Sanitary Sewer Management Plan
Second Revision
May 2020

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District WDID #3SSO10330

Prepared in Conjunction with:
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Walnut Creek, CA 94598

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1.0 Introduction

1.1. Sewer System Management Plan

This Sewer System Management Plan (SSMP) has been prepared by the SYCSD staff with the assistance of Causey Consulting, Walnut Creek, CA. It is a compendium of the policies, procedures, and activities that are included in the planning, management, operation, and maintenance of SYCSD's sanitary sewer system. SYCSD Board of Directors adopted the original SSMP on April 28, 2009 as required by the Sanitary Sewer Waste Discharge Requirements (GWDR).

The State Water Resources Control Board (SWRCB) has issued statewide waste discharge requirements for sanitary sewer systems, which include requirements for development of an SSMP. The State Water Board requirements are outlined in Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006 (GWDR), and Order No. WQ-2008-0002-EXEC, dated February 20, 2008, which was amended by Order No. 2013-0058-EXEC, effective September 9, 2013, which changed the Monitoring and Reporting Program (MRP) requirements. This SSMP is intended to comply with the GWDR and MRP revised requirements.

The structure (section numbering and nomenclature) of this SSMP follows the above referenced GWDR Section D13. This SSMP is organized by the SWRCB outline of elements; and contains language taken from the GWDR at that beginning of each element. The GWDR uses the term "Enrollee" to mean each individual municipal wastewater collection system that has completed and submitted the required application for coverage under the WDR (in this case, the Enrollee is SYCSD. SYCSD's waste discharger identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 3SSO10330.

Sanitary Sewer System Facilities

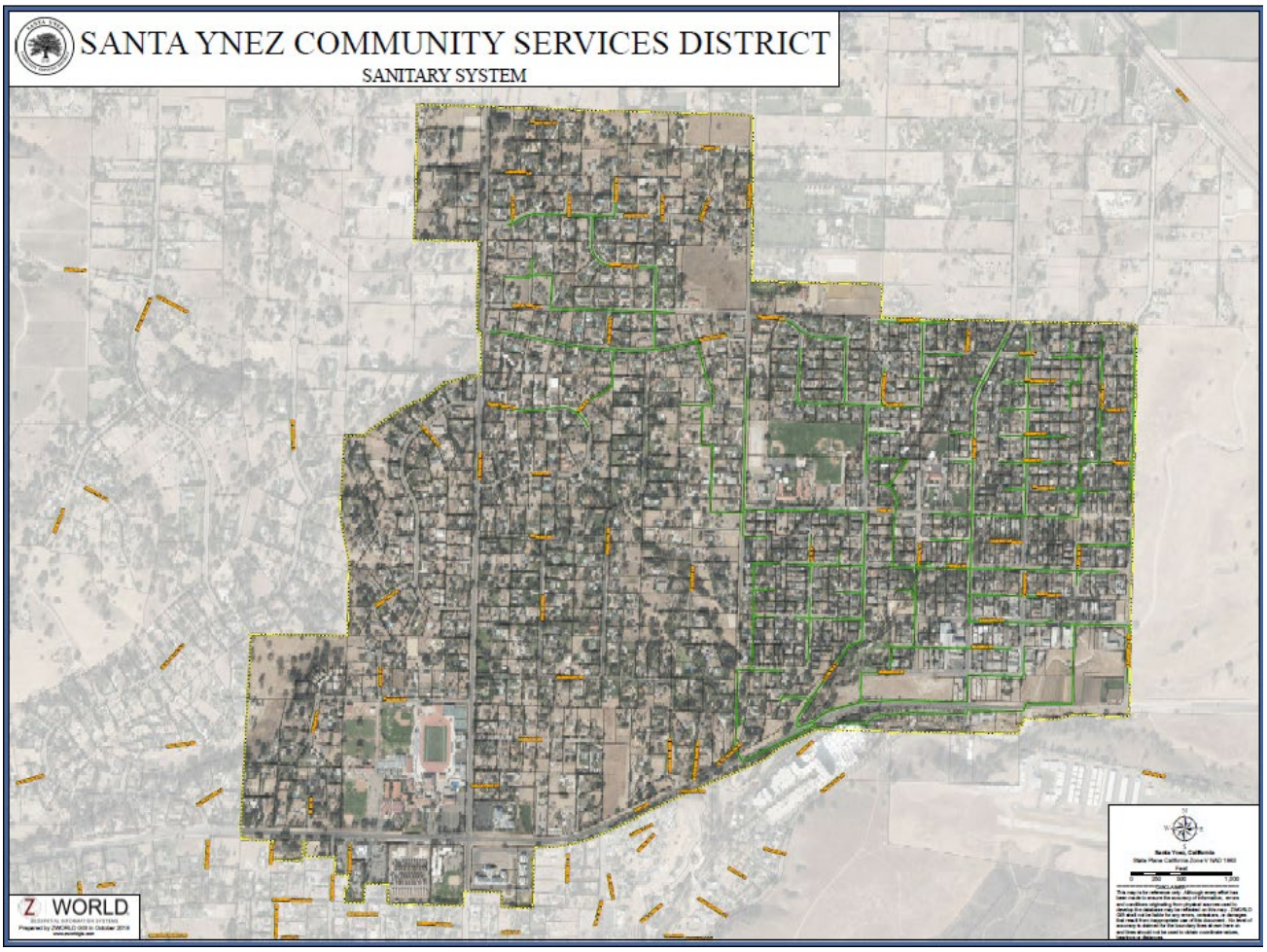
The Santa Ynez Community Services District is an independent special district created under section 61000, Title 6, Division 2 of the Community Services District Law of the State of California. The District is governed by a Board of Directors consisting of five elected members serving four-year terms. Board members must reside in the District. As a local government, we are accessible to our customers and as an enterprise district we charge only those who receive the service.

SYCSD operates a sanitary sewer system that serves a population of 4,418 in a 40.6 square mile service area. The sewer system serves 701 service connections as of December 19, 2019. The sewer system consists of 13.8 miles of gravity sewers (approximately 9576-line segments), 263 manholes, 0.84 miles of force mains, and two (2) pump station. The sewer lines range in size from eight (8) inches to fifteen (15) inches in diameter. The property owner is fully responsible for installation, maintenance and repair of the private sewer lateral(s). SYCSD sewage is discharged to the City of Solvang sewage treatment plant.

SYCSD also provides by agreement collection system and wastewater treatment plant operations and maintenance to the Chumash Tribe. The Tribe collection system includes 1.8 miles of 8-inch VCP, 33 manholes, 3 lift stations and 0.9 miles of 4 inch force mains from the three stations

Intro Figure 1 contains an overview map of SYCSD's sanitary sewer service area and gravity piping collection system.

Intro Figure 1: SYCSD Sewer System Area Map



Intro Table 1 provides the size distribution of the gravity sewer system pipes. Source : District Staff Infrastructure Spreadsheet 12/6/19

Intro Table 2 provides the materials of construction of the piping system.

Intro Table 3 provides the installation age distribution of SYCSD's collection system pipes.

Intro Table 1: Gravity Sewer System Size Distribution

Diameter, Inches	Number of Line Segments	Pipe Length, Linear Feet	Portion of Sewer System, %
8	6512	39,072	53.62%
12	3740	22,440	30.80%

Diameter, Inches	Number of Line Segments	Pipe Length, Linear Feet	Portion of Sewer System, %
15	1848	11,088	15.2%
Unknown	3	820	1.13%
Total	**15,103**	**72,865**	**100.0%**
Total, miles		**13.80**	

Source : District Staff Infrastructure Spreadsheet 12/6/19

Intro Table 2: Gravity Sewer System Materials of Construction

Material	Number of Line Segments	Pipe Length, LF	Percent of Sewer System
VCP	12,100	72,045	99.0
PVC	41	820	1.0
Total	**12,141**	**72,865**	**100%**
Total, Miles		**13.80**	

Source District Staff Infrastructure Spreadsheet 12/6/19

Intro Table 3: Gravity Sewer System Inventory of Sewer Lines by Pipe Age

Age in Years	Construction Period	Linear Feet of Gravity Sewers	Miles of Gravity Sewer	Percent of System
0-15	2000 - current	10,930	2.08	15%
16 – 35	1980 – 1999	61,935	11.73	85%
36 – 55	1960 – 1979	0	0	0%
56 – 75	1940 – 1959	0	0	0%
76 – 95	1920 – 1939	0	0	0%
95 – 115	1900 – 1919	0	0	0%
>115	Before 1900	0	0	0%
Total. LF		**72,600**		**100%**
Total Miles:			**13.75**	**100%**

Source: District Staff Infrastructure Spreadsheet 12/6/19

1.2. Definitions, Acronyms, and Abbreviations

Best Management Practices (BMP)

Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.

Calendar Year (CY)

Capital Improvement Plan (CIP)

Refers to the document that identifies future capital improvements to SYCSD's sanitary sewer system.

California Integrated Water Quality System (CIWQS)

Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

Clean Water Act (CWA)

California Water Environment Association (CWEA)

Closed Circuit Television (CCTV)

Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.

Computerized Maintenance Management System (CMMS)

Refers to the computerized maintenance management system that is used by SYCSD to plan, dispatch, and record the work on its sanitary sewer system. SEDARU is the propriety software SYCSD uses for workflow management.

District

Refers to the Santa Ynez Community Services District.

District Code (DC)

Division of Water Quality (DWQ)

Refers to the State of California Division of Water Quality of the State Water Resources Control Board.

Environmental Protection Agency (EPA)

Fats, Roots, Oils, and Grease (FROG)

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

First Responder

Refers to the field crew or the On-Call personnel that are SYCSD's initial response to an SSO event or another sewer system emergency.

Fiscal Year (FY)

Means a 12-month periods beginning July 1st and ending June 30th.

Food Service Establishment (FSE)

Refers to commercial or industrial facilities where food is handled/prepared/served that discharge to the sanitary sewer system.

General Waste Discharge Requirements (GWDR)

Refers to the State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated 5/2/2006.

Geographical Information System (GIS)

Refers to SYCSD's system that it uses to capture, store, analyze, and manage geospatial data associated with SYCSD's sanitary sewer system assets.

Grease Removal Device (GRD)

Refers to grease traps and grease interceptors that are installed to remove FROG from the wastewater flow at food service establishments.

Infiltration/Inflow (I/I)

Refers to water that enters the sanitary sewer system from storm water and groundwater.

- Infiltration enters through defects in the sanitary sewer system after flowing through the soil.
- Inflow enters the sanitary sewer without flowing through the soil. Typical points of inflow are holes in manhole lids and direct connections to the sanitary sewer (e.g. storm drains, area drains, and roof leaders).

Lateral

See Private Sewer Lateral

Legally Responsible Official (LRO)

Person(s) formally designated by SYCSD to be responsible for formal reporting and certifying of all reports submitted to the CIWQS.

Lift Station (LS)

A facility that lifts sewage into SYCSD gravity sanitary sewer collection system.

Manhole (MH)

Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Mainline Sewer

Refers to SYCSD publicly owned wastewater collection system piping that is not a private lateral connection to a user.

Monitoring, Measurement, and Plan Modifications (MMPM), SSMP Element IX

Monitoring and Reporting Program (MRP)

State Water Resources Control Board WQ 2013-0058-EXEC effective September 9, 2013.

National Association of Sewer Service Companies (NASSCO)

Notification of an SSO

Refers to the time at which SYCSD becomes aware of an SSO event through observation or notification by the public or other source.

National Pollution Elimination System Permit (NPDES)

Nuisance

California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all the following requirements:

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

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

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

Office of Emergency Services (OES or Cal OES)

Refers to the California State Office of Emergency Services.

Operations and Maintenance (O&M)

Overflow Emergency Response Plan (OERP)

Pipeline Assessment and Certification Program (PACP)

Refers to the NASSCO certification program that is used for the evaluation and condition assessment of sewer lines and appurtenances from closed circuit televising of the lines and appurtenances.

Polyvinyl Chloride (PVC)

Preventive Maintenance (PM)

Refers to maintenance activities intended to prevent failures of the sanitary sewer system facilities (e.g., cleaning, CCTV, repair, etc.).

Private Sewer Lateral (PSL)

The sewer pipeline from the plumbing of a building to a SYCSD collection line, including portions that extend across public rights-of-way and the saddle, wye or other physical connection to the collection line. Private sewer laterals are privately owned and maintained.

Private Lateral Sewage Discharges (PLSD)

Sewage discharges that are caused by blockages or other problems within a privately-owned sewer service lateral.

Property Damage Overflow

Refers to a sewer overflow or backup that damages a private property owner's premises.

Public Owned Treatment Works (POTW) City of Solvang

Regional Water Quality Control Board (CCRWQCB)

Refers to the Central Coast Regional Water Quality Control Board.

Sanitary Sewer Backup (Backup)

A wastewater backup into a building and/or on private property caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Sanitary Sewer Overflows (SSO)

Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

a. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;

b. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and

c. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in CIWQS.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a private sewer lateral are not SSOs.

SSO Categories:

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

Sanitary Sewer System or Sewer System

Refers to the sanitary sewer facilities that are owned and operated by the SYCSD

Sanitary Sewer Overflow Emergency Response Plan (SSORP)

Sensitive Areas

Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health.

Sewer Service Lateral

Refers to the piping that conveys sewage from the building to the sanitary sewer system

Sewer System Management Plan (SSMP)

Standard Operating Procedures (SOP)

Refers to written procedures that pertain to specific activities employed in the operation and maintenance of the Sanitary Sewer System.

Standard Specifications

Refers to the latest edition of the SYCSD Design Standards and Standard Details for Construction.

State Water Resources Control Board (SWRCB)

Refers to the California Environmental Protection Agency, State Water Resources Control Board.

Supervisory Control and Data Acquisition (SCADA)

Refers to the system that is employed by SYCSD to monitor the performance of its lift stations and to notify the operating staff when there is an alarm condition that requires attention.

System Evaluation and Capacity Assurance Plan (SECAP) SSMP Element VIII

Underground Services Alert (USA)

Untreated or Partially Treated Wastewater

Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

Vitrified Clay Pipe (VCP)

Waste Discharge Identification Number (WDID)

A unique identification number for the certification and reporting of collection system related actions and overflows in the CIWQS System. The SYCSD WDID is 3SSO10340. See also MRP which is a part of the WDR requirements.

Water Body

Any stream, creek, river, pond, impoundment, lagoon, wetland, or bay.

Water of the State

Refers to "any surface water, including saline waters, within the boundaries of the state." (California Water Code § 13050(e)).

Water Quality Monitoring Plan (WQMP)

Work Order (WO)

Refers to a document (paper or electronic) that is used to assign work and to record the results of the work.

1.3. References

- State Water Resources Control Board Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, California State Water Resources Control Board, May 2, 2006.
- State of California Water Resources Control Board Order No. WQ-2008-0002-EXEC, Adopting Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems dated February 20, 2008
- State Water Resources Control Board Order No. Order No. 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, September 9, 2013.

- Agreement with Chumash Tribe dated March 17, 2004.

Element I: Goals

Goal: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

I-1: SSMP Goals

The goals of SYCSD is to provide safe, effective, and efficient operation of SYCSD's sanitary sewer collection and conveyance system through:

1. Proper management, operations and maintenance of all portions of the sanitary sewer collection system providing reliable service to the community.
2. Adequate capacity to convey peak wastewater flows.
3. Continued record of minimal frequency of sanitary sewer overflows (SSO).
4. Mitigating the impacts associated with any SSO that may occur despite best efforts.
5. Meeting all applicable regulatory notification and reporting requirements.
6. Identification and prioritization of structural deficiencies and implement short-term and long-term maintenance and rehabilitation actions to address deficiencies identified.
7. Safe operations and maintenance activities to avoid personal injury and property damage.
8. Conveyance of wastewater to the treatment facility with a minimum of infiltration and inflow.
9. Community participation and as a responsive public agency.

I-2: References

None.

Element II: Organization

Organization: The SSMP must identify:

(a) The name of the responsible or authorized representative as described in Section J of this Order.

