill travel time, drop a float into the creek and time how long it takes the float to travel over a measured distance. Pick a distance that would be representative of the various flows in the creek. Include sections in the creek where there are bends, bottlenecks, or other characteristics that may slow down the flow. A good rule of thumb is to use a measured length of 100 feet. Perform this time measurement three to five times and use the average travel time. The velocity in the creek can be calculated by dividing the measured distance by the average time.
- Water Quality Analyses: Samples will be tested for; total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.. Samples will be delivered to and tested by:

Microbac Laboratories
5680 West End Rd. Arcata, CA 95521
- Monitoring Instruments and Devices: Monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program shall be properly maintained and

calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.

- Chain of Custody: Proper chain of custody procedures will be followed. Standard chain of custody form will be utilized when transporting and delivering water samples.
- Water Quality Results: Water quality results will be uploaded into the CIWQS database for category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.

4.0 SSO INVESTIGATION AND DOCUMENTATION

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs include a failure analysis investigation, SSO documentation, and post-SSO debriefing.

4.1 Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The failure analysis shall be conducted in conjunction with the Utilities Lead Worker, the Operations Director, and the District’s General Manager.

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

- Reviewing and completing the SSO Reporting Form;
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting inspections to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The findings of the failure analysis investigation shall be signed by the Utilities Lead Worker, and the Operations Director and shall be presented to the General Manager.

4.2 SSO Documentation

The first responder will complete the SSO Response First Responder Form contained in Appendix A. The Operations Director will prepare a file for each individual SSO. The file should include the following information:

All SSOs

- Initial service calls information;
- Sanitary Sewer Overflow Reporting Form;
- Failure analysis investigation results; and
- SWRCB California Integrated Water Quality System (CIWQS) Report(s).

Large SSOs and/or SSOs to sensitive areas

- Volume estimate;
- Appropriate maps showing the spill location;
- Photographs of spill location; and
- Water quality sampling and test results.

4.3 Post SSO Event Debriefing

Every SSO event is an opportunity to thoroughly evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing will be recorded and tracked to ensure the action items are completed. The Lead Person, Operations Director and the General Manager shall be included in the SSO Event Debriefing.

4.4 Record Keeping Requirements

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - a. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - i. Date, time, and method of notification.
 - ii. Date and time the complainant or informant first noticed the SSO.
 - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - v. Final resolution of the complaint.
 - b. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - a. Supervisory Control and Data Acquisition (SCADA) systems
 - b. Alarm system(s)

- c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

4.5 Certification

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 day of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.
5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

5.0 NOTIFICATION REQUIREMENTS AND REPORTING

As of April 2023, the State Water Resources Control Board enacted major changes to the Monitoring and Reporting requirements for SSOs. The changes will take effect on June 5th of 2023.

5.1 Notification Requirements

New notification requirements require that for any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, the General Manager or Operations Director shall notify the State Office of Emergency Services within 2 hours of becoming aware of the discharge of sewage.

- State Office of Emergency Services (800) 852-7550 (and obtain a Spill Control Number)

To satisfy notification requirements for each applicable SSO, the District shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:

1. Name of person notifying Cal OES and direct return phone number.
2. Estimated SSO volume discharged (gallons).
3. If ongoing, estimated SSO discharge rate (gallons per minute).
4. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
5. Indication of whether the SSO has been contained.
6. Indication of whether surface water is impacted.
7. Name of surface water impacted by the SSO, if applicable.
8. Indication of whether a drinking water supply is or may be impacted by the SSO.
9. Any other known SSO impacts.
10. SSO incident location (address, city, state, and zip code).

In addition, the District must contact the Regional Water Quality Control Board to confirm that it notified the State Office of Emergency Services within 24 hours after becoming aware of the discharge.

5.2 Internal SSO Reporting

The internal reporting process for SSO events that are intended to meet the SWRCB requirements are summarized below. Category 1,2 and 3 SSOs are defined as:

Internal SSO Reporting Procedures Category 1 SSOs

The first responder will immediately notify the Lead Utility Worker (working hours or after hours) who will in turn notify the Operations Director. The Operations Director shall immediately notify

the General Manager if there appears to have been damage to private or District-owned property or equipment.