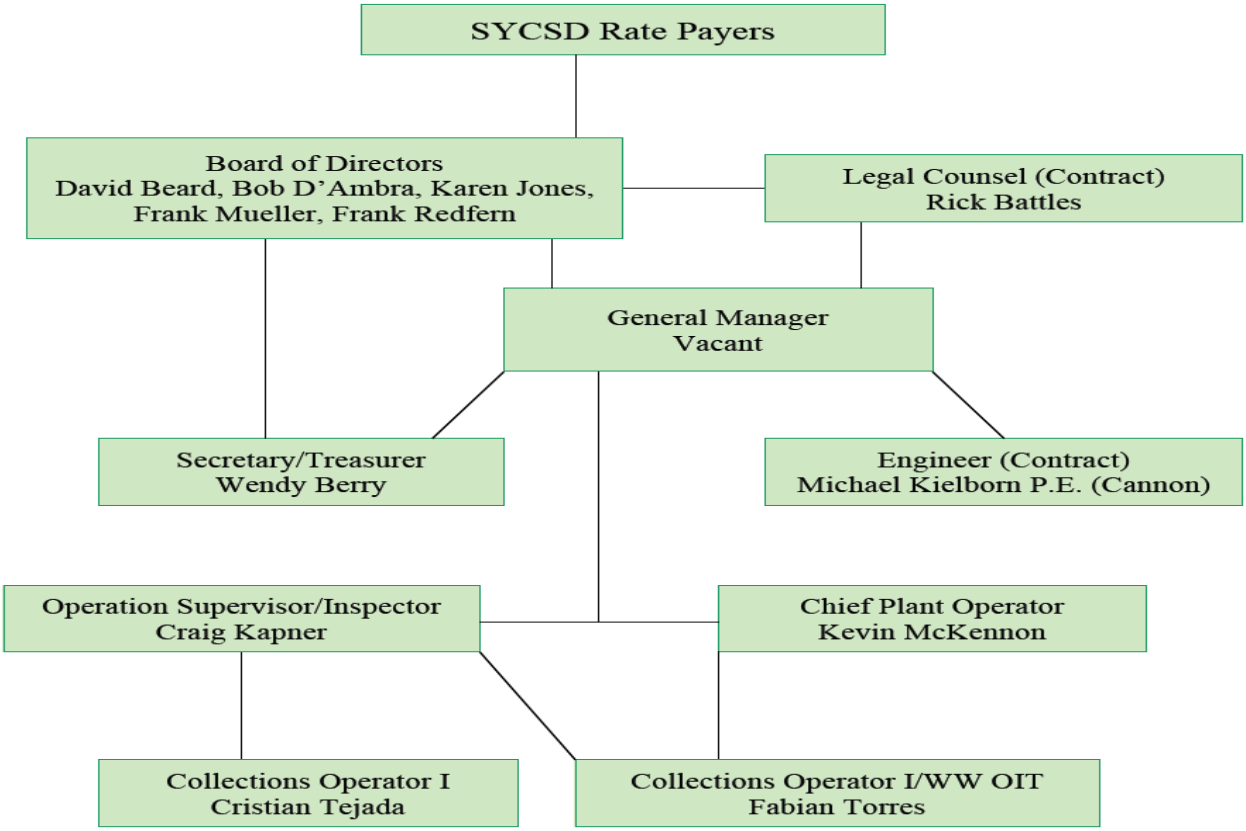
(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

(c) 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 Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

II-1: Organizational Structure

The sanitary sewer collection system is operated and maintained by SYCSD Operations Department with the direct assistance of the Consulting Engineerfor long range planning and capital program management. The organization chart for the management, operation, and maintenance of SYCSD's wastewater collection system is shown on the next page.

Figure II – 1: District Sewer Program Organization Chart



II-2: Authorized Representatives

SYCSD's *Legally Responsible Official(s)* (LRO) for wastewater collection system matters are identified below along with their roles and responsibilities for the collection system operations. The General Manager is SYCSD's legally responsible officials who are authorized to certify electronic spill reports and other required submittals to the SWRCB, the Office of Emergency Services (OES) and/or the CIWQS System.

General Manager (LRO) – Under general policy guidance from the Board of Directors, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, and services of the SYCSD; ensures execution of short- and long-term goals and objectives consistent with the strategic plan; ensures District operations and functions effectively serve the needs of customers/rate payers throughout SYCSD's service area, while complying with applicable laws and regulations; and performs related duties as assigned.

Secretary/Treasurer - Provides information to the Board of Directors, arranges for emergency meetings, secretarial and finance duties as assigned.

District Engineer (Contract) - Professional consultant hired by the District as needed to complete various studies, planning documents, design improvements or manage projects.

Operations Supervisor (DS) – Manages field operations and maintenance activities, provides relevant information to General Manager, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Chief Plant Operator – Assist the Operations Supervisors with duties as a field crew member as needed.

Collection Operators I/II – Conduct preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, etc.).

II-3: Responsibility for SSMP Implementation and Maintenance

The General Manager shall have the overall responsibility for, implementing, periodically auditing, and maintaining SYCSD's SSMP. He/she may delegate these responsibilities to his/her staff.

Other District Staff responsible for developing, implementing, and maintaining specific elements of SYCSD's SSMP, along with their job titles and contact information, are shown in **Table II – 1** on the next page.

Table II – 1: Responsible Officials for SSMP Elements

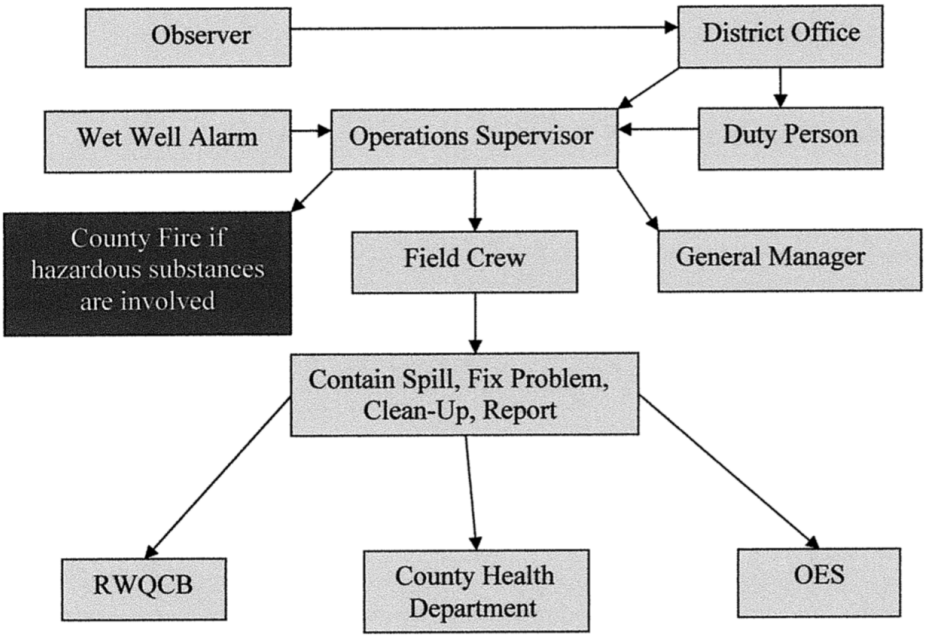
Element	Element Name	Responsible District Official	Phone	Email
0	Introduction	General Manager	805-688-3008	Vacant
1	Goals	General Manager	805-688-3008	Vacant
2	Organization	General Manager	805-688-3008	Vacant
3	Legal Authority	Wendy Berry	805-688-3008	wendy@sycsd.com
4	O & M Program	Craig Kapner	805-688-3008	craig@sycsd.com
5	Design and Performance Provisions	Mike Kielborn	310-633-4539	michaelk@cannoncorp.us
6	OERP	Craig Kapner	805-688-3008	craig@sycsd.com
7	Fats, Roots, Oils and Grease (FROG) Control Program	Craig Kapner	805-688-3008	craig@sycsd.com
8	System Evaluation and Capacity Assurance Plan	General Manager	805-688-3088	Vacant
9	Monitoring, Measurement and Program Modifications	Craig Kapner	805-688-3008	craig@sycsd.com

Element	Element Name	Responsible District Official	Phone	Email
10	Program Audits	General Manager	805-688-3008	Vacant
11	Communications Program	General Manager	805-688-3008	Vacant
App A	SSMP Board Adoption Documents	Wendy Berry	805-688-3008	wendy@sycsd.com
App B	SSMP Audit Reports	Craig Kapner	805-688-3008	craig@sycsd.com
App C	SSMP Audit Checklist	Craig Kapner	805-688-3008	craig@sycsd.com
App D	SSMP Change Log	Craig Kapner	805-688-3008	craig@sycsd.com
App E	OERP	Craig Kapner	805-688-3008	craig@sycsd.com
App F	Water Quality Monitoring Plan	Craig Kapner	805-688-3008	craig@sycsd.com

II-4: SSO Reporting Chain of Communication

The SSO Reporting Chain of Communications is shown below in Figure II-2.

Figure II – 2: SSO Reporting Chain of Communications



The SYCSD pump station automated notification procedures and protocols for alarms and pump station malfunctions are as follows:

1. Operations Supervisor cell phone

2. Collection System Operator cell phone
3. Office land line
4. General Manager cell phone
5. Call #1, 2 & 4 land lines if all other calls are not acknowledged

II-5: References

None.

Element III: Legal Authority

Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

(b) Require that sewers and connections be properly designed and constructed;

(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and

(e) Enforce any violation of its sewer ordinances.

III-1: District Summary and Evaluation of Legal Authority

Santa Ynez Community Services District Code

The SYCSD Board of Directors has established a Sewer Service Code (Code) that establishes and includes all ordinances adopted and enacted by the Board of Directors for the operation of the SYCSD. This code is modified and altered by various District ordinances adopted by the Board of Directors as needed. In addition, SYCSD has established Design and Construction Standards and has adopted the most current version of the California Uniform Plumbing Code. Table III-1: Summary of Legal Authorities provides the existing legal authorities required by the WDR as detailed in the regulatory requirements at the beginning of this Element.

Table III – 1: Summary of Legal Authorities

WDR Section D13 (iii) Requirements	Sewer Service Code Code Reference
Prevent illicit discharges into the wastewater collection system	Section 302, Articles 12 and 13
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Section 302, Article 7
Require that sewers and connections be properly designed and constructed	Section 301 Design and Construction Standards
Require proper installation, testing, and inspection of new and rehabilitated sewers	Articles 5 and 6
Clearly define District responsibility and policies	Section 604

WDR Section D13 (iii) Requirements	Sewer Service Code Code Reference
Control infiltration and inflow (I/I) from private service laterals	Section 701
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	California Plumbing Code, Title 24, Part 5
Authority to inspect grease producing facilities	
Enforce any violation of its sewer ordinances	Section 701, 1201. Articles 12 and 13

III-2: Agreements with Satellite Agencies

SYCSD has a capacity agreement with the City of Solvang and operates according to that agreement dated September 14, 1998. SYCSD wastewater generated within the SYCSD service area is transported to the Solvang treatment facilities where it is processed. SYCSD also provides by contract operations and maintenance of the Chumash tribes collection and wastewater treatment systems that provide service to the Chumash Casino, administration buildings and approximately 350 residents on the reservation. The Chumash system is not required to be enrolled under the WDR as the tribe is a sovereign nations exempt from the regulations. This system contains 1.8 miles of collection system, 33 manholes, three lift stations and 0.9 miles of force mains.

III-3: References

The data used in this section were taken from the following references:

- Sewer Service Code.
- Agreement Between the City of Solvang and the Santa Ynez Community Services District Interagency Agreement 1998
- Wastewater Treatment Plant Management Agreement, March 17, 2004 between the District and the Santa Ynez Band of Mission Indians
- Mutual Assistance Agreement, January 24, 2007 between the District and the Los Alamos Community District

Element IV: Operations and Maintenance Program

Operation and Maintenance Program. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;

(b) 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 Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

(c) 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- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;

(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

(e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

IV-1: Collection System Mapping

The District has prepared an overlay map of all sewer lines owned and operated by SYCSD along with GIS maps of the sewer assets. SYCSD also has prepared lists that include all manholes and cleanouts on the map as well as all pipeline asset information. Staff is working to include all asset information in the GIS database. The maps are color coded to show sewer sheds, pipe and manhole locations, pipe sizes and local waterways in the service area. SYCSD updates the sewer maps as changes and additions are identified. The maps also include pumping stations and force mains along with the discharge line to the City of Solvang gravity trunk main that takes the sewage from SYCSD to the Solvang wastewater treatment plant for treatment and disposal.

SYCSD does not currently have any storm drainage system information that is managed and operated by the County of Santa Barbara. SYCSD will be working with County Public Works to develop storm system information to assist with emergency response needs.

IV-2: Computer Asset Maintenance Management System (CMMS)

SYCSD does not currently use a computerized maintenance management system for the scheduling and tracking of line cleaning or normal or hot spot maintenance. SYCSD has developed a Sewer Line Cleaning Schedule and EXCEL spreadsheet that identifies monthly line segments that are cleaned and/or inspected. The results of these efforts are documented on either the Inspection/Maintenance Form or on the Work Order/Service Request Form. The formal documentation is filed by month in the SYCSD office once any recommendations or findings for additional action have been completed.

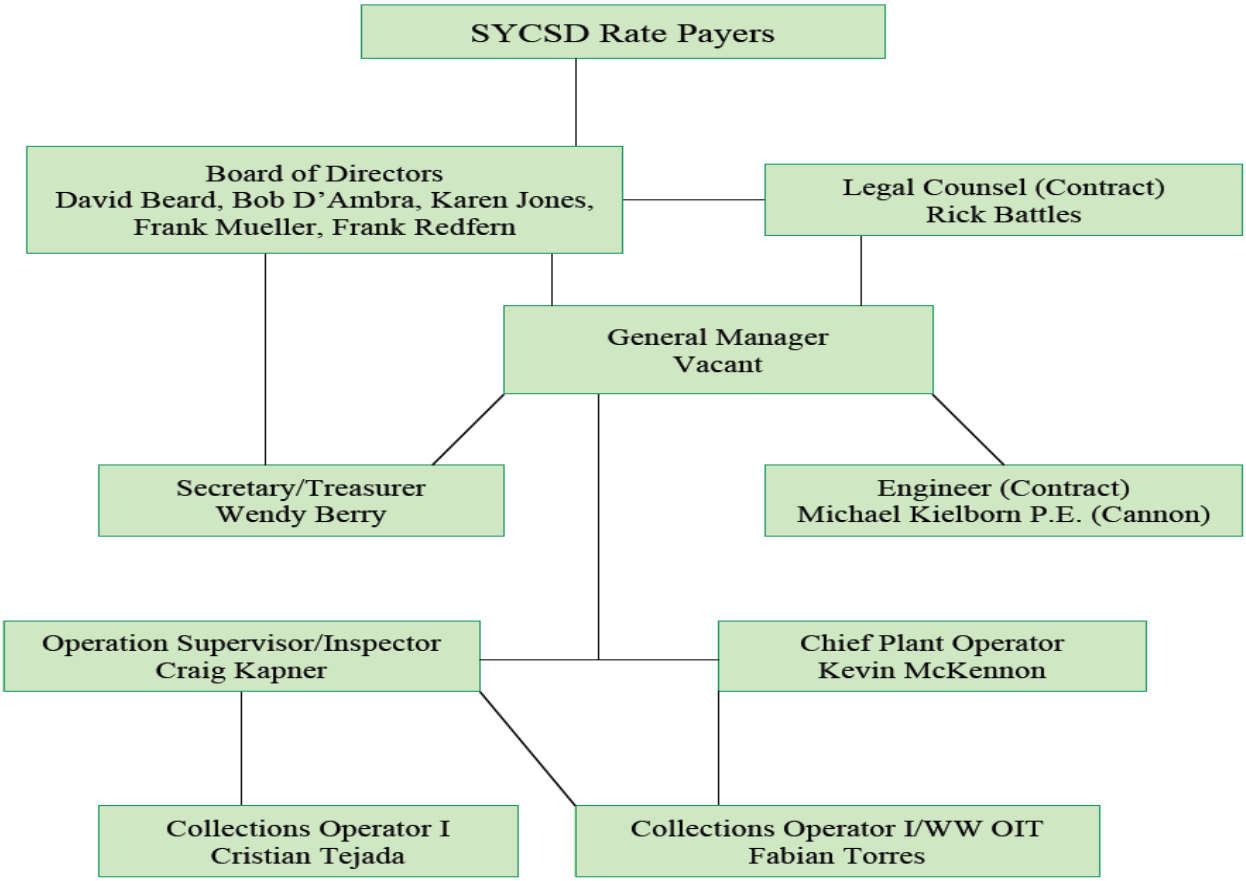
IV-3: Preventive Operation and Maintenance

The elements of SYCSD's sewer system O&M program include:

- Proactive, preventive, and corrective maintenance of gravity sewers;
- Periodic inspection and preventive maintenance for the pipes, pump station and force main;
- Rehabilitation and replacement of sewers that are in poor condition; and
- Proper training for District employees and contractors to assure proper operations and maintenance of the collection system facilities.

SYCSD's Collections group identified below in **Figure IV-1 Organization Chart** is responsible for the normal maintenance and operations of the sanitary sewer collection system and the proper planning and emergency response. The Engineer in conjunctions with Operations is responsible for capital and renewal and replacement planning and construction activities. The Operations Supervisor coordinates and manages the fats, roots, oils and grease (FROG) program for all food service establishments (FSE) in the service area.

Figure IV – 1: District Sewer Program Organization Chart



IV-3.1: Gravity Sewer Maintenance

SYCSD proactively flushes its Sanitary Sewer System main lines of ten (10") inches and smaller in two manners –. High frequency cleaning is conducted either monthly or every four (4) months on lines requiring regular maintenance.

The historical line cleaning results for both routine and system wide cleaning are shown in

Table IV – 2: Historical Total Cleaning Results and **Table IV-1: High Frequency Line Cleaning**. SYCSD will be evaluating the cleaning program and frequency in the future once the CCTV condition assessment of all lines is completed.

Table IV – 1: High Frequency Line Cleaning

Frequency	Pipe Segments	Linear Feet	Annual Cleaning, Linear Feet	Annual Cleaning, miles	Percent of System
3 months	4	900	900	0.17	1.2
6 months	4	900	900	0.17	1.2
9 months	4	900	900	0.17	1.2
12 months	4	900	900	0.17	1.2
Totals	**4**	**3600**	**3600**	**0.68**	**4.93**

Source:

Table IV – 2: Historical Total Cleaning Results

Calendar Year	Line Cleaning Results, linear feet	Line Cleaning Results, miles	Percent of System Pipes based on 13.8 miles
2008/2009	43,200	8.17	54%
2009/2010	41,700	7.8	51%
2010/2011	38,100	7.2	49%
2011/2012	66,000	12.48	83%
2012/2013	60,300	11.4	76%
2013/2014	37,500	7.1	47%
2014/2015	44,100	8.34	55%
2015/2016	37,800	7.14	47%
2016/2017	68,100	12.8	85%
2017/2018	20,100	3.8	25%
2018/2019	32,100	6.07	40%
Total	**489,000**	**92.61**	**671.1**
Average per Year	**44,454**	**8.36**	**56%**

Source:

SYCSD currently employs a single cleaning crew assigned to system wide monthly cleaning. In addition, the crew is assigned the responsibility for general sewer system complaint response and for the marking of utilities for underground services alert (USA) and other sewer system related activities.