The Lead Utility Worker (working hours or after hours) will meet with field crew(s) at the site of the SSO event to assess the situation and to document the conditions with photos.

The Lead Utility Worker will fill out the SSO Response Report Form, contained in Appendix B, and turn it in as soon as possible to the Operations Director (working hours or after hours).

In the event of a very large overflow or an overflow in a sensitive area, the Operations Director will notify the District's General Manager. The District General Manager may notify the Board of Directors.

Category 2, 3 & 4 SSOs

The first responder notifies the Lead Person who will then notify the Operations Director. The first responder will fill out the SSO Response First Responder Form contained in Appendix A and turn it in to the Lead Utility Worker by the start of the next workday.

5.3 SSO Categories

Category 1 SSO – Refers to all discharges of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that:

- a) Reach surface water and/or reach a drainage channel tributary to a surface water; or
- b) Reach a drainage conveyance system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the drainage conveyance system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 SSO – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water.

Category 3 SSO - Refers to a spill equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by an enrollee's sanitary sewer system failure or flow condition that does not discharge to a surface water.

Category 4 SSO – Refers to a spill less than 50 gallons, from or caused by an enrollee's sanitary sewer system failure or flow condition that does not discharge to a surface water.

Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database

- a) A spill equal to or greater than 1,000 gallons that discharges to a water of the state, or a drainage conveyance system that discharges to the waters of the state, or any volume of sewage that discharges to surface water.

5.4 SSO External Reporting and Timeframes

Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:

- a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 5.5A below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 5.5c below.
- b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 5.5b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 5.5d below.

Category 3 SSOs - All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 5.5e below.

Category 4 SSOs – SSOs that meet the criteria for a Category 4 SSO shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs. The report should include and certify the estimated total spill volume exiting the sanitary sewer system and the total number of Category 4 spills after the end of the month in which the spills occurred.

“No Spill” Certification – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated 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 there are no SSOs during a calendar month but the enrollee voluntarily reported a Privately-Owned Sewer Spill, the enrollee shall still certify a “No Spill” certification statement for that month.
- If the Enrollee has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

Amended SSO Reports – The enrollee may update or add additional information to a certified SSO report within 90 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 90 days after the effective date of this MRP. After 90 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 90 days.

5.5 Mandatory Information to be included in CIWQS SSO Reporting

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- A. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow 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 SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.

15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

B. Certified Category 1 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 5.5A:

1. Description of SSO destination(s).
2. SSO end date and time.
3. SSO causes (mainline blockage, roots, etc.).
4. SSO failure point (main, lateral, etc.).
5. Whether or not the spill was associated with a storm event.
6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
7. Description of spill response activities.
8. Spill response completion date.
9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
11. Whether or not health warnings were posted as a result of the SSO.
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
13. Name of surface water(s) impacted.
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

C. Draft Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:

1. Items 1-14 in section 5.5A above for Draft Category 1 SSO.

D. Certified Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:

1. Items 1-14 in section 5.5A above for Draft Category 1 SSO and Items 1-9, and 17 in section 5.5B above for Certified Category 1 SSO.

E. Certified Category 3 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:

1. Items 1-14 in section 5.5A above for Draft Category 1 SSO and Items 1-5, and 17 in section 5.5B above for Certified Category 1 SSO.

F. Certified Category 4 SSOs and/or Lateral Spills: Annually upload and certify a report, in an appropriate digital format with 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. The enrollee shall provide records upon request by State Water

Board or Regional Water Board Staff. Each individual Category 4 spill should have at the minimum the following information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of drainage conveyance system location,
 - o Estimated spill volume fully recovered within the drainage conveyance system, and
 - o Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:
 - o 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 recovered), and
 - o The methodology and type of data relied upon to estimate the spill start time, ongoing spill rate at time of arrival (if applicable), and the spill end time;
11. Description of implemented system modifications and operating/maintenance modifications.

SSO Technical Report

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

1. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.

2. Enrollee's Response to SSO:

- a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
- b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

6.0 EQUIPMENT AND TRAINING

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

Digital Camera

A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.

Utilities Trucks

Utility body pickup trucks are required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include spilled sewage containment and cleanup materials.

Portable Pumps and Hoses

Portable pumps and piping will be used to pump around failed facilities and to recover spilled sewage. Portable pumps and hoses are available through local rental agencies. The portable pump required to support this plan is a 6-inch pump.

VAC-Con Truck

The VAC-Con truck is equipped with a high-pressure rodder and is used to respond to SSOs. The VAC-Con truck is used to vacuum up any spilled sewage and to clear blockages.

6.1 Training

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

Initial and Annual Refresher Training

All District Utility personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the after-hours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure, and lateral

blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be incorporated into the training matrix maintained by MCSD human resources staff.

**APPENDIX A OF OERP
SSO RESPONSE FIRST RESPONDER FORM**

MCS D
Sanitary Sewer Overflow Response
First Responder Form

Fill out this form as completely as possible. Take photographs of damaged and undamaged areas.

Date:	Location:
Time SSO was reported or discovered:	Discovered or reported by:
Time Staff Arrived on-site:	Staff Names:
Cleaning Contractor Contacted? Yes No	Contractor Name: Contractor Telephone: Time When Called:
Source of Spill (manhole, cleanout, etc.):	SSO Cause (Roots, FOG, Debris, etc.):
Vertical height of flow from the pick-hole or rim:	How was the volume calculated?
Number of Pictures Taken:	Approximate Amount of Spill:
What cleanup method was used for the spill?	What clean up equipment and materials were used for the spill?
Did any material enter a drainage channel or surface water? Yes No	Is this the location of previous spills? Yes No
Did any material enter the storm sewer system? Yes No	What efforts were used to protect storm water inlets and drainage ways?
What efforts were used to capture material from the storm water inlet and return to the sewer system?	Was all the material recovered? Yes No
Time and name of supervisor notified:	Time when blockage was cleared
Time staff left the site:	

First Responder Signature

Date

**APPENDIX B OF OERP
SSO RESPONSE REPORT FORM**

MCS D
Sanitary Sewer Overflow Response
Report Form

This Report is (*check one*): Preliminary Final Revised Final

SPILL LOCATION	
Spill Location Name:	
GPS Latitude Coordinates:	GPS Longitude Coordinates:
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):
Nearest Cross Street:	City: Zip Code:
County:	Spill Location Description:
SPILL DESCRIPTION	
Spill Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station <input type="checkbox"/> Manhole- Structure ID#: _____ <input type="checkbox"/> Other (specify):	
Did the spill reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this spill from a service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name and address of facility:	
Final Spill Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb & gutter <input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (<i>specify</i>):	
Estimated spill volume (in gallons):	Method calculated:
Est. volume of SSO recovered (gal):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of spill reaching surface water, drainage channel, or not recovered from a storm drain (gal):	
SPILL OCCURRENCE TIME	
SSO Reported to:	SSO Reported by:
Phone:	Estimated spill start date and time:
Date and time spill reported to sewer crew:	Date and time sewer crew arrived:
Estimated spill end date and time:	
Date and time sewer crew left the site:	

Date and time verbal report to RWQCB:
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain <input type="checkbox"/> Rain for Several Days

CAUSE OF SPILL

SSO cause (check all that apply): Debris/Blockage Flow exceeded capacity Grease Operator error
 Roots Pipe problem/failure Pump station failure Rainfall exceeded design Vandalism
 Inflow/infiltration Animal carcass Electrical power failure Bypass Debris from laterals
 Construction Debris Other (specify):

If SSO is caused by a service lateral, please specify: This is the Owner Tenant Manager

Property contact: _____ Contact telephone: _____

If SSO is caused by wet weather, choose size of storm: 1-yr 2-yr 5-yr 10-yr 50-yr 100-yr
 >100-yr Unknown

Diameter (in inches) of pipe at point of blockage/spill cause (if applicable): _____