The line cleaning crew in the future will be required to evaluate cleaning results based upon the Standard Sewer Cleaning Results derived from SYCSD's **Standard Measures of Observed Results Collection System Line Cleaning** shown in **Figure IV-3** on the following page. The use of these new Standard Methods along with the CCTV evaluations will allow SYCSD to develop new need-based cleaning schedules changing many of the high frequency lines to a more needs-based program. Staff will place line segments on a higher or lower frequency schedule based upon past cleaning results, history of SSO events, history of cleaning results, video inspections (Longhorn, Pine Street and Edison/Tivola) and professional judgment. The current high frequency maintenance schedule only adds lines and very seldom remove line segments. Currently there are 4 pipe segments on the high frequency program totaling 900 linear feet four times per year. Summary statistics for the high frequency lines are shown in **Table IV-2: High Frequency Lines.**

Table IV – 3: Standard Measures of Observed Results for Collection System Line Cleaning

Category	None	Low	Medium	High
Debris / Grit	**Code: CL** No observable debris or grit	**Code: DL** Minor amount of debris 15 minutes or less to clean 1 Pass	**Code: DM** Less than 5 gallons of debris 15-30 minutes to clean 2-3 passes required Requires cleaning twice or less per year Only fine grit	**Code: DH** More than 5 gallons of debris More than 30 minutes to clean More than 4 passes required Requires cleaning four times per year Operator concern for future stoppage
Grease	**Code: CL** No observable grease	**Code: GL** Minor amounts of grease 15 minutes or less to clean 1 pass	**Code: GM** Small chunks / no "logs" 15-30 minutes to clean 2-3 passes required Requires cleaning twice or less per year	**Code: GH** Big chunks / "Logs" More than 30 minutes to clean More than 4 passes required Operator concern for future stoppage
Roots	**Code: CL** No observable roots	**Code: RL** Minor amounts of roots 15 minutes or less to clean 1 pass	**Code: RM** Thin / Stringy roots present No large "clumps" 15-30 minutes to clean 2-3 passes required	**Code: RH** Thick roots present Large "clumps" More than 30 minutes to clean More than 4 passes required Operator concern for future stoppage
Other	**Code: CL** No observable materials	**Code: OL** Specify material Minor amounts of material	**Code: OM** Specify material Less than 5 gallons of material	**Code: OH** Specify material More than 5 gallons of material Operator concern for future stoppage

Footnote: (a) Times shown are typical manhole to manhole distance of 250 feet. Longer runs will require longer cleaning times. Judgement will need to be applied by the field crews for varying lengths and pipe diameters.

IV-3.1.1: Pipe Condition Assessment

While SYCSD does not currently have a comprehensive program for the condition assessment of the entire sanitary sewer system, SYCSD has historically evaluated sewer lines on an as needed

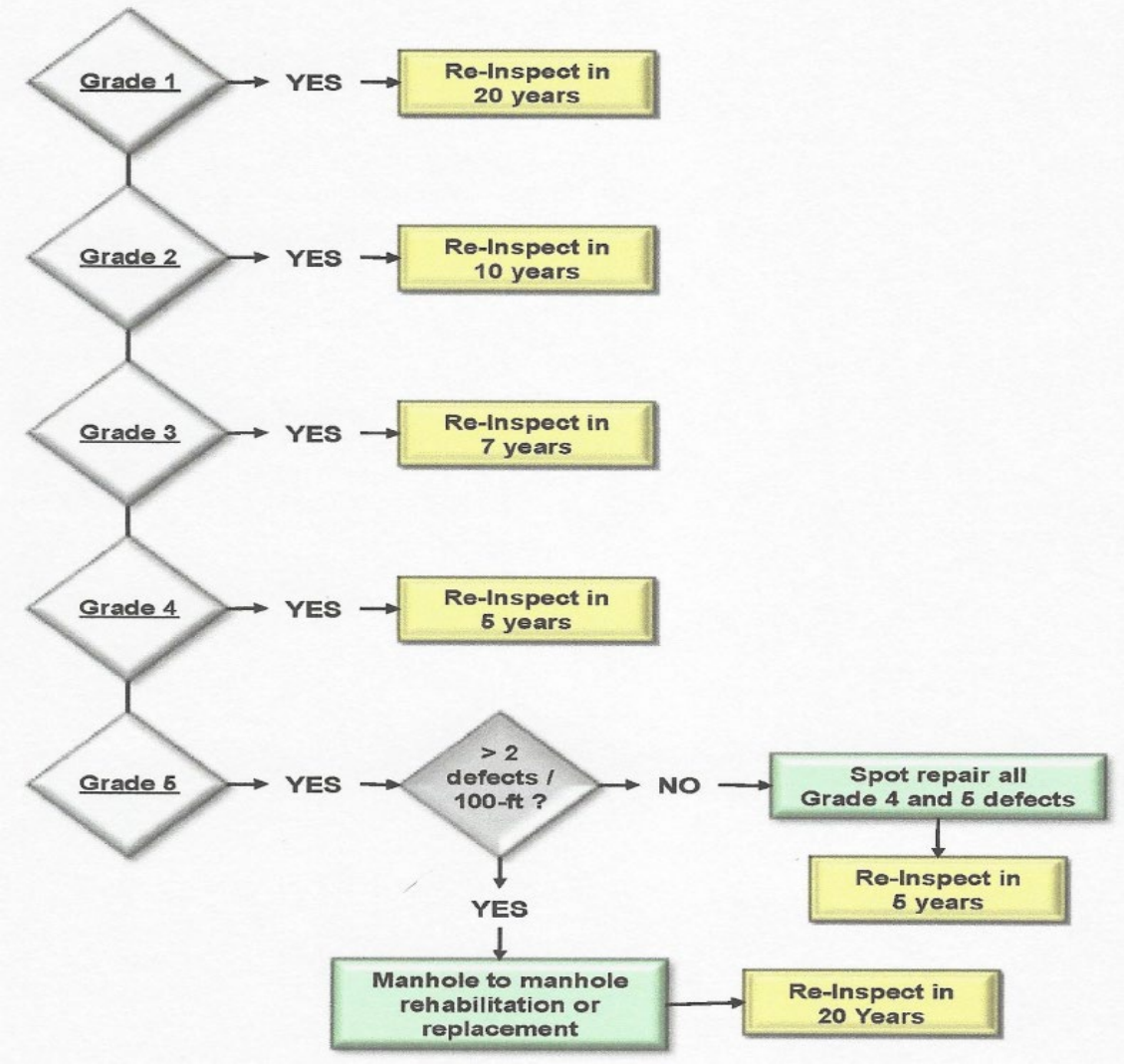
bases following problems in the field. SYCSD will be evaluating how to initiate future activities thru service contracting by outside condition assessment firms. The Historical CCTV assessments by calendar year are stated in Table IV-4 below. SYCSD has not established a formal return frequency for the condition assessment of all sewer lines in the system but will in the future utilize the Return Frequency Flow Chart in Figure IV-3 below.

Table IV – 4: Historical Closed-Circuit Television by Calendar Year*

Calendar Year	CCTV, Linear Feet	CCTV, miles	Percent of the System
2009/2010	400	.075	0.6
2010/2011	5,353	1.01	7.3
2011/2012	3,578	0.67	4.9
2012/2013	3,451	0.65	1.3
2013/2014	5,576	1.05	7.6
2014/2015	1,102	0.20	1.5
2015/2016	143	0.02	0.2
2016/2017	400	.075	0.5
2017/2018	0	0	0
2018/19	0	0	0
Total Linear Feet	**19,603**	**3.71**	**26.9**
Average/year	**1,960**		**2.7**

**Source EXCEL Infrastructure Table provided 12/6/19 prepared by District*

Figure IV – 2: CCTV Return Frequency Flow Chart



IV-3.1.2: Manhole Inspection and Maintenance Program

SYCSD monitors and inspects regularly a manholes that are known to create potential operations and maintenance issues. If the manhole is not found to be flowing freely during an inspection, then additional maintenance in and around the pipe segments connected to the manhole is conducted to assure that these manholes do not create sanitary sewer overflows or operational problems.

IV-3.2: Pump Station Maintenance

SYCSD owns, operates and/or maintains two small package pump stations within the SYCSD service area. The Pump Station Asset Information is identified in Table IV-6 below. SYCSD provides minor maintenance, wet well inspections and cleaning and operations of these two stations as needed. In times of emergencies or failure of the stations, SYCSD staff would manage flows by utilizing SYCSD portable pumping equipment until such time as pumping is reestablished.

Additionally, SYCSD annual evaluates each Pump Station and Force Main Assessment Checklist included in Supplement IV-1 at the end of the Element. The information collected is used to regularly determine the needs for renewal and replacement of these assets.

Table IV – 5: Pump Station Locations and Asset Information

Pump Station Name	Pump Station Location	Construct Date	Number of Pumps GPM	Pump , GPM	Pump Manufacturer	Standby Generation-KW
246 Pump Station	State Highway 246 & Casino Drive	2015	2	625	Smith & Loveless	30
Golden Inn Pump Station	890 North Refugio Road	2016	2	425	Smith & Loveless	20

IV-3.3: Force Mains

Each of the pump stations described in Section 3.2 above discharge through pressure force mains to the SYCSD sewer collection system as described in Table IV-7 below. These small force mains alignments are inspected and the discharge manholes into the collection system are inspected for concrete corrosion regularly. SYCSD does not currently have a formal force main condition assessment and/or replacement program.

Table IV – 6: Force Main Locations and Descriptions

Name of Lift Station Associated with Force Main	Year Constructed	Force Main Asset Information		
		Length (linear feet)	Size (inches)	Material Type*
246 Pump Station	1983	4415	8"	ACP
Golden Inn Pump Station	2016	800	4"	C-900 PVC
Totals, Linear Feet		**5215**		
Total, Miles		**0.99**		

IV-3.4: Root Foaming

SYCSD has utilized chemical root control service contractors to address root issues as summarized in Table IV-8, Historical Chemical Root Control Performance These service contractors supplement SYCSD cleaning efforts including jet-rodder/vactor to cut and remove roots found in the system as determined necessary. Generally, roots have not been found to be a significant problem by SYCSD staff during normal cleaning operations.

Table IV – 7: Historical Root Foaming Results*

Calendar Year	Linear Feet	Miles	Percent of System
2016	4889	.93	0.22
2017	6111	1.16	0.28
2018	7259	1.37	0.33
2019			
Average	6086	1.15	0.27

Source:

IV-4: Rehabilitation and Replacement Program

SYCSD's Capital Improvement Plan (CIP) for the next ten (10) years is updated annually. The 2017 Sewer Master Plan which evaluated pipelines, lift stations, defective and deficient sewer installations and septic system neighborhoods in the service area. The renewal and replacement projects identified were prioritized based upon results of the hydraulic model, field information and velocity information used in the model. In addition, the prioritization also takes into account SYCSD maintenance activities in the service area. SYCSD annually evaluates the CIP for new information and input from the field crews to assure prioritizes need to continue.

The projects currently identified are included in SYCSD's Capital Improvement Program through 2023 are listed in Supplement IV-2. The funds that support the Capital Improvement Program come from SYCSD's sewer service charges that are based upon regular sewer service charge rate analyses and revisions.

IV-5: Training

SYCSD uses a combination of in-house classes, safety training sessions and field exercises; on the job training, vocational training provided by industry vendors and professionals. In addition, SYCSD conducts safety and confined space entry and certification for all employees who might be required to enter confined spaces anywhere in SYCSD.

SYCSD standard construction contract language requires all contractors working in the sanitary sewer collection system to provide training for their employees on the SYCSD's Sanitary Sewer Overflow Emergency Response Plan or demonstrate they have been trained on an equivalent emergency response plan of their own. SYCSD also includes discussions of emergency response requirements during preconstruction and project meetings. These meetings are documented on agendas and in minutes of these meetings.

IV-6: Equipment and Replacement Parts

The list of the major equipment that SYCSD uses in the operation and maintenance of its sewer system is included in **Supplement IV-3: Major Sewer System Equipment Inventory**.

SYCSD has developed a Critical Replacement Parts List included in **Supplement IV-4: Critical Sewer System Replacement Parts Inventory**. SYCSD keeps replacement pumps on the shelf for both lift stations at the Maintenance Yard.

IV-7: Outreach to Sewer Service Contractors

SYCSD requires all service contractors to be aware of emergency response requirements for sanitary sewer overflows and provides necessary reporting information for all sewer related problems and emergency response requirements.

IV-8: References

The data used in this section was taken from the following references:

Supplement IV-1: Pump Station and Force Main Assessment Checklist

Inspection Information	
Inspection date	
Inspection participants	
Facility name	
Facility address	
Comments	

Background Information (Prior 12 Months)	
SSOs	
Equipment failures	
Alarm history (attach copy)	
Major maintenance activities (attach list if applicable)	
Pending work orders (attach copies)	
Operating problems (attach copy of operating log)	
Comments	

Security Features	
Fence and gate	
External lighting	
Visibility from street	
Doors and locks	
Signs with emergency contact information	
Other security features	
Comments	

Safety Features and Equipment	
Signage (confined space, automatic equipment, hearing protection, etc.)	
Fall protection	
Emergency communication	
Equipment hand guards	
Handrails and kickboards	
Platforms and grating	
Tag out and lock out equipment	
Hearing protection	
Eye wash	
Chemical storage	
Comments	

External Appearance	
Fence	
Landscaping	
Building	
Control panels	
Other external features	
Comments	

Building/Structure	
Lift Station building	
Control room	
Wet well	
Other structures	
Comments	

Instrumentation and Controls (including SCADA Facilities)	
Control panel	
Run time meters	
Flow meter	
Wet well level	
Alarms	
SCADA HMI/PLC	
Other instrumentation & controls	
Comments	

Electrical and Switch Gear	
Power drop	
Transformers	
Transfer switches	
Emergency generator and generator connection	
Starters	
Variable frequency drives	
Electrical cabinets	
Conduit and wireways	
Other electrical	
Comments	

Motors	
Lubrication	
Insulation	
Operating current	
Vibration and alignment	
Other	
Comments	

Pumps	
Lubrication	
Vibration and alignment	
Seals	
Indicated flow and discharge pressure	
Shutoff head	
Corrosion and leakage evidence	
Drive shaft	
Other	
Comments	

Valves and Piping	
Valve operation	
Valve condition	
Pipe condition	
Pipe support	
Other	
Comments	

Other	
Lighting	
Ventilation	
Support systems (air, water, etc.)	
Signage	
Employee facilities	
Sump pump	
Overhead crane	
Portable pump connections	
Portable pumps	
Comments	

Supplement IV-2: Capital Improvement Program, $1000*

Project Title	19/20	20/21	21/22	22/23	12/24
Sewer Main Repairs	85	50	50	50	50
Trench Box	0	40	0	0	0
Backhoe	0	150	0	0	0
Operations Vehicle	45	40	0	0	0
Generator	60	0	0	0	0
Camera Van	100	0	0	0	0
Finance Software	36	0	0	0	0
Rate Study	20	0	0	0	0
Horizon Line – West End	563	0	0	0	0
246 Crossing to Stadium	0	0	215	0	0
Stadium Line – West End	0	0	484	0	0
West Side Sewer Extension	0	2,906	0	0	0
Capacity Upgrade/Expansion	500	1,00	2,000	0	0
Total SYCSD Projects	**1,409**	**4,186**	**2,749**	**50**	**50**

*June 19, 2019 Ten Year Capital Improvement Plan – received from Berry 4/21/20

Supplement IV-3: Major System Equipment Inventory*

Equipment Number	Equipment Description	Year Purchased
Model 55418	PipeHunter Hydro-Jetter	2013
MMG80	ABS Mobile Pump Trailer	2006
TR3000	Aries Saturn III Camera System	2004
SK32001	Aries Saturn III Push Camera System	2011
805-610-16	Perma Liner Point Repair System	2011
SMK18H-LS	Hurco Smoke Tester	2004
2500 HD4X4	2004 Chevrolet 2500HD Stake bed Truck 4x4	2004
2500 HD 07	2007 Chevrolet 2500HD	2006
RD4000	Line Locater	2004
Altair 5X	MSA Atmospheric Monitor	2017
GLS100	ISCO Sampler	2005
2150	ISCO Flow Meter	2004
GME22-36	Speed Shoring	2005
BO6392268	Camera Trailer	2006
N/A	Jetter Nozzles (6)	2007
RM - 20441	Sala Tripod	2004
L-1850	Sala Lift	2004
1100633	Sala Harness	2010
S-2000	Western Mule 2-ton Bumper Crane	2004
STJF-2ON	Allegro Confined Space Blower	2017
AGM05	Husky Air Compressor	2010
172.289	Craftsman 1/2" Hammer Drill	2010
MR50 GB	Miller Emergency Safety Winch	2004
TS 5000	Stihl Concrete Saw	2010
MIG180	Lincoln Welder	2005
6521-21	Milwaukee Sawzall	2004
FS - 11OR	Stihl Weed Wacker	2015
950139	Craftsman 3 Ton Floor Jack	2015

Supplement IV-4: Critical System Replacement Parts Inventory*

Part Description	Location
2 – Smith & Loveless replacement impellars & seals	SYCSD Hwy 246 pump station
2 – Smith & Loveless replacement impellars & seals	Golden Inn pump station
4 – Vacuum prime bowls & 3 vacuum solenoids	SYCSD Hwy 246 pump station
2 – Vacuum prime bowls & 2 vacuum solenoids	Golden Inn pump station
1 – 20’ stick of 12” PVC mainline pipe	SYCSD Office yard
2 – 12” FERNCO rubber couplings	SYCSD Office shop
2 – 20’ sticks of 8” PVC collection line pipe	SYCSD Office yard
4 – 8” FERNCO rubber couplings	SYCSD Office shop

**Source:*

Element V: Design and Performance Provisions

Design and Performance Provisions:

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

V-1: Design Criteria for Installation, Rehabilitation and Repair

SYCSD construction projects are designed by the Engineer. SYCSD uses the SYCSD Design and Construction Standards for Public Sewage System Improvements (Construction Standards) dated January 2007. These standards include general conditions and design standards, standard specifications and standard drawings for sewage related infrastructure.