Sewer pipe material at point of blockage/spill cause (if applicable): _____

Description of terrain surrounding point of blockage/spill cause: Flat Mixed Steep

SPILL RESPONSE

Spill response activities (check all that apply): Cleaned up Contained all/portion of spill TV inspection
 Restored flow Returned all/portion of spill to sanitary sewer Other (specify):

Spill response completed (date & time): _____ Name of impacted waters (if applicable): _____

Visual inspection result of impacted waters (if applicable): _____

Any fish killed? Yes No Any ongoing investigation? Yes No

Name of impacted beach (if applicable): _____ Were health warnings posted? Yes No

Health warning/beach closure posting/details: _____

Were samples of impacted waters collected? Yes No

If YES, select the analyses: DO Ammonia Bacteria Other

REGULATORY NOTIFICATION DETAILS

OES contacted date and time (if applicable): 800-852-7550

OES Control Number (if applicable):

Spoke to:

Humboldt County Division of Environmental Health contacted date and time (if applicable): 707-445-6215

Spoke to:

Regional Water Quality Control Board contacted date and time (if applicable): 707-576-2220

Spoke to:

Online Reporting of SSO (California Integrated Water Quality System (CIWQS)) <http://ciwqs.waterboards.ca.gov>

Notify the Department of Fish and Game at (707) 445-6493 (if possible fish kill).

**APPENDIX C OF OERP
SSO VOLUME ESTIMATION GUIDE**

SANITARY SEWER OVERFLOW - ESTIMATING VOLUME

METHOD 1: EYEBALL ESTIMATE

This method can be useful for small spills up to 100 gallons. To use this method, imagine the amount of water that would spill from a bucket or barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and multiply by 50 gallons.

METHOD 2: MEASURED VOLUME

Most small spills can be estimated with this method. The shape, dimensions, and depth of the spilled wastewater are needed. The shape and dimensions are used to calculate the area of the spill and the depth is used to calculate the volume.

- Step 1 - Sketch the shape of the contained sewage
- Step 2 - Measure or pace off the dimensions.
- Step 3 - Measure the depth at several locations
- Step 4 - Convert the dimensions including depth to feet
- Step 5 - Calculate the area using the following formulas:

Rectangle Area = length x width

Circle Area = diameter x diameter x 0.785

Triangle Area = base x height x 0.5

- Step 6 - Multiply area times the depth
- Step 7 - Multiply the volume by 7.5 to convert it to gallons

METHOD 3: DURATION AND FLOW

This method is used when it is difficult or impossible to measure area and depth. The volume of the spill is estimated by multiplying the duration (in hours or days) by the flow rate (in gallons per hour or gallons per day). The time elapsed from the start of the spill to the time the spill has stopped. The following are some approaches that can be used to estimate duration. Start time: Initially, there will be limited deposits of grease and toilet paper at the spill site. After a few days, the grease forms a light colored residue. After a few weeks, the grease turns dark and the quantity of toilet paper and other materials will increase. These changes can be used to estimate start time in the absence of other information.

End time: The time is estimated by observing the "blow down" that occurs when the blockage has been removed.

Flow rate is the average flow leaving the sewer system at the time the spill has stopped. Two ways to estimate the flow rate are:

- San Diego Manhole Flow Rate Reference Sheet (attached). This sheet shows the sewage flowing from a manhole cover for a variety of flow rates.
- Changes in flows in the downstream flow meters can be used to estimate the flow rate during the spill (better for large SSOs). Once the location of the spill is known, the number of upstream connections can be determined from the field maps. Multiply the number of connections by 150 gallons per day per connection or 8-10 gallons per hour per connection. Once the duration and flow rate have been estimated, the volume of the spill is the product of duration in hours or days times the flow rate in gallons per hour or gallons per day.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

Attachment D - Sample Templates for SSO Volume Estimation

**TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE**

24" COVER				36" COVER			
Height of spout above M/H rim <u>H in inches</u>	S S O FLOW <u>Q</u>		Min. Sewer size in which these flows are possible	Height of spout above M/H rim <u>H in inches</u>	S S O FLOW <u>Q</u>		Min. Sewer size in which these flows are possible
	<u>in gpm</u>	<u>in MGD</u>			<u>in gpm</u>	<u>in MGD</u>	
1/4	1	0.001		1/4	1	0.002	
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	6"
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.389	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322	6"	5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	387	0.558	8"
6 1/2	286	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.476		7	483	0.696	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.543		7 1/2	551	0.794	
7 3/4	401	0.578	8"	7 3/4	587	0.845	10"
8	426	0.613		8	622	0.896	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.686		8 1/2	697	1.003	
8 3/4	502	0.723		8 3/4	734	1.057	
9	529	0.761		9	773	1.113	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

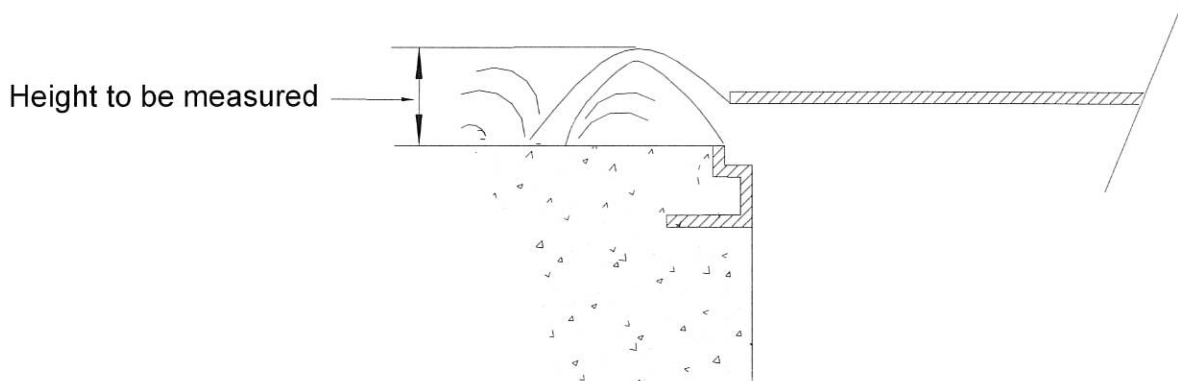
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Response Plan**

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

**TABLE 'B'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED**

24" FRAME

Water Height above M/H frame <u>H in inches</u>	S S O FLOW <u>Q</u>		Min. Sewer size in which these flows are possible
	<u>in gpm</u>	<u>in MGD</u>	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame <u>H in inches</u>	S S O FLOW <u>Q</u>		Min. Sewer size in which these flows are possible
	<u>in gpm</u>	<u>in MGD</u>	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

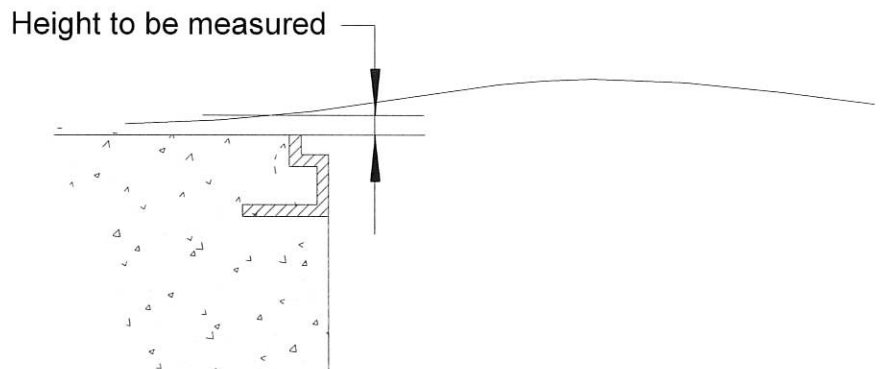
**Collection System Collaborative Benchmarking Group
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The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