V-1.1: New Pipe and Appurtenances

SYCSD has established standards for both new construction and renewal and replacement work associated with the collection system infrastructure. These standards include design standards for pipes, manholes, laterals, materials and placement of pipes and manholes into the sewer system along with testing for alignment, leakage and infiltration.

Requests for modification or relief from the SYCSD standards can only be considered and ultimately approved by the General Manager.

V-1.2: Pump Station and Force Mains

SYCSD requires that all new or rehabilitated lift stations be designed by a registered engineer and approved by SYCSD before construction and acceptance by SYCSD for operations and maintenance.

V-1.3: Private Sewer Systems and Private Laterals

All private sewer systems and private sewer laterals are required to be designed, installed, inspected by SYCSD in conformance with Construction Standards.

V-2: Inspection and Testing Criteria

SYCSD's Wastewater Collection System Inspection and Testing Criteria for pipelines are defined in the Construction Standards. All testing must be approved by SYCSD prior to consideration for acceptance for operation and maintenance by the Board.

V-2.1: New and Rehabilitated Pump stations

Construction standards and acceptance provisions for new and rehabilitated lift stations are established through the design process and are part of the approval of the plans and specifications for the new or rehabilitated lift station.

V-3: References

The data used in this section were taken from the following references:

- Design and Construction Standards for Public Sewage System Improvements January 2007

Element VI: Overflow Emergency Response Plan

Overflow Emergency Response Plan - Each Enrollee 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:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

(b) A program to ensure an appropriate response to all overflows;

(c) 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 MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to 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.

Sanitary Sewer Overflow Emergency Response Plan

VI-1: Purpose

The purpose of the SYCSD Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for District personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within SYCSD's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements (GWDR), which require wastewater collection agencies to have an Overflow Emergency Response Plan.

VI-2: Policy

SYCSD's employees are required to report all wastewater overflows from public sewer infrastructure and to take the appropriate action to secure the wastewater overflow area, properly

report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. SYCSD's goal is to respond to sewer system overflows as soon as possible following notification. SYCSD will follow reporting procedures in regard to sewer spills as set forth by the Central Coast Regional Water Quality Control Board (*CCRWQCB)* and the California State Water Resources Control Board (*SWRCB)***.**

VI-3: Goals

SYCSD's goals with respect to responding to SSOs are:

- Work safely;
- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

VI-4: Full Overflow Emergency Response Plan

The full copy of SYCSD Overflow Emergency Response Plan effective April 2020 can be found in Appendix E along with copies of all instructions and forms in response packets referred to below. All SSO sampling and testing shall be conducted per SYCSD Water Quality Monitoring Plan (WQMP) which will be attached upon completion and adoption by SYCSD Board in the future in Appendix F.

VI-5: Authority and References

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Wildlife Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ
- State Water Resources Control Board Order 2013-009-DWQ effective September 9, 2013
- Santa Ynez Community Services District Overflow Emergency Response Plan June 2020

Element VII: Fats, Roots, Oils, and Grease (FROG) Control Program

FROG Control Program: Each Enrollee shall evaluate its service area to determine whether a FROG control program is needed. If an Enrollee determines that a FROG program is not needed, the Enrollee must provide justification for why it is not needed. If FROG is found to be a problem, the Enrollee must prepare and implement a FROG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FROG;

(b) A plan and schedule for the disposal of FROG 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 FROG generated within a sanitary sewer system service area;

(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FROG;

(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FROG ordinance;

(f) An identification of sanitary sewer system sections subject to FROG blockages and establishment of a cleaning maintenance schedule for each section; and

(g) Development and implementation of source control measures for all sources of FROG discharged to the sanitary sewer system for each section identified in (f) above.

VII-1: Nature and Extent of FROG Problem

SYCSD continuously works to reduce the impacts of FROG on the collection system. SYCSD has developed a FROG program and has permitted 13 FSE each calendar year throughout SYCSD.

SYCSD's FROG control, program consists of focused cleaning and maintenance as well as some source control.

VII-2: Response to GWDR Requirements

Requirement (a):

An implementation plan and schedule for a public education outreach program should promote proper disposal of FROG.

Response:

SYCSD produces a brochure entitled "Preventing Sewer Backups". In addition to other means of reducing backups, this brochure discusses grease and the role of fats, roots, oils and grease in causing blockages. A copy of the brochure is available on the website.

Requirement (b):

A plan and schedule for the disposal of FROG 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 FROG generated within a sanitary sewer system service area.

Response:

SYCSD identifies potential grease problem areas by tracking locations and potential dry weather blockage concerns. SYCSD has no experienced a FROG related overflow as a result of the current program. SYCSD currently has approximately 900 linear feet of sewer on the focused cleaning program with frequency cleaning every three months depending on results of the cleaning results.

Requirement (c):

The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FROG.

Response:

The SYCSD Sewer Service Code in Sections 511, 512 and 702 provides the legal basis and authority (see Element 3) for SYCSD's FROG Control Program.

Requirement (d):

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.

Response:

The SYCSD Sewer Service Code addresses requirements for grease removal devices. In addition, SYCSD has adopted the California Plumbing Code, most current edition (See District Code Section 4.12.010) which also provides authority for grease removal devices. In addition, the local cities in the service area can require the installation of grease removal devices.

Requirement (e):

Authority to inspect grease producing facilities, enforcement authorities, and determination of whether the collection system has sufficient staff to inspect and enforce the FROG ordinance.

Response:

The inspection and enforcement for FROG related problems are included in Article 12 and 13 of the Sewer Service Code.

Requirement (f) and (g):

Requirement (f) is an identification of sewer system sections subject to FROG blockages and the establishment of a cleaning maintenance schedule for each section, and

Requirement (g) is the development and implementation of source control measures, for all sources of FROG discharged to the sewer system.

Response:

SYCSD has identified and maintains collection system lines on the focused maintenance list. These lines have experienced grease accumulation in the past and are cleaned on varying frequencies based upon severity. The high frequency program currently lists approximately 0.17 miles of collection system lines (1.2% of the collection system) that are cleaned on one of the following frequencies as stated in **Table IV-1 High Frequency Lines**:

- Monthly
- Quarterly
- Semi annually
- Annually

Cleaning frequencies depend on the history of stoppages or overflows on a line or from results of regular cleaning results and CCTV following blockages or overflows. SYCSD will establish a process and procedure for the additional, and removal of lines from the high frequency list no later than the next SSMP Internal Audit.

VII-3: References

The data used in this section were taken from the following references:

- Santa Ynez Community Services Sewer Service Code
- Preventing Sewer Backups Brochure

Element VIII: System Evaluation and District Assurance Plan

System Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) **Evaluation**: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

(b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

(c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term 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.

(d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

VIII-1: System Evaluation – Collection System Capacity Assurance and Vulnerability Evaluation

The District Engineer has completed and evaluation of the entire sewer system and documented the following information for each pipe segment:

- Pipe segment and manhole properties and assets.
- Design sewage flows
- Pipe system capacity for each pipe segment
- Build-out sewage flow projections throughout the District.

These evaluations have determined that the current sewer system has adequate capacity for service area build out. Should the service area be extended, SYCSD will require additional capacity evaluations by a registered engineer prior to consideration and acceptance.

In addition, the District Engineer also has completed a Vulnerability Study for all sewer lines crossing creeks in the service area. The study assigns a priority for all crossings and identified the location, spill risk factor, depth to pipe invert, total scour and rate of scour for these lines. These lines are assessed on a regular basis to not issues.

VIII-2: Design Criteria

SYCSD has established various design criteria for the sanitary sewer new and existing collection system lines as identified and defined in the SYCSD Design and Construction Standards dated January 2007. These criteria include:

- Sewer main hydraulic capacity based upon average dry weather flow criteria and peak wet weather flow criteria for wastewater discharges to diameter of the line.
- Required minimum and maximum velocities; and

SYCSD has established these criteria and uses them to both expand and replace lines in the sanitary sewer system. In addition, they have excluded the use of lines smaller than six (6) inches and do not allow less than standard dimension manholes.

VIII-3: District Enhancement Measures – Capital Improvement Program

SYCSD had developed a sewer line replacement program as stated in Table IV-2 above.

VIII-4: Schedule

SYCSD annually evaluates the schedule for capital improvement program projects and establishes projects based upon the financial capabilities and system needs of the District.

VIII-5: References

- None

Element IX: Monitoring, Measurement, and Program Modifications

Monitoring, Measurement, and Program Modifications:

The Enrollee shall:

(a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;

(b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;

(c) Assess the success of the preventative maintenance program;

(d) Update program elements, as appropriate, based on monitoring or performance evaluations; and

(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

IX-1: Performance Measures

The indicators that SYCSD uses to measure the performance of its sanitary sewer collection system and the effectiveness of its SSMP are:

- Total number of sanitary sewer overflows (SSO);
- Number of SSOs for each cause (roots, grease debris, structural, capacity, lift station failures, and other);
- Portion of sewage recovered compared to total volume spilled for each event;
- SSOs by Category;
- Volume of spilled sewage discharged to Waters of the United States; and
- Comparison of SSO Rate to State and CCRWQCB;
- Annual linear feet of gravity line cleaned;
- Annually linear feet of condition assessment conducted;
- Customer sewer related service responses completed;
- Volume of overflows divided by total sewage discharged to the sewer system.

In addition, SYCSD will also consider additional performance measures from the operations and maintenance of the sewer collection system identified in Element IV to assist with the evaluation of program effectiveness.

IX-2: Performance Monitoring and Program Changes

SYCSD will evaluate the performance of its sewer collection system regularly using the performance measures identified above. SYCSD will update the data and analysis at the time of the biannual evaluation and will place an Annual Performance Report on a Board agenda and after approval on the SSMP webpage.

IX-3: Historical Performance

Since the adoption of the WDR and the requirement to report overflows starting in 2007, SYCSD has experience only a single category 3 overflow of 100 gallons from grease deposition. This is a remarkable record for a system of this size and represents a sewer management program that has met the objectives established for the sanitary sewer system in the SSMP.

IX-4: References

- None

Element X: SSMP Program Audits

SSMP Program Audits - As part of the SSMP, the Enrollee 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 two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

X-1: Audits

SYCSD will audit the implementation and compliance with the provisions of the WDR and this SSMP every two years from the original SSMP adoption date of October 21, 2009 as required by the WDR. The next audit will be conducted and completed no later than October 2021. The audit will be conducted by a team consisting of SYCSD Staff. The audit team may also include members from other outside sewer collection system agencies or professional consultants. During the SSMP audit, SYCSD will conduct a record keeping audit of its SSO files supporting the CIWQS certified reports during the audit period to assure that that the files are complete, contain all required records and documentation as stated in the MRP and OERP and that the files contain no extraneous or conflicting records or information.

The SSMP Audit Checklist (Appendix C) is used to inform the audit interview process and includes the GWDR requirements for each SSMP element and the appendices. The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them will be included in a separate certified Internal Audit Report Action Plan. Upon completion of the audit report and certification by the LRO, SYCSD will place a copy of the final Audit Report including the SSMP Audit Checklist in Appendix B, Sewer System Annual Audit Reports of the SSMP. Modifications and changes to the SSMP identified during the audit will be identified in Appendix D, SSMP Change Log.

The audit should contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a continuously improving and effective program. Information collected will be used in preparing the Audit Report. Tables and figures or charts will be used to summarize information about performance results.

X-2: SSMP Updates

SYCSD Board will recertify its SSMP at least every five years from original District Board adoption date of October 21, 2009 or when substantial changes are made to the SSMP. SYCSD will determine the need to update its SSMP more frequently based on the results of the audits and the performance of its sanitary sewer collection system using information from the Monitoring and Measuring Program Element IX. In the event SYCSD decides that an update is warranted, the

process to complete the update will be identified. SYCSD will complete the update and take the revisions to Board within one year of identifying the need for an update.

X-3: References

None.

Element XI: Communication Program

Communication Program – The Enrollee 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 Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

XI-1: Communication during SSMP Development and Implementation

SYCSD, at least annually, communicates with SYCSD Board at public meetings that allow for input from the public regarding the implementation and results of the collection system operations. SYCSD's General Manager is responsible to coordinate all communications activities and for all materials on SYCSD SSMP webpage including the posting of the Board adopted SSMP, all critical supporting documents and the most current Board SSMP adoption resolution.

Information provided upon request to interested parties includes: a copy of completed sections of the SSMP, brochures and materials regarding collection system operations and maintenance and contact information and/or opportunities for input into the development and implementation of the collection system operations.

The Operations Supervisor annually will provide the SYCSD Board, at a regularly scheduled meeting, an Annual Collection System Performance Report that will be included in the minutes of the public meeting and placed on SYCSD website. The performance information will include the performance measures listed in Element IX: Monitoring, Measurement, and Program Modifications, operations performance results and will be compiled following the end of the fiscal year.

XI-2: Communication with Satellite Agencies

SYCSD meets regularly with the City of Solvang during wastewater committee meetings. regarding issues impacting SYCSD. SYCSD communicates with the Chumash Indian Tribe regarding operations under the Management Agreement.

XI-3: References

- Chumash Management Agreement.

Appendices

Appendix A: Sewer System Management Plan Adoption Documents

RESOLUTION NO. 09-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA YNEZ COMMUNITY SERVICES DISTRICT
APPROVING THE SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

WHEREAS, pursuant to Order No. 2006-0003, all publicly owned collection systems shall develop and implement a system-specific Sewer System Management Plan (SSMP) and shall make it available to the State and/or Regional Water Board upon request; and

WHEREAS, a copy of the SSMP must be publicly available at the district office and/or available on the Internet; and

WHEREAS, the SSMP must be approved by the District's governing board at a public meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community Services as follows:

1. The Board of Directors hereby approves the Sewer System Management Plan set forth in Attachment A hereto.

PASSED AND ADOPTED this 21st day of October, 2009, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: Maler, Beattie, Seymour, Higgins, Moehle
NOES:
ABSENT:
ABSTAINED:

Allen C. Moehle, President
of the Board of Directors

ATTEST:

Michelle McIntosh, Secretary
of the Board of Directors

RESOLUTION NO. 14-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT APPROVING AMENDMENTS TO THE SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

WHEREAS, pursuant to Order No. 2006-0003, all publicly owned collection systems shall develop and implement a system-specific Sewer System Management Plan (SSMP) and shall make it available to the State and/or Regional Water Board upon request; and

WHEREAS, a copy of the SSMP must be publicly available at the office of the Santa Ynez Community Services District (the "District") and/or available on the Internet; and

WHEREAS, the SSMP must be approved by the District's governing board at a public meeting; and

WHEREAS, the District's Board of Directors approved a SSMP by adopting Resolution No. 09-13 on October 21, 2009; and

WHEREAS, the SSMP shall be audited every two years; and

WHEREAS, the District wishes to approve certain amendments to its SSMP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community Services as follows:

1. The SSMP approved by Resolution No. 09-13 on October 21, 2009 is hereby amended by deleting therefrom (i) the District Service Area and Sewer System provisions set forth in the introductory portion of the SSMP, (ii) the table labeled as Appendix "J", (iii) the table labeled as Replacement Planning Model, and (iv) the Vulnerability Study of Sewer Creek Crossing, and replacing said deleted portions of the SSMP with the revised provisions and revised tables attached hereto.

PASSED AND ADOPTED this 15th day of October, 2014, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: Seymour, Higgins, Marks, Maler, Daugherty

NOES:

ABSENT:

ABSTAINED:

David Seymour, President
of the Board of Directors

ATTEST:

Wendy Berry, Secretary
of the Board of Directors

RESOLUTION NO. 20-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT ADOPTING THE UPDATED SANTA YNEZ COMMUNITY SERVICES DISTRICT'S SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, the State Water Resources Control Board adopted Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems; and

WHEREAS, pursuant to Order No. 2006-0003, all publicly owned collection systems with greater than one mile of collection lines shall develop and implement a system-specific Sewer System Management Plan (SSMP) and shall make it available to the State and/or Regional Water Board upon request; and

WHEREAS, the District's Board of Directors certified and adopted a SSMP by adopting Resolution No. 09-13 on October 21, 2009; and

WHEREAS, the State Water Resources Control Board Executive Officer on July 26, 2013 issued Order No. WQ 2013-0058-EXEC amending the Monitoring and Reporting Program (MRP) for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems effective September 9, 2013, which are applicable to all sanitary sewer collection systems enrolled under the Waste Discharge Regulations, including the Santa Ynez Community Services District; and

WHEREAS, Order No. 2006-0003 requires recertification of the SSMP by the governing body whenever significant changes occur or at five years intervals; and

WHEREAS, the District's Board of Directors updated and readopted the SSMP by adopting Resolution No. 14-10 on October 21, 2014; and

WHEREAS, the District wishes to update its SSMP to provide a comprehensive plan to manage its sewer collection system that meets all requirements of the Order No. 2006-0003, Statewide WDR, and the Amended MRP.

WHEREAS, the updated SSMP was presented to the Santa Ynez Community Services Board of Directors at a regularly scheduled Board Meeting on May 20, 2020, allowing for public input prior to consideration and adoption.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community Services as follows:

1. Adopts the attached and updated Santa Ynez Community Services District Sewer Systems Management Plan dated May 20, 2020 (Updated SSMP).
2. Authorize the District General Manager to transmit the adopted and updated SSMP to the regulatory agencies as required.

PASSED AND ADOPTED this 20th day of May 2020, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: **Jones, Beard, Redfern, Mueller, D'Ambra**

NOES:

ABSENT:

ABSTAINED:

Karen Jones, President
of the Board of Directors

ATTEST:

Wendy Berry, Secretary
of the Board of Directors

Appendix B: Sewer System Management Audit Reports

APPENDIX "V"
SYCSD SSMP AUDIT CHECKLIST

Section/Title	Requirement	Current?
1.0 Goal		
SSMP Goals	State goals for the SSMP	2014
2.0 Organizational Structure		
Agency organizational structure	Names and staff positions responsible for developing and implementing the SSMP including the chain of communications for reporting SSOs	2014
Organizational chart for SSMP development and implementation	Organizational chart of management, administration and maintenance personnel.	
3.0 Legal Authority		
Ordinance development for preventing illicit discharges	Required ordinance to comply with Order	2014
4.0 Operation and Maintenance		
Mapping	Up to date mapping of the sewage collection system facilities incldluing appropriate storm water systems	2014
Preventive Maintenance Program	Written description of the preventive maintenance activities the agency employs	2014
Rehabilitation and Replacement Program	Short and long term plan for the rehabilitation or replacement due to system deficiencies including funding	2014
Staff Training	Staff and O & M training and assurance that contractors are adequately trained	2014
5.0 Design and Performance		
Design Standards	Design standards for new and rehabilitated systems including procedures to ensure capacity in existing system due to new or remodeled construction	2014
6.0 Overflow Emergency Response Plan		
Overflow Response Procedures	Written procedures defining how the agency responds to SSOs	2014
7.0 Fats, Oils and Grease Control Program		
FOG Ordinance	Legal authority to prevent the discharge of FOG into the system	2014
FOG Program	Program to reduce or elimate FOG related SSOs	2014
Public Outreach	Public education and outreach program	2014
8.0 System Evaluation and Capacity Assurance Plan		
Inflow and Infiltration	Procedures to detect and remediate I & I problems	2014
Hydraulic Model	Hydraulic model of the system	2014
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies	2014
Capital Improvement Projects	Prioritize CIP list with a schedule of completion dates	2014

APPENDIX "V"
SYCSD SSMP AUDIT CHECKLIST

9.0 Monitoring, Measurement, and Program Modifications		
Data Management	Procedures for accumulating and analyzing system maintenance and other pertinent data	2014
Program Effectiveness	Procedures, reports, etc. to measure the effectiveness of the SSMP	2014
Program Changes	Procedures to initiate changes, enhancements, or correct deficiencies in the SSMP	2014
10.0 SSMP Audit		
Schedule SSMP Audit Controls	Conduct periodic audits, at least every two years on the SSMP	2014
11.0 Communication Program		
Public Outreach	Communicate with public and satellites on a regular basis	2014

Appendix C: Sewer System Management Audit Checklist

Santa Ynez Community Services District
SSMP Audit Checklist

Report Form

The purpose of the SSMP Audit is to evaluate the effectiveness of the SYCSD SSMP and sanitary sewer program and to identify any needed for improvement. The information identified here will be used to inform the possible findings and necessary information to be evaluated during the biannual Internal Audit of the SYCSD SSMP.

Directions: Please rank each item below utilizing the following sufficiency ranking system and add any comments to explain the ranking to the Comment Section of each SSMP Element:

- *Complies (C) – complies with all WDR objectives*
- *Substantially Complies (SC) – complies mostly with all WDR objectives*
- *Partially Complies (PC) – complies with basic WDR objectives*
- *Marginal Compliance (MC) – complies minimally with basic objectives of the WDR*
- *Does Not Comply – does not comply with WDR objectives*

Element 0 – Introduction/Executive Summary	
A.	
B.	
C.	
D.	
Element I – Goals	**Rating**
A. Are the goals stated in the SSMP Element I still appropriate and accurate?	
Discussion:	
Element II – Organization	**Rating**
A. Is the List of Staff Responsible for SSMP Elements current?	
B. Is the Sanitary Sewer Overflow Responder List current?	
C. Is the Organization Chart current?	

D. Are the Staff position descriptions an accurate portrayal of staff responsibilities? Are the LRO and DSs properly identified in the position descriptions?	
E. Is the Chain of Communication for Reporting and Responding to SSOs section/flow chart accurate and up to date?	
Discussion:	

Element III – Legal Authority	**Rating**
Does the SSMP contain current references to the Gilroy Municipal Code documenting SYCSDs legal authority to:	
A. Prevent illicit discharges?	
B. Require proper design and construction of sewers and connections?	
C. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the SYCSD?	
D. Limit discharges of fats, oils and grease?	
E. Enforce any violation of its sewer ordinances?	
F. Were any changes or modifications made in the past year to Sewer Ordinances, Regulations or standards?	
Discussion:	

Element IV – Operations & Maintenance	
Collection System Maps	**Rating**
A. Does the SSMP reference the current process and procedures for maintaining SYCSD's wastewater collection system maps?	
B. Are the wastewater collection system maps complete, current and sufficiently detailed?	
C. Are storm drainage facilities of the City and County identified in the SYCSD service area on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	
Prioritized Preventive Maintenance	**Rating**
D. Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	

E. Based upon information in the Annual SSO Report, are the SYCSDs preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	
Scheduled Inspections and Condition Assessments	**Rating**
F. Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	
Contingency Equipment and Replacement Inventory	**Rating**
G. Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	
H. Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	
Training	**Rating**
I. Does the SSMP document current training expectations and programs for staff and contractors?	
Outreach to Plumbers and Building Contractors	**Rating**
J. Does the SSMP document current outreach efforts to plumbers and building contractors?	
Discussion:	
Element V – Design and Performance Standards	**Rating**
A. Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	
B. Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	
Discussion:	
Element VI – Overflow and Emergency Response Plan	**Rating**
A. Does the SYCSD Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	

B.	Are staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?	
E.	Does all SSO event recordkeeping meet the SSS GWDR and MRP requirements? Are all SSO event files complete and certified in the CIWQS system?	
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with SSS GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	
Discussion:		

Element VII – Fats, Roots, Oils and Grease (FROG) Control Program		**Rating**
A.	Does the FROG Control Program include efforts to educate the public on proper handling and disposal of FROG?	
B.	Does the FROG Control Program identify sections of the collection system subject to FROG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping, and reporting established in the FROG Control Program?	
D.	Does SYCSD have sufficient legal authority to implement and enforce the FROG Control Program?	
E.	Is the current FROG program effective in minimizing blockages of sewer lines resulting from discharges of FROG to the system	
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?	
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the SYCSD OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	

Discussion:	
Element VIII – System Evaluation and Capacity Assurance Plan	**Rating**
A. Does the SYCSD Sewer System Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term capacity enhancement and improvement projects?	
B. Does the SYCSD Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long- term capacity improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity completed?	
Discussion:	
Element IX – Monitoring, Measurement and Program Modifications	**Rating**
A. Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	
B. Is SYCSD able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?	
C. Do the performance metrics properly support the Goals in Element 1?	
Discussion:	
Element X – SSMP Audits	**Rating**
A. Will the SSMP Audit be completed, reviewed and filed in Appendix B based upon the required time intervals since the original SSMP adoption date?	
B. Was the last Audit Report certified by the SYCSD LRO as required?	
C. Was the final Audit Report presented to the governing body at a publicly noticed meeting?	
D. Was the last Audit Report placed in the SSMP Appendix and added to the SCWD SSMP webpage.	
Discussion:	
Element XI – Community Program	**Rating**

A. Does SYCSD effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?	
B. Did the SYCSD Board receive and review the Annual Sewer System Report?	
C. Was the annual report uploaded to the SYCSD Sewer Section website and added to Appendix C?	
D. Did staff conduct and document meetings with the Pebble Beach Community Services District's satellite collection systems?	
E. Are all agreements with satellite systems current or are changes necessary to these agreements?	
Discussion:	

Change Log	**Rating**
A. Is the SSMP Change Log current and up to date?	
Discussion:	

Audit Team: _____ **Date:** _____

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

Certified By: _____ **Date:** _____

Approved for Filing On **Date:** _____

Appendix D: Sewer System Management Plan Change Log

LOG OF SSMP CHANGES			
Date	**SSMP Element #**	**Description of Change / Revision Made**	**Person Authorizing Change**

Appendix E: Overflow Emergency Response Plan (OERP)

Santa Ynez Community Services District

Overflow Emergency Response Plan

Effective Date: May 20, 2020

Revised Date: _____

Approved by: Board of Directors

Signature: _____

Date: _____

Prepared by David Petzer, DKF Solutions Group
(707) 373-9709 dpetzer@dkfsolutions.com

Santa Ynez Community Services District: Overflow Emergency Response Plan

Table of Contents

Sanitary Sewer Overflow Emergency Response Plan (OERP)

(continued)

(Table of Contents continued)

Sanitary Sewer Overflow Emergency Response Plan

1. Purpose

The purpose of the Santa Ynez Community Services District's (District) Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for District personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the District's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements (GWDR), which require wastewater collection agencies to have an Overflow Emergency Response Plan.

2. Policy

The District's employees are required to report all wastewater overflows found and take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The District's goal is to respond to sewer system overflows as soon as possible following notification. The District will follow reporting procedures in regards to sewer spills as set forth by the Central Coast Regional Water Quality Control Board (*RWQCB)* and the California State Water Resources Control Board (*SWRCB)*.

3. Definitions as Used in This OERP

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS): Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

FROG – Fats, Roots, Oils, and Grease: Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system. These blockages can be exacerbated by tree and shrub roots entering through cracks in underground pipes.

LEGALLY RESPONSIBLE OFFICIAL (LRO): Refers to an individual who has the authority to certify reports and other actions that are submitted through CIWQS.

MAINLINE SEWER: Refers to District wastewater collection system piping that is not a private lateral connection to a user.

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

MAJOR SPILL: A spill of whatever size that, based on a reasonable assessment of the spill size, location, and potential impacts, is deemed to pose an imminent and substantial endangerment to public health or the environment.

NOTIFICATION OF AN SSO: Refers to the time at which the District becomes aware of an SSO event through observation or notification by the public or other source.

NUISANCE - California Water Code section 13050, subdivision (m), defines nuisance as anything that meets all of the following requirements:

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

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

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

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

PRIVATE LATERAL SEWAGE DISCHARGES – Sewage discharges that are caused by blockages or other problems within a privately-owned lateral.

SANITARY SEWER OVERFLOW (SSO) - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

(i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;

(ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and

(iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in CIWQS.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.

SSO Categories:

Category 1: Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) 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 MS4 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: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

SANITARY SEWER SYSTEM: Any publicly-owned system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

SENSITIVE AREA: Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health (e.g. parks, aquatic habitats, etc.)

SEWER SERVICE LATERAL: Refers to the piping that conveys sewage from the building to the District's wastewater collection system.

UNTREATED OR PARTIALLY TREATED WASTEWATER: Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

WATERS OF THE STATE*:* Waters of the State (or waters of the United States) means any surface water, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the State unless the sewage is completely contained and returned to the wastewater collection system and that portion of the storm drain is cleaned.

4. State Regulatory Requirements for Element 6, Overflow Emergency Response Plan

GWDR Requirement

The collection system agency 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:

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
(b) A program to ensure appropriate response to all overflows;
(c) 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 Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board Waste Discharge Requirements or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan should identify the officials who will receive immediate notification;
(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
(f) 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.

The Sewer System Management Plan and critical supporting documents are made available to the public via submission of an electronic copy to the State Water Resources Control Board.

5. Goals

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

- Work safely;
- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

6. SSO Detection and Notification

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(a)

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.

The District operates two wastewater pump station. In the event of any pump failure, the high-level sensor activates the SCADA alarm system and the District is contacted. To prevent overflow, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypassed around the station into the sanitary sewer system.

6.1 PUBLIC OBSERVATION

Public observation is the most common way that the District is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the District's website: https://www.sycsd.com.

The District's telephone number for reporting sewer problems is (805) 688-3008.

Normal Work Hours

During normal business hours, a District staff will receive the call and then they will enter the caller's information into the District's work order tracking system . The Office Staff will then dispatch an available crew. The Crew will document findings and any actions taken, regardless of whether or not the service request was for a sanitary sewer overflow (SSO). The Operations Supervisor will either document the event or have the Field Crew complete the initial SSO forms.

After Hours

After hours service calls roll over to an answering service, which will contact the on-call person. If not available, they will go the next on-call person on the list.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential problem
- Nature of call
- In case of SSO, estimated start time of overflow

- Caller's name and telephone number
- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

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

If the overflow/backup is in the District's service area, the Operations Supervisor or a Field Crew is dispatched and instructed to complete the Sanitary Sewer Overflow/Backup Response Workbook.

6.2 DISTRICT STAFF OBSERVATION

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

6.3 CONTRACTOR OBSERVATION

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a Sanitary Sewer Overflow. If the contractor/plumber causes or witnesses an SSO they should:

1. Immediately notify the District.
2. Protect storm drains.
3. Protect the public.
4. Provide information to the District Operations Supervisor such as start time, appearance point, suspected cause, weather conditions, etc.
5. Direct ALL media and public relations requests to the District Manager.

6.4 NO OBSERVATION

If there are no witnesses or no call was received for an SSO, the District staff will contact nearby residents or business owners in the vicinity of the SSO, in an attempt to obtain information that brackets a given start time that the SSO began. This information will be collected and placed with records for the specific SSO.

7. SSO Response Procedures

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(b)

7.1 Sewer Overflow/Backup Response Summary

The District will respond to SSOs as soon as feasible following notification of an overflow/backup or unauthorized discharge.

If it is not possible that the overflow/backup is due to a failure in the District-owned/maintained sewer lines the Field Crew performs the following:

- Follows the instructions in the Sanitary Sewer Overflow/Backup Response Workbook.
- If the customer is not home the Field Crew completes the Door Hanger and leaves it on the customer's door.
- If the customer is home the Field Crew:
    - Explains that the blockage is in the customer's lateral and the District does not have legal authority to maintain or perform work on privately owned laterals.
    - Recommends to the customer that they hire a contractor to clear their line.
    - Gives the customer the Sewer Spill Reference Guide pamphlet.

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

- Follows the instructions in the Sanitary Sewer Overflow/Backup Workbook.
- Notifies Operations Supervisor or designee of the incident.
- Relieves blockage and cleans impacted areas.
- Forwards the completed Sanitary Sewer Overflow Workbook to the Operations Supervisor or designee.

The Operations Supervisor, or designee performs required regulatory reporting in accordance with the Sanitary Sewer Overflow/Backup Workbook's Regulatory Reporting section.

If the overflow has impacted private property, the Field Crew:

- Follows the instructions in the Sanitary Sewer Overflow/Backup Workbook.
- Provides the customer with forms and information as indicated in the Sanitary Sewer Overflow/Backup Workbook.
- Forwards the completed Sanitary Sewer Overflow/Backup Workbook to the Operations Supervisor or designee.

The Operations Supervisor or designee notifies the Secretary/Treasurer of the incident.

The Secretary/Treasurer or designee:

- Reviews incident reports, claim form and other incident information and forwards, as appropriate, to:

    Special District Risk Management Authority (SDRMA)
    Property & Liability Claims Department
    Tel: (800) 537-7790
    Fax: (916) 231-4111

    After 4:30 or on weekends/holidays, contact

- Communicates with claimant as appropriate.
- Communicates with SDRMA to adjust and administer the claim to closure.

7.2 First Responder Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary 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 Operations Supervisor in event of major SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).

7.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when District personnel responding to a sewer system event are not familiar with potential safety hazards 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.

7.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Take photos of overflowing manhole(s)/cleanout(s).
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of spill.
- Notify the Operations Supervisor. If unavailable, contact the Field Crew or District Engineer.
- Contact caller if time permits.
- Document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
    - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
    - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
    - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.

- Take steps to contain the SSO. For procedures refer to the Sanitary Sewer Overflow/Backup Response Workbook.

7.5 Initiate Spill Containment Measures

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

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

For procedures refer to the Sanitary Sewer Overflow/Backup Response Workbook.

7.6 Restore Flow

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

7.7 Equipment

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

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- *Camera* -- A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- *Air plugs, sandbags, plastic mats, and rubber barriers/dikes.*
- *SSO Sampling Kits*
- *Portable Lights*

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup can be found in the Operations Supervisor's office.

8. Recovery and Cleanup

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(e)

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and cleanup procedures are:

8.1 Estimate the Flow and Volume of Spilled Sewage

To estimate the flow rate, District Staff will use the Southern Sections Collections System Committee (SSCSC) Manhole Overflow Gauge if the same style of manhole cover is observed overflowing. A variety of approaches exist for estimating the volume of a sanitary sewer spill. Crew members should use the method most appropriate to the sewer overflow in question and reference the Sanitary Sewer Overflow/Backup Response Workbook which provides three (3) methods:

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

In addition, wherever and whenever possible, document the estimate using photos and/or video of the SSO site before and during the recovery operation.

8.2 Recovery of Spilled Sewage

Vacuum up and/or pump the spilled sewage and rinse water and discharge it back into the sanitary sewer system.

8.3 Clean-up and Disinfection

Clean up and disinfection procedures will 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 will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

Private Property

District crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of District system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, property owners may submit a claim for damages to the Secretary/Treasurer.

Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take reasonable

steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

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

Natural Waterways
The Department of Fish and Wildlife will be notified by CalOES for SSOs greater than or equal to 1,000 gallons.

Wet Weather Modifications
Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

8.4 Public Notification

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. Santa Barbara County Environmental Health Services Department (EHSD) instructions and directions regarding placement and language of public warnings will be followed. Additionally, the Operations Supervisor will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by Santa Barbara County Environmental Health Services Department or the District Manager.