**TABLE 'C'
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE**

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
1/8	1.0	5 1/8	6.2
1/4	1.4	5 1/4	6.3
3/8	1.7	5 3/8	6.3
1/2	1.9	5 1/2	6.4
5/8	2.2	5 5/8	6.5
3/4	2.4	5 3/4	6.6
7/8	2.6	5 7/8	6.6
1	2.7	6	6.7
1 1/8	2.9	6 1/8	6.8
1 1/4	3.1	6 1/4	6.8
1 3/8	3.2	6 3/8	6.9
1 1/2	3.4	6 1/2	7.0
1 5/8	3.5	6 5/8	7.0
1 3/4	3.6	6 3/4	7.1
1 7/8	3.7	6 7/8	7.2
2	3.9	7	7.2
2 1/8	4.0	7 1/8	7.3
2 1/4	4.1	7 1/4	7.4
2 3/8	4.2	7 3/8	7.4
2 1/2	4.3	7 1/2	7.5
2 5/8	4.4	7 5/8	7.6
2 3/4	4.5	7 3/4	7.6
2 7/8	4.6	7 7/8	7.7
3	4.7	8	7.7
3 1/8	4.8	8 1/8	7.8
3 1/4	4.9	8 1/4	7.9
3 3/8	5.0	8 3/8	7.9
3 1/2	5.1	8 1/2	8.0
3 5/8	5.2	8 5/8	8.0
3 3/4	5.3	8 3/4	8.1
3 7/8	5.4	8 7/8	8.1
4	5.5	9	8.2
4 1/8	5.6	9 1/8	8.3
4 1/4	5.6	9 1/4	8.3
4 3/8	5.7	9 3/8	8.4
4 1/2	5.8	9 1/2	8.4
4 5/8	5.9	9 5/8	8.5
4 3/4	6.0	9 3/4	8.5
4 7/8	6.0	9 7/8	8.6
5	6.1	10	8.7

Unrestrained
M/H cover will
start to lift

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

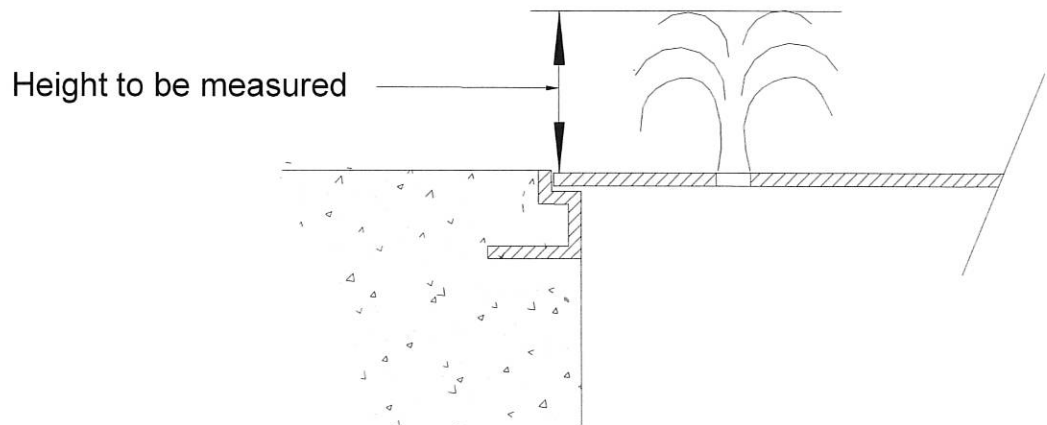
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The formula used to develop Table C is $Q=CcVA$, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

² Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Collection System Collaborative Benchmarking Group Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan



City of San Diego
Metropolitan Wastewater Department



5 gpm



100 gpm



225 gpm

**Reference Sheet for Estimating Sewer Spills
from Overflowing Sewer Manholes**
All estimates are calculated in gallons per minute (gpm)