Creeks and streams that have been contaminated as a result of an SSO will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the District Manager will provide the media with all revelvant information.

9. Water Quality

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(f)

9.1 Water Quality Sampling and Testing

Water quality sampling and testing will be performed for Category 1 SSOs whenever there is a major spill to determine the extent and impact of the SSO. The water quality sampling procedures must be implemented within 48 hours and include the following:

- The first responders will collect samples as soon as possible after the discovery and mitigation of the SSO event.

- The water quality samples will 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 will be collected near the point of entry of the spilled sewage.
- The samples shall then be brought to one of the following labs:

9.2 Water Quality Monitoring Plan

The District Water Quality Monitoring Plan (WQMP) will be implemented immediately upon discovery of any Category 1 SSO whenever there is a major spill in order to assess impacts from SSOs to surface waters. The SSO Water Quality Monitoring Plan will:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, legal right to access, etc.)
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the District becoming aware of the SSO, require water quality sampling for fecal coliform, E. Coli, biochemical oxygen demand (BOD), and ammonia.
6. Observe proper chain of custody procedures.
7. If the District's current OERP cannot fully mitigate an SSO and if it is determined that the SSO may pose an imminent and substantial endangerment to public health or the environment, the District shall consult a qualified biologist, health care specialist or equivalent professional to assist.

9.3 SSO Technical Report

The District will submit an SSO Technical Report to the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any major SSO spilled to surface waters. The Operations Supervisor in conjunction with the District Engineer will supervise the preparation of this report and will certify this report. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

<u>Causes and Circumstances of the SSO:</u>

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

<u>District's Response to SSO:</u>

- Chronological narrative description of all actions taken by the District to terminate the spill.

- Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
- Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

Water Quality Monitoring:

- Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- Detailed location map illustrating all water quality sampling points.

10. Sewer Backup Into/Onto Private Property Claims Handling Policy

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

- District staff will offer a District claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the District-owned sewer lines or whenever a District customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the District was not at fault.
- It is the responsibility of the Field Crew to gather information regarding the incident and notify the Operations Supervisor or his/her designee.
- It is the responsibility of the Secretary/Treasurer to review all claims and to oversee the adjustment and administration of the claim to closure.

11. Notification, Reporting, Monitoring and Recordkeeping Requirements

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(c)

In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS GWDRs), the Santa Ynez Community Services District maintains records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of how any estimations of the volume of discharged and/or recovered volumes were calculated including all assumptions made.
- Regulator required notifications are outlined in Section 11.1 on the following page.

11.1 Regulator Required Notifications

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two hours of becoming aware of 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 District will notify the California Office of Emergency Services (CalOES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING	• Category 1 SSO: The District will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: The District will submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: The District will submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: The District will submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: The District will certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: The District will update and certify every 12 months	Enter data into the CIWQS Online SSO Database[1] (http://ciwqs.waterboards.ca.gov/) certified by the Legally Responsible Official(s)[2]. All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report. Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days.
WATER QUALITY MONITORING	The District will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results will be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING	The District will maintain the following records: • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	Self-maintained records shall be available during inspections or upon request.

[1] In the event that the CIWQS online SSO database is not available, the Operations Supervisor will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office at (805) 543-0397 in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO file.

[2] The District always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov.

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS that includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that cause the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

11.2 Complaint Records

The District maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO or occurrence related to the call
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the state
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint with the original complainant
- Work service request information used to document all feasible and remedial actions taken

All complaint records will be maintained for a minimum of five years whether or not they result in an SSO. SSO records are kept under the direction and control of the Operations Supervisor.

12. Post SSO Event Debriefing

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(d)

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

As soon as possible after Category 1 and Category 2 SSO events all of the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in preventing or responding to and mitigating future SSO events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

13. Failure Analysis Investigation

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(d)

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 or for other SSOs to occur.

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

- Reviewing and completing the Sanitary Sewer Overflow Report and any other documents related to the incident

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

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

14. SSO Response Training

ref. SWRCB Order No. 2006-0003-DWQ D.13vi(d)

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

14.1 Initial and Annual Refresher Training

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

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

- The District's Overflow Emergency Response Plan and Sanitary Sewer Management Plan
- Sanitary Sewer Overflow Volume Estimation Techniques
- Researching and documenting Sanitary Sewer Overflow Start Times
- Impacted Surface Waters: Response Procedures
- State Water Resources Control Board Employee Knowledge Expectations
- Employee Core Competency Evaluations on Sanitary Sewer Operations
- Water Quality Sampling Plan

The District will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. This will be verified through any of the following: electronic testing, interviews and/or observations. The District will address, through additional training/instruction, any identified gaps in required core competencies.

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

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for the District.

3. Please expand on your current position duties and role in responding in the field to any SSO complaints.
4. Please describe your SOPs used to respond/mitigate SSOs when they occur.
5. Describe any training the District provides or sends you to for conducting spill volume estimates.
6. We are interested in learning more about how your historical SSO response activities have worked in the field. We understand from discussions with management earlier that you use the OERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any SSO complaints in the field?
8. Can you tell us who is responsible for estimating SSO volumes discharged? If it is you, please describe how you go about estimating the SSO volume that you record on the work order/service request forms?
9. What other information do you collect or record other than what is written on the work order form?
10. Describe if and when you ever talk with people that call in SSOs (either onsite or via telephone) to further check out when the SSO might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these SSOs, when else would you typically take any pictures of an SSO?
12. Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate SSO complaints.

14.2 SSO Response Drills

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

14.3 SSO Training Record Keeping

Records will 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 will include date, time, place, content, name of trainer(s), and names and titles of attendees.

14.4 Contractors Working On District Sewer Facilities

All construction contractors working on District sewer facilities will be required to develop a project-specific OERP, will provide project personnel with training regarding the content of the contractor's OERP and their role in the event of an SSO, and to follow that OERP in the event that they cause or observe an SSO. Emergency response procedures shall be discussed at project pre-construction meetings, regular project meetings and after any contractor involved incidents.

All service contractors performing work on District sewer lines will be provided wth Appendix D: Contractor Orientation and will be required to observe contractor procedures.

15. Authority

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Wildlife Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ
- State Water Resources Control Board Order No. WQ 2013-0058-EXEC effective September 9, 2013

16. Appendices

- Appendix A: Sample Public Notification Sign
- Appendix B: Sewer Spill Reference Guide: Your Responsibilities as a Private Property Owner
- Appendix C: Door Hanger
- Appendix D: Sanitary Sewer Overflow and Backup Response Workbook

APPENDIX A:
Sample Public Notification Sign

Overflow Emergency Response Plan
Public Posting

DANGER

RAW SEWAGE • AVOID CONTACT

PELIGRO

AGUA CONTAMINADA • EVITE TODO CONTACTO

For more information:

Santa Ynez Community Services District
(805) 688-3008

APPENDIX B:
Sewer Spill Reference Guide Pamphlet:
Your Responsibilities as a Private Property Owner

INSERT
Pamphlet

APPENDIX C:
Door Hanger

Santa Ynez Services District

On (date) _____, at (location) _____, we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

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

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

SYCSD representative notes: _____

_____

_____

SYCSD representative:

_____

For questions or comments, please call

Santa Ynez Community Services District
(805) 688-3008

Santa Ynez Services District

On (date) _____, at (location) _____, we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

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

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

SYCSD representative notes: _____

_____

_____

SYCSD representative:

_____

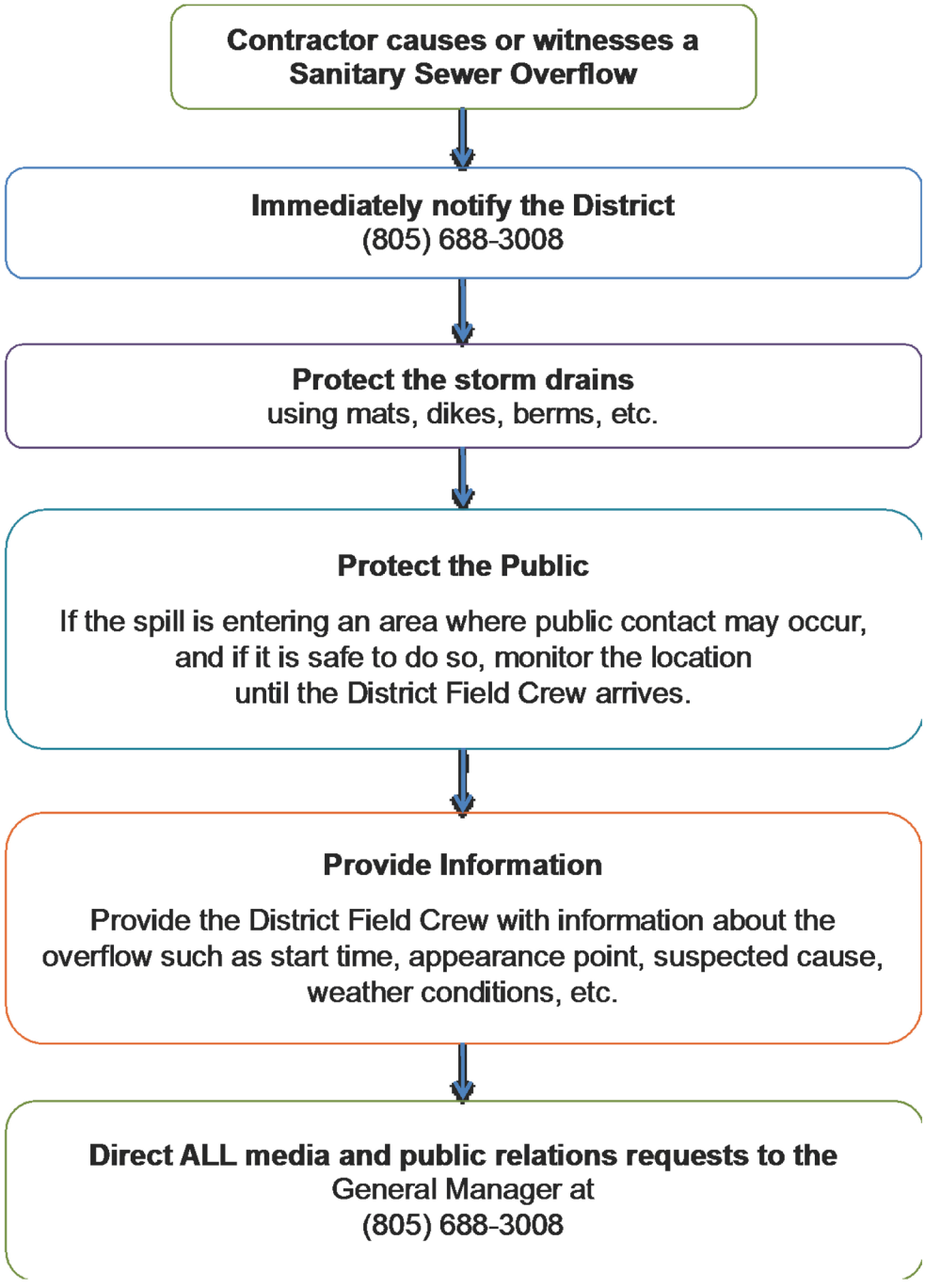
For questions or comments, please call

Santa Ynez Community Services District
(805) 688-3008

APPENDIX D:
Contractor Orientation

Santa Ynez Community Services District Overflow Emergency Response Plan

Contractor Orientation



APPENDIX E:
Sanitary Sewer Overflow/Backup Response Workbook

INSERT
Sanitary Sewer Overflow/Backup Response Workbook

Santa Ynez Community Services District

Overflow Emergency Response Plan

Sanitary Sewer Overflow and Backup Response Workbook

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow/Backup Response Workbook

- ❑ If this is a Category 1 SSO greater than or equal to 1,000 gallons, **immediately notify the Operations Supervisor** at (805) 688-3008 to make the 2-hour notification to CALOES.
- ❑ **Refer to the Regulatory Reporting Guide** for additional reporting requirements.
- ❑ **If there is a backup into a residence or business:**
  - Notify Operations Supervisor at (805) 688-3008.
  - If reachable, contact the Secretary/Treasurer at (805) 688-3008.
  - If unreachable, initiate contact with Special Districts Risk Management Authority (SDRMA) at (800) 537-7790
- ❑ **For Cleaning Services (Restoration/Remediation):** [Need restoration/remediation firm contact information]
- ❑ **For Water Sampling:** Operations Supervisor (805) 688-3008
- ❑ **For any media inquiries/requests:** General Manager (805) 688-3008

Don't forget to take photos!

Field Crew:

- ❑ Follow the instructions on the Overflow/Backup Response Flowchart and complete forms in this workbook as indicated.
- ❑ Complete the chain of custody record (to the right) and deliver this workbook to the Operations Supervisor.

Print Name: _____

Initial: _____

Date: _____

Time: _____

Operations Supervisor:

- ❑ Review the SSO Event Checklist and the forms in this booklet. Contact the Field Crew for additional information if necessary.
- ❑ Confirm that all required regulatory notifications have been made.
- ❑ If this was a Sewer Backup, complete the Backup Forms Checklist (E-1).
- ❑ Complete the Collection System Failure Analysis Form (F-1).
- ❑ Enter data into CIWQS.
- ❑ Complete the Chain of Custody record (right) and file this booklet
- ❑ Complete District's Internal Incident Report

Print Name: _____

Initial: _____

Date: _____

Time: _____

Santa Ynez Community Services District Overflow Emergency Response Plan

SSO Event Checklist

Date of SSO: _____ SSO Location/Name: _____

CIWQS Event ID #: _____ Category? ☐ 1 ☐ 2 ☐3 OES#: _____

Property Damage? ☐ Yes ☐ No Service Request #: _____

- ☐ Effort made to contain and return a portion/all to the sanitary sewer
- ☐ Pictures/video taken of overflow
- ☐ Pictures taken of affected/unaffected area
- ☐ If property damage, start that process
- ☐ Pictures taken of containment efforts
- ☐ If Cat 1 > 1000 gals:
  OES Control #_____
- ☐ Impacted waters identified?
- ☐ No impacted waters?
- ☐ SSO Report Form Complete (includes fields for all required fields in CIWQS, and a sketch of SSO)
- ☐ Volume Estimation Worksheet(s) done
- ☐ Start Time Determination Form done
- ☐ Initial review of forms is complete (ensure consistency with dates, times, volumes, and other data)
- ☐ Review of photos and videos (label/date)
- ☐ Start Folder for all documentation for this SSO event. Put everything in it (SSO Report, Worksheets/Forms, follow-up work orders, notes, pics, drawings, etc. CIWQS print outs and emails)
- ☐ Failure Analysis
  - CCTV to determine cause
  - Review Asset History
- ☐ Determine next steps to prevent recurrence
- ☐ Document findings and next steps on SSO Report
- ☐ Submit Draft in CIWQS w/in 3 business days (for Categories 1 and 2 only)
- ☐ Print CIWQS Draft hard copy and email
- ☐ Review CIWQS, SSO Report, Worksheets, CMMS, and any other documentation to ensure data is consistent (e.g. dates, times, volumes, cause, follow-up action, etc.
- ☐ Attach photos, forms etc. to CIWQS
- ☐ Submit Ready to Certify in CIWQS (with sufficient time for LRO review)
- ☐ Print CIWQS Ready to Certify and email
- ☐ Hand folder to LRO
- ☐ LRO review folder and CIWQS verify accurate and consistent data
- ☐ Certify in CIWQS (within 15 calendar days for Categories 1 & 2, 30 days after the month for Category 3)
- ☐ Print Certified CIWQS and email
- ☐ Any changes? Change in CIWQS and hard copies and explain changes, print our current version
- ☐ Move completed folder to SSO Binder
- ☐ For 50,000 gallons or larger
  - ☐ Follow Water Quality Monitoring and Sampling procedures
  - ☐ Map of where samples were taken
  - ☐ Sampling results
  - ☐ Write Technical Report Certify w/in 45 days
  - ☐ Attach to CIWQS
  - ☐ Add to SSO Folder/Binder
  - ☐ If any changes are made to SSMP
    - Update SSMP and link on CIWQS to SSMP
    - Add change to SSMP Change Log
    - If change is substantive, re-certify SSMP

Santa Ynez Community Services District Overflow Emergency Response Plan

Regulatory Reporting Guide A-1

Deadline	Category 1 SSO	Category 2 SSO	Category 3 SSO	Private Lateral Sewage Discharge
2 hours after awareness of SSO	If the spill is greater than or equal to 1,000 gallons, call CalOES.	-	-	-
As soon as possible	If SSO impacts private property that may be a failure of the sewer main and/or if a claim for damages may be submitted against the District, notify the Secretary/Treasurer.			-
48 Hours after awareness of SSO	If 50,000 gal or more were not recovered, begin water quality sampling.	-	-	-
3 Business Days after awareness of SSO	Submit Draft Spill Report in the CIWQS database.	Submit Draft Spill Report in the CIWQS database.	-	-
15 Days after response conclusion	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end date.	Certify Spill Report in the CIWQS database. Update as needed until 120 days after SSO end time.	-	-
30 Days after end of calendar month in which SSO occurred	-	-	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end date.	(Voluntary) Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end date.
45 days after SSO end date	If 50,000 gal or more were not recovered, submit SSO Technical Report in CIWQS.	-	-	

Note: For reporting purposes, if one SSO event results in multiple appearance points, complete one SSO report in the CIWQS SSO Online Database, and report the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, including all the discharge points associated with the SSO event.

Category	Definition
1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) 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 MS4 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).
2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
Private Lateral Sewage Discharge (PLSD)	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 sewer assets. PLSDs that the enrollee becomes aware of may be **voluntarily** reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Santa Ynez Community Services District Overflow Emergency Response Plan

Regulatory Reporting Contacts and Authorization A-2

Authorized Personnel:

The Operations Supervisor

the District's Legally Responsible Officials (LROs) and are authorized to perform regulatory reporting of SSOs electronically sign and certify SSO reports in CIWQS:

Contact	Telephone/Email
CAL OES	Tel: (800) 852-7550
Secretary/Treasurer Wendy Berry	Email: wendy@sycsd.com Tel: (805) 688-3008
Special District Risk Management Authority (SDRMA) **Property & Liability Claims Department**	Tel: (800) 537-7790 Fax: 916-231-4111 Email:
Central Coast Regional Water Quality Control Board	Main: (805) 549-3147 Fax: (805) 543-0397 **Howard Kolb** Direct: (805) 549-3332 Email: howard.kolb@waterboards.ca.gov
State Water Resources Control Board **Walter Mobley**	Tel: (916) 323-0878 Email: Walter.Mobley@waterboards.ca.gov

Santa Ynez Community Services District Overflow Emergency Response Plan

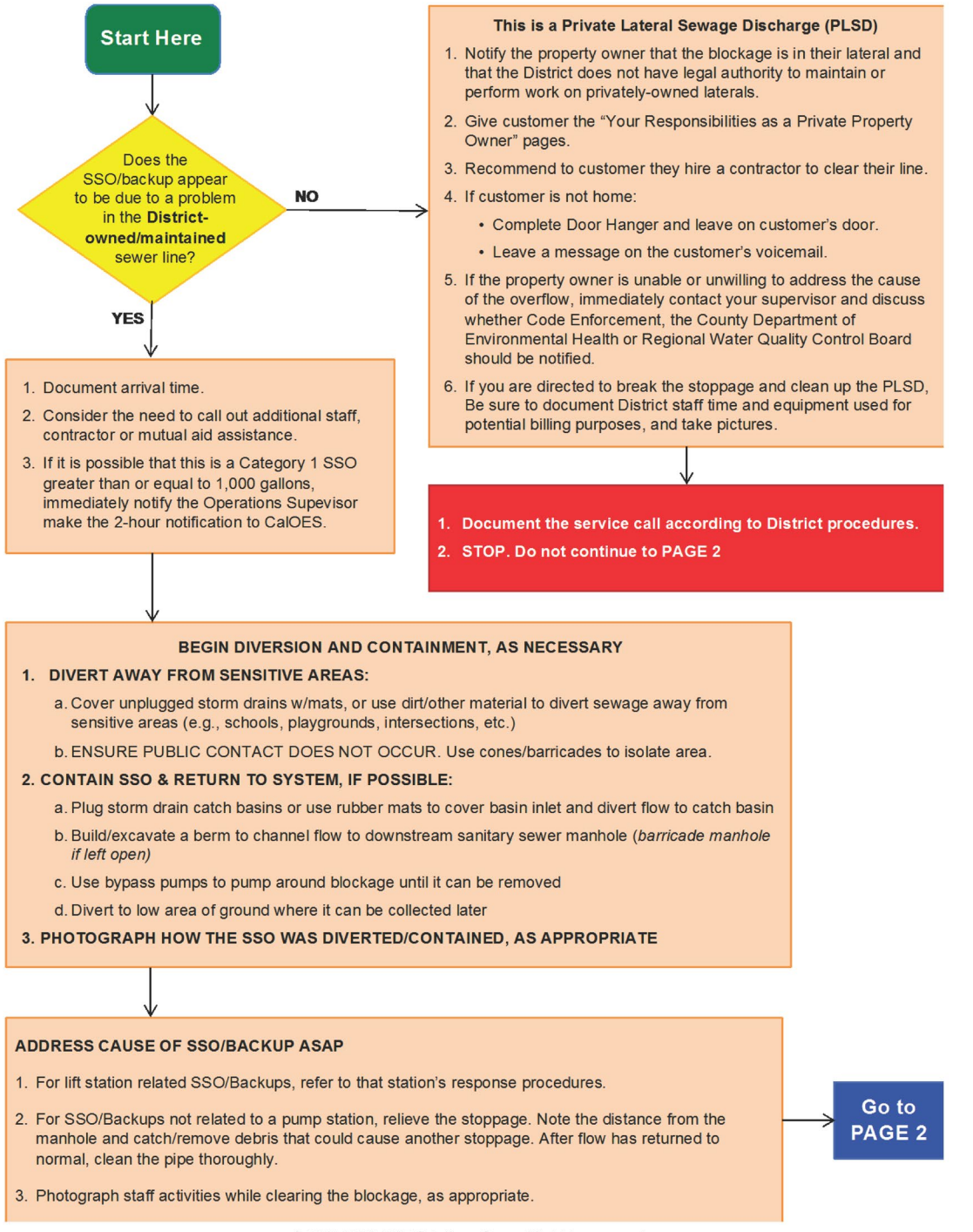
Regulatory Reporting Checklist A-3

NOTIFICATIONS	
CAL OES (800) 852-7550	
Notification Date/Time:	
Name of Who You Spoke To:	
OES Control Number:	
Secretary/Treasurer, if applicable	
Notification Date/Time:	
Name of Who You Spoke To: Left Message: ☐	
SDRMA, if applicable	
Notification Date/Time:	
Name of Who You Spoke To: Left Message: ☐	
Central Coast Regional Water Quality Control Board	
Notification Date/Time:	
Name of Who You Spoke To: Left Message: ☐	
State Water Resources Control Board	
Notification Date/Time:	
Name of Who You Spoke To: Left Message: ☐	

Santa Ynez Community Services District Overflow Emergency Response Plan

Overflow/Backup Response Flowchart

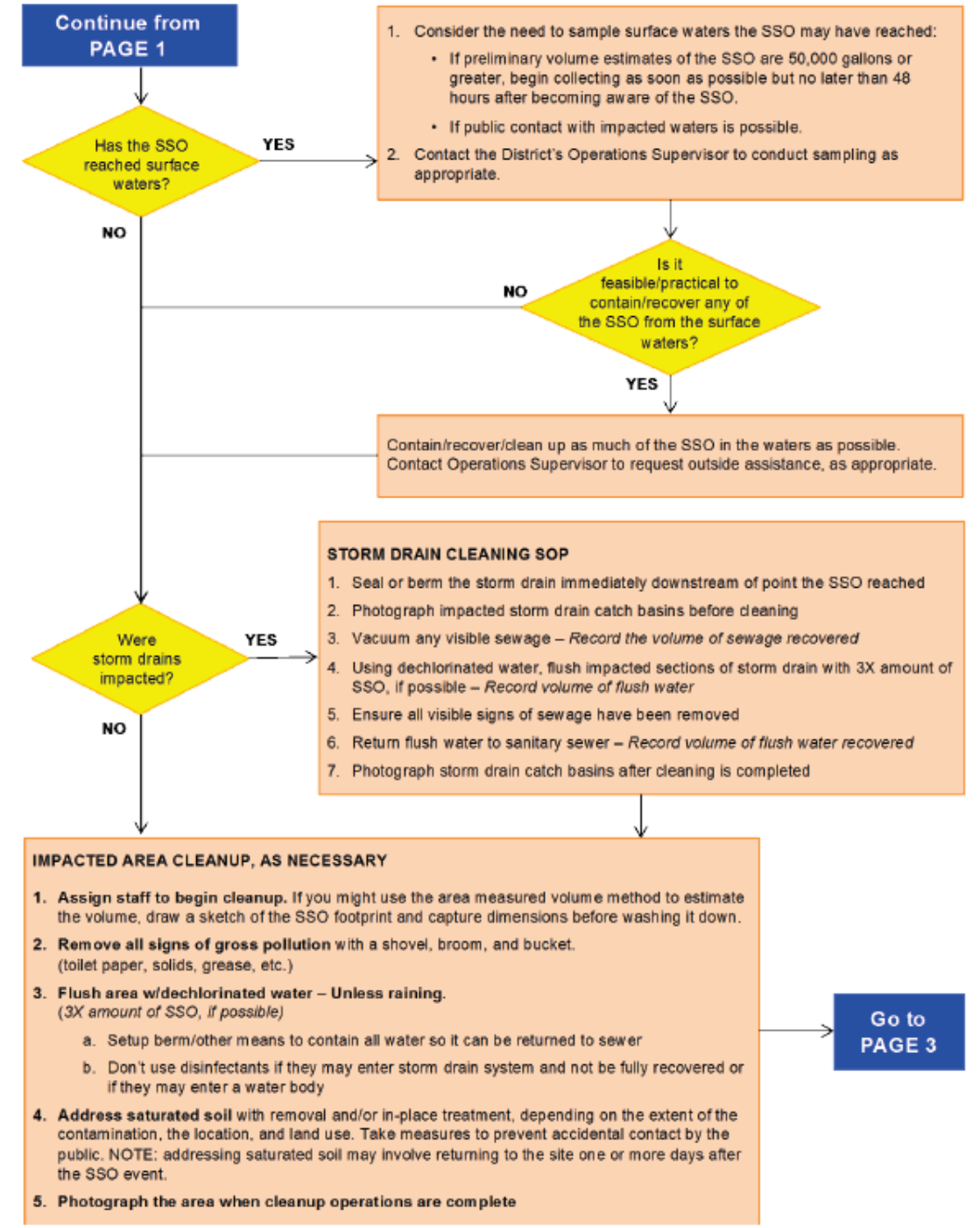
B-1: Page 1



Santa Ynez Community Services District Overflow Emergency Response Plan

Overflow/Backup Response Flowchart

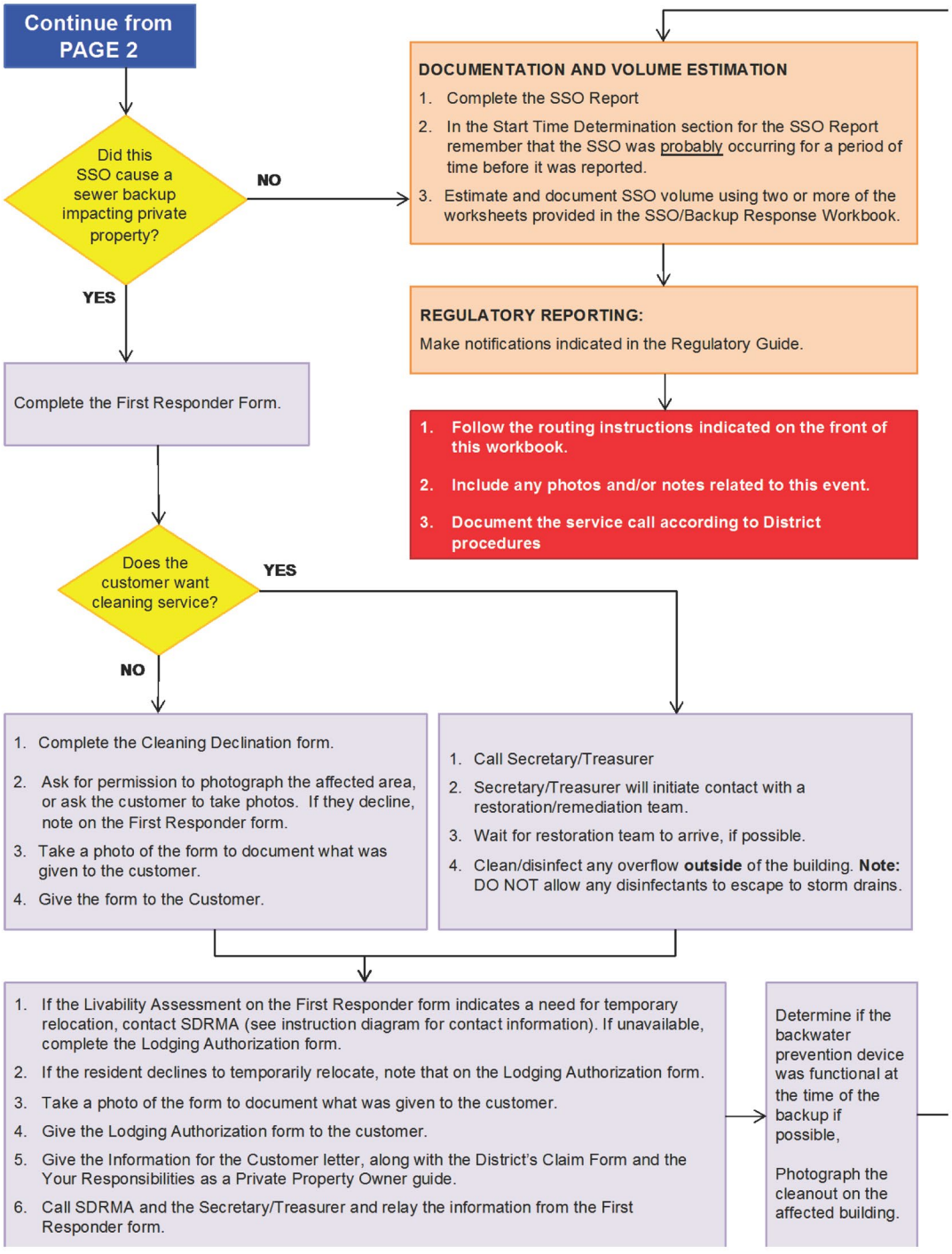
B-1: Page 2



Santa Ynez Community Services District Overflow Emergency Response Plan

Overflow/Backup Response Flowchart

B-1: Page 3



Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

C-1: Page 1

PHYSICAL LOCATION DETAILS		
Spill location name		
Latitude of spill location		
Longitude of spill location		
County		
Regional Water Quality Control Board		
VOLUMES BY DESTINATION	**Volume Spilled (Gallons)**	**Volume Recovered (Gallons)**
2.a/2.b Estimated spill volume that reached a separate storm drain that flows to a surface body of water? (If not all recovered, this is a Category 1)		
2.c/2d Estimated spill volume that directly reached a drainage channel that flows to a surface water body? (Any volume spilled is a Category 1)		
2.e/2.f Estimated spill volume discharged directly to a surface water body? (Any volume spilled is a Category 1)		
2.g/2.h Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location. Also, includes backups to building structures).		
	Volume Spilled	**Volume Recovered**
Total Volume Spilled (Verify this matches the table in between 2.h and 3 in CIWQS)		

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

DATE/TIME DETERMINATIONS		
	DATE	TIME
Start of SSO (Use Start Time Determination/Notes Below)		
District Notified		
Collection System Operator Dispatched		
Collection System Operator Arrived		
End of SSO		
End of Spill Response		

Start Time Determination/Notes

Caller Interview: Where did you see sewage spill from?

☐ Manhole ☐ Inside Building ☐ Vent/Clean Out ☐ Catch Basin ☐ Wet Well/Lift Station

☐ Other: _____

Comments: _____

_____

Last Time Caller Observed **NO Spill** occurring: _____ AM / PM Date _____ /_____ /_____

Comments: _____

_____

If the volume of the SSO and rate of flow are known, divide volume by rate of flow to get duration of SSO event.

_____Gallons ÷ _____GPM = Minutes (SSO Duration).

Subtract the Duration from the SSO End Date/Time to establish the SSO Start Date/Time.

Other Efforts to Determine Start Time: _____

_____

Other Comments Regarding Spill Start Time: _____

_____

Estimated SSO Start Time: _____ AM / PM Date: _____ / _____ / _____

SSO End Time: _____ AM / PM Date: _____ / _____ / _____

Duration: _____ minutes

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

SSO FIELD REPORT
Spill location description:
Number of appearance points:
Spill appearance points: (Check all that apply) ☐ Backflow Prevention Device ☐ Force Main ☐ Gravity Mainline ☐ Inside Building/Structure ☐ Lateral Clean Out (Private/Public) ☐ Lower Lateral (Private/Public) ☐ Manhole Pump Station ☐ Upper Lateral (Private/Public) ☐ Other Sewer System Structure
Spill appearance point explanation. (Enter information here if "Other" or multiple appearance points were selected):
Final spill destination: (Check all that apply) ☐ Building/Structure ☐ Combined Storm Drain ☐ Drainage Channel ☐ Other (Specify Below) ☐ Paved Surface ☐ Separate Storm Drain ☐ Street/Curb and Gutter ☐ Surface Water ☐ Unpaved Surface
Explanation of final spill destination. (Enter information if "Other" was selected.