25 gpm



150 gpm



250 gpm



Wastewater Collection Division
(619) 654-4160

Flow Estimation Pictures



50 gpm



200 gpm



275 gpm

rev. 4/99

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

APPENDIX G OF SSMP
MCSD SPB Inspection Documentation

MCSD Grease Trap Inspections

Month: _____

Date	Location	Grease lvl/state + Settleable Solids				Notes
	Moose Lodge	1st:	SS:	2nd:	SS:	
	Carmela's	1st:	SS:	2nd:	SS:	
	Ray's Food Place	1st:	SS:	2nd:	SS:	
	McDonald's	1st:	SS:	2nd:	SS:	
	Denny's	1st:	SS:	2nd:	SS:	
	Six Rivers Brewery	1st:	SS:	2nd:	SS:	
	Redwood Chevron	1st:	SS:	2nd:	SS:	
	Luzmilla's	1st:	SS:	2nd:	SS:	
	Taco Bell	1st:	SS:	2nd:	SS:	
	Little Caesar's		SS:			
---	Round Table Pizza	No Trap In Use				
---	Niveen's	No Trap In Use				
	Teen Center		SS:			
	Azalea Hall		SS:			
	Eur. Natural Foods	1st:	SS:	2nd:	SS:	
	McK Middle School	1st:	SS:	Samp:	SS:	
	US Coast Guard		SS:			
---	Silver Lining	DW:	SS:	Prep:	SS:	Closed
---	1st Baptist Church		SS:			Closed
	Smug's Pizza	Wheel:		Timer:		
	Central 76		SS:			
	Papa Wheelies		SS:			Call Scott for Appt: 498-0661
	Morris School		SS:			
	Safeway	1st:	SS:	2nd:	SS:	
	Sushi Spot		SS:			
	Burger King	1st:	SS:	3rd:	SS:	
	Timber Ridge Liv.	1st:	SS:	3rd:	SS:	

MCSD Grease Trap Inspections

Month: March 2018

Date Location Grease lvl/state + Settleable Solids Notes

C1853973

3/20	Moose Lodge	1st: 4" solid 6" loose	SS: -	2nd: 1" loose	SS: -	de-Tennis will have pump
"	Carmela's	1st: 2" thick	SS: -	2nd: 1" solid	SS: -	Dirty Water - de
"	Ray's Food Place	1st: -	SS: -	2nd: -	SS: -	Recently Cleaned 'bot 2
"	McDonald's	1st: 1" thick	SS: -	2nd: 1" solid	SS: -	de
"	Denny's	1st: 1" loose	SS: -	2nd: 1/2" skim loose	SS: -	good
"	Six Rivers Brewery	1st: 6" + solid	SS: ?	2nd: 6" + solid	SS: -	Note 1
"	Redwood Chevron	1st: 1" solid	SS: -	2nd: slight	SS: -	Good
3/29	Luzmilla's	1st: 1" oil + loose	SS: -	2nd: 1/2" loose	SS: -	Good
"	Taco Bell	1st: oily skim	SS: -	2nd: oily skim	SS: -	Good
"	Little Caesar's		SS: -		SS: -	
---	Round Table Pizza	No Trap In Use				
---	Niveen's	No Trap In Use				
"	Teen Center	Very Minor	SS: -			Looks good
"	Azalea Hall	Minor	SS: -			Good
"	Eur. Natural Foods	1st: 1" oil/loose	SS: -	2nd: slight	SS: -	Good
"	McK Middle School	1st: Clean	SS: -	2nd: Clean	SS: -	Good
"	US Coast Guard	1st: 1/2" crust	SS: -			Good
---	Silver Lining	DW:	SS: -	Prep:	SS: -	Closed
---	1st Baptist Church		SS: -			Closed
"	Smug's Pizza	Wheel: OK	Timer: OK			Good
"	Central 76	Minor	SS: -			Good
"	Papa Wheelies	1st: 1" loose	SS: -		Call Scott for Appt: 498-0661	Good
"	Morris School	Clean	SS: -			Good → hot water
"	Safeway	1st: 3" thick	SS: -	2nd: 1" loose 1"	SS: -	OK
"	Sushi Spot	1st: 1" loose	SS: -			Good
"	Burger King	1st: 2" thick	SS: -	3rd: 1" loose	SS: -	Good
"	Timber Ridge Liv.	1st: 1" loose	SS: -	3rd: skim	SS: -	note #3