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

C-1: Page 4

SSO FIELD REPORT
Spill cause: (Check One) ☐ Air Relief Valve (ARV)/Blow Off Valve (BOV)/Backwater Valve Failure ☐ Construction Diversion Failure ☐ CS Maintenance Caused Spill/Damage ☐ Damage by Others Not Related to CS Construction/Maintenance (Specify Below) ☐ Debris from Construction ☐ Debris from Lateral ☐ Debris-General ☐ Debris-Rags ☐ Debris Wipes/Non-Dispersible ☐ Flow Exceeded Capacity (Separate CS Only) ☐ Grease Deposition (FOG) ☐ Inappropriate Discharge to CS ☐ Natural Disaster ☐ Operator Error ☐ Other (Specify Below) ☐ Pipe Structural Problem/Failure ☐ Pipe Structural Problem/Failure – Installation ☐ Pump Station Failure – Controls ☐ Pump Station Failure – Mechanical ☐ Pump Station Failure – Power ☐ Rainfall Exceeded Design, I and I (Separate CS Only) ☐ Root Intrusion ☐ Siphon Failure ☐ Surcharged Pipe (Combined CS Only) ☐ Vandalism
Spill cause explanation: (Required if Spill Cause is “Other”)

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

C-1: Page 5

SSO FIELD REPORT		
Where did failure occur? ☐ Air Relief Valve (ARV)/Blow Off Valve (BOV) Failure ☐ Force Main ☐ Gravity Mainline ☐ Lower Lateral (Public) ☐ Manhole ☐ Other (Specify Below) ☐ Pump Station Failure – Controls ☐ Pump Station Failure – Mechanical ☐ Pump Station Failure – Power ☐ Siphon ☐ Upper Lateral (Public)		
Explanation of where failure occurred: (Required if Where Failure Occurred is "Other")		
Was spill associated with a storm event?	YES	NO
Diameter of sewer pipe at the point of blockage or failure:	inches	
Material of sewer pipe at the point of blockage or failure:		
Estimated age of sewer asset at the point of blockage or failure (if applicable):	years	
Spill Response Activities. (Check all that apply) ☐ Cleaned-Up ☐ Mitigated Effects of Spill ☐ Contained All or Portion of Spill ☐ Other (Specify Below) ☐ Restored Flow ☐ Returned All Spoil to Sanitary Sewer System ☐ Property Owner Notified ☐ Other Enforcement Agency Notified		
Explanation of spill response activities: (Required if spill response activities is "Other"):		

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

C-1: Page 6

SSO FIELD REPORT		
Spill corrective action taken: (Check all that apply) ☐ Add location to, or increase frequency check, in Preventive Maintenance Program ☐ Adjusted Schedule/Method of Preventive Maintenance ☐ Enforcement Action Against FOG Source ☐ Inspected Sewer Using CCTV to Determine Cause ☐ Other (Specify Below) ☐ Plan Rehabilitation or Replacement of Sewer ☐ Repaired Facilities or Replaced Defect		
Explanation of corrective action taken: (Required if spill corrective action is "Other")		
Is there an ongoing investigation?	YES	NO
Health warnings posted?	YES	NO
Name of impacted surface waters, if any:		

Santa Ynez Community Services District Overflow Emergency Response Plan

Sanitary Sewer Overflow Field Report

SSO FIELD REPORT
Water quality samples analyzed for: (Circle all that apply) ☐ Dissolved Oxygen ☐ Other Chemical Indicators(s) – Specify Below ☐ Biological Indicator(s) – Specify Below ☐ No Water Quality Samples Taken ☐ Not Applicable to the Spill ☐ Other (Specify Below)
Explanation of water quality samples analyzed for: (Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")
Water quality sample results reported to: (Check all that apply) ☐ County DEHS ☐ Regional Water Quality Control Board ☐ Other (Specify below) ☐ No Water Quality Samples Taken ☐ Not Applicable to this Spill
Explanation of water quality sample results reported to: (Required if water quality sample results reported to is “Other”)
Method and explanation of volume estimation methods used: (Check all that apply) ☐ Eyeball Estimate ☐ Measured Volume ☐ Duration and Flow Rate ☐ Counting Upstream Connections ☐ Other (Explain):

Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation Computations & Examples

D-1: Page 1

Miscellaneous Computations & Examples

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

Convert Inches to Feet

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

Santa Ynez Community Services District Overflow Emergency Response Plan

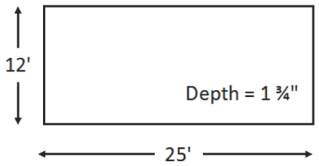
Volume Estimation Computations & Examples

Miscellaneous Computations & Examples (continued)

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

Area/Volume of a Rectangle or Square

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



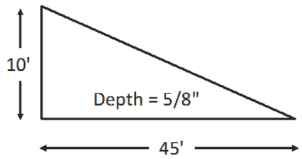
25'	X	12'	X	0.14'	=	**42 Cubic Feet**
Length		Width		Depth		Volume

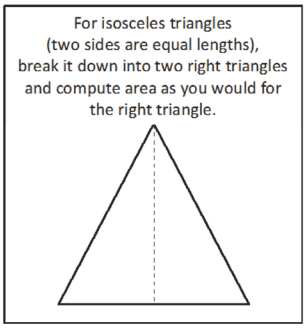
Multiply the volume by 7.48 gallons to determine the volume in **gallons**:

42 ft^3	X	7.48	=	**314.16 gallons**
Volume		gal/ft^3		Volume

Area/Volume of a Right Triangle

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



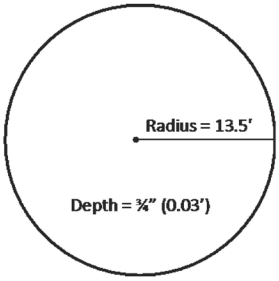


45'	X	10'	X	0.5	X	0.05'	x	7.48	=	84.15 gallons
Base		Height				Depth		gal/ft^3		Volume

Area/Volume of a Circle

Formula: $\pi \times r^2 \times 0.785 \times$ Depth = Volume in **cubic feet**

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



13.5'	X	13.5'	X	3.14	X	0.03'	x	7.48	=	128.42 gallons
Radius		Radius		π		Depth		gal/ft^3		Volume

Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation: Eyeball Estimation Method (for ≤100 gallons) D-2

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

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

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

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

	A	B	C
Size of bucket(s) or barrel(s)	**How many of this size?**	**Multiplier**	**Estimated SSO Volume (gallons)**
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total SSO Volume:			

STEP 5: Is rainfall a factor in the SSO? ☐ Yes ☐ No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

STEP 6: Calculate the estimated SSO volume by subtracting the rainfall from the SSO volume:

_____ gallons – _____ gallons = _____ gallons

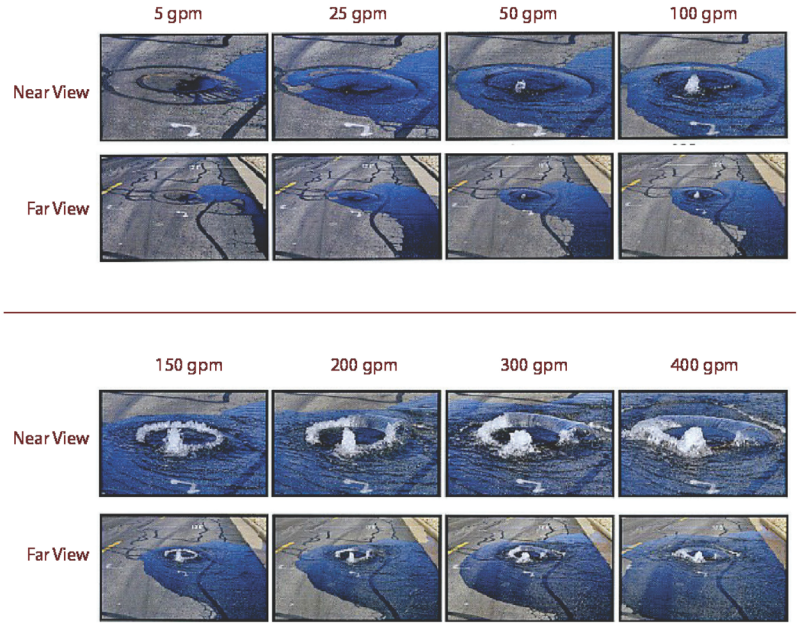
Estimated SSO Volume — Rainfall — **Total Estimated SSO Volume**

Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation: Duration and Flow Rate Comparison Method D-3

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

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



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

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

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

Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation: Area/Volume Method

D-4: Page 1

SSO Date: _____ Location: _____

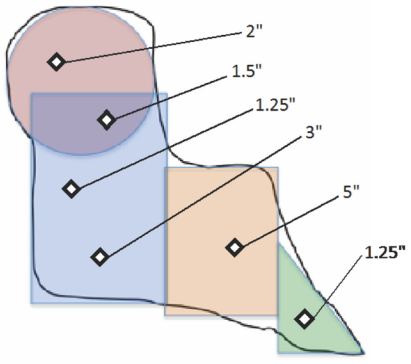
STEP 1: Describe spill area surface: ☐ Asphalt ☐ Concrete ☐ Dirt ☐ Landscape ☐ Inside Building

☐ Other: _____

STEP 2: Draw/sketch the outline (footprint) of the spill. Then break the footprint down into recognizable shapes. See example below.

1. Sketch the outline of the spill (black line)
2. Break the sketch down into recognizable shapes (circles, squares, etc.) as well as you can.
3. Determine the volume of each shape. (note: in this example, after the volume of the cirle is determined, multiply it by approximately 65% so that the overlap area won't be counted twice.
4. If the spill is of varying depths, take several measurements at different depths and find the average. If the spill affects a dry unimproved area such as a field or dirt parking lot, determine the aread of the wetted ground in the same manner as you would on a hard surface. Using a round-point shovel, dig down into the soil until you find dry soil. Do this in several locations within the wetted area and measure the depth of the wet soil. Average the measurement/thicknes of the wet soil and determine the average depth of the wet soil.

Example (right): 2" + 1.5" + 1.25" + 3" + 5" + 1.25" = 14.0"
14.0" ÷ 6 measurements = 2.33"
Average Depth = 2.33" (0.194')



Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation: Area/Volume Method

STEP 3: Calculate the area of the footprint by completing the table below for each shape in Step 2.

If two shapes overlap, select one of the two shapes and estimate the percentage of that shape that does not overlap. Enter that percentage in the % Not Overlapping column. This will ensure that the overlap area is only counted once. Refer to the example on the previous page.

	Length	X	Width	X	% Not Overlapping*	=	Area	X	Depth	=	Volume
Rectangles	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

	Base	X	Height	÷	X	% Not Overlapping*	=	Area	X	Depth	=	Volume
Triangles	ft	X	ft	÷ 2	X	%	=	ft^2	X	ft	=	ft^3
	ft	X	ft	÷ 2	X	%	=	ft^2	X	ft	=	ft^3
	ft	X	ft	÷ 2	X	%	=	ft^2	X	ft	=	ft^3

	π	X	Radius	X	Radius	X	% Not Overlapping*	=	Area	X	Depth	=	Volume
Circles	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3
	3.14	X	ft	X	ft	X	%	=	ft^2	X	ft	=	ft^3

Total Spill Volume (sum of all three tables above): _____ **ft^3**

STEP 4: Convert from cubic feet to gallons by multiplying by 7.48.

_____ ft^3 x 7.48 gallons = _____ gallons

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

Santa Ynez Community Services District Overflow Emergency Response Plan

Volume Estimation: Upstream Connections Method D-5

SSO Date:_____ Location: _____

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

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

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

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

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

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

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

Total Estimated SSO Volume: _____ gallons

Santa Ynez Community Services District Overflow Emergency Response Plan

Drawing Worksheet D-6

Santa Ynez Community Services District Overflow Emergency Response Plan

Backup Forms Checklist (Backup Only) E-1

******* FOR DISTRICT USE ONLY *******

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

Instructions to Field Crew:

1. Photograph each form before giving it to the customer for documentation.
2. Tear forms listed below out of this workbook and hand to customer. Keep the pages in this section of the Workbook that are labeled "FOR DISTRICT USE ONLY," which are for District use only: E-1 and E-2.
3. Check each item that was provided to the customer.
4. Have customer sign below.

Forms/Documents:

☐ Form E-3: Restoration/Remediation Firm Contact List

☐ Form E-4: Declination of Cleaning Services

☐ Form E-5: Lodging Authorization (if you were unable to reach SDRMA)

☐ Form E-6: Customer Information Letter

☐ Form E-7: Your Responsibilities as a Private Property Owner

☐ Form E-8: Claim Form, if applicable or requested

Forms Provided to: _____
Customer Name

_____
Customer Signature

_____
Date

Check here if customer declines to sign: ☐

Forms Provided by: _____ _____
Employee Name Initial

Instruction to Operations Supervisor:

Send photos, including the photo of the forms/documents,
and a copy of the First Responder form to the Secretary/Treasurer.

Santa Ynez Community Services District Overflow Emergency Response Plan

First Responder Form (Backup Only) E-2: Page 1

******* FOR DISTRICT USE ONLY *******

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

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

PERSON COMPLETING THIS FORM: Name: _____ Title: _____	PHONE: DATE: TIME:
TIME STAFF ARRIVED ON-SITE:	
DOES THE CUSTOMER WANT THE DISTRICT TO CALL FOR CLEANING SERVICE? ☐ Yes ☐ No If no, give the customer the Cleaning Declination Form and have them sign here: _____ If customer called a cleaning contractor, provide name and contact number:	
RESIDENT NAME: ☐ Owner ☐ Renter ADDRESS: PHONE:	IF RENTER, PROPERTY MANAGER(S): OWNER: ADDRESS: PHONE:
Location is ☐ COMMERCIAL ☐ RESIDENTIAL	# OF PEOPLE LIVING AT RESIDENCE:
Approximate Age of Home/Building:	# of Restrooms: # of Rooms Affected:
Numbers of Photographs or Videos Taken: ☐ Photographs ☐ Video ☐ Customer did not provide or allow photographs	Where are photos/video stored?
Is nearest upstream manhole visibly higher than the drain/fixture that overflowed? ☐ Yes ☐ No	
Does property have a Property Line Cleanout or BPD?	☐ Cleanout ☐ BPD ☐ Neither ☐ Unknown
If yes, was the Property Line Cleanout/BPD operational at the time of the overflow?	☐ Yes ☐ No ☐ Unknown
Have there ever been any previous spills at this location?	☐ Yes ☐ No ☐ Unknown
Has the resident had any plumbing work done recently? *If YES, please describe:*	☐ Yes ☐ No ☐ Unknown

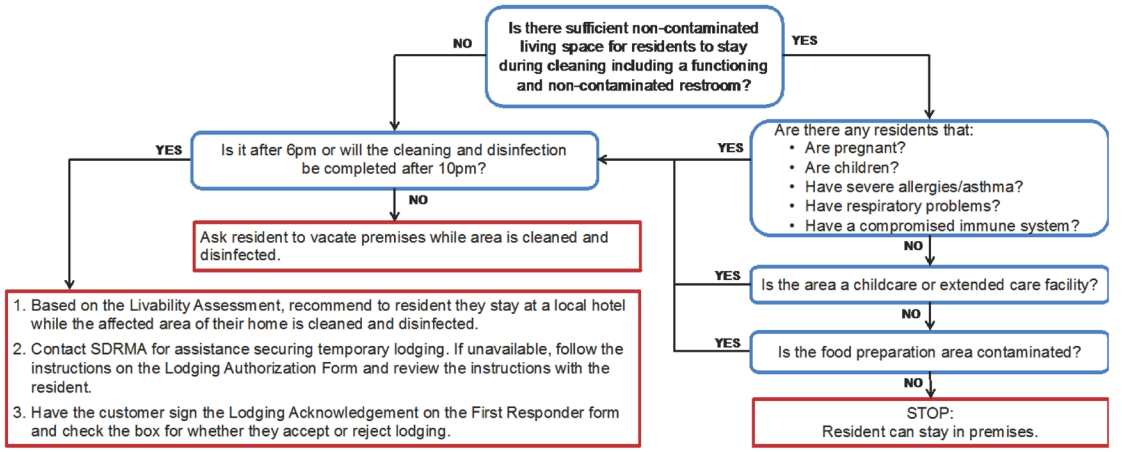
GO TO Page 2

Santa Ynez Community Services District Overflow Emergency Response Plan

First Responder Form (Backup Only) E-2: Page 2

***** FOR DISTRICT USE ONLY *****

LIVABILITY ASSESSMENT

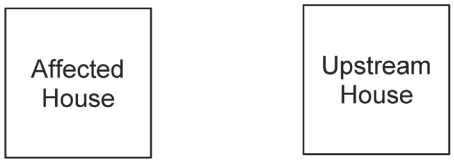


Temporary lodging was offered by the District and either (check one): ☐ Accepted ☐ Rejected

SANITARY SEWER LINE BLOCKAGE LOCATION

PLEASE CHECK THE BOXES THAT DESCRIBE YOUR OBSERVATIONS:	
Customer Cleanout Was: ☐ Non-Existent ☐ Full ☐ Empty	District Owned/Maintained Cleanout was: ☐ Non-Existent ☐ Full ☐ Empty

On the diagram below, indicate the location of the sewer line and where the problem occurred.



Recommended Follow-Up Action(s):

Did sewage go under buildings? ☐ Yes ☐ No ☐ Unsure

Santa Ynez Community Services District Overflow Emergency Response Plan

Restoration/Remediation Firm Contact List (Backup Only) E-3

The following are local firms found on the internet that are certified by the Institute of Inspection Cleaning and Restoration (IICRC) and are licensed for Remediation/Restoration Services with the State. The District does not endorse nor have a preferred company on this list.

Please provide list of restoration/remediation firms

Santa Ynez Community Services District Overflow Emergency Response Plan

Declination of Cleaning Services (Backup Only) E-4

Customer Information		
NAME:	ADDRESS:	TELEPHONE:

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

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

The overflow affected the following areas *(check one)*:
☐ Restroom ☐ Bedroom ☐ Hallway ☐ Garage
☐ Kitchen ☐ Crawlspace ☐ Office ☐ Lobby
☐ Other (specify):

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

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

For businesses:
☐ Inventory
☐ Equipment (specify):
☐ Other (specify):

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

CUSTOMER, please read the following and sign below. I/We acknowledge that Santa Ynez Community Services District (*District)* has offered to arrange for professional cleaning and decontamination services to remediate the sewage backup and/or overflow described above and that we declined the offer. We further understand and acknowledge that because we have declined, any necessary remediation activities will be conducted without District assistance, and that the District will not accept responsibility for work performed by persons other than those engaged by the District. The District will not accept any responsibility for any charges related to this incident that are not usual and customary.

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

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

Recommendations to customer to clean up the spill:

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

Santa Ynez Community Services District Overflow Emergency Response Plan

Lodging Authorization (Backup Only) E-5

INSTRUCTIONS TO EMPLOYEE:
NOTE: Only complete this form if you were unable to reach SDRMA.

1. Complete this form if the Livability Assessment on the First Responder Form indicates a need for temporary relocation and the customer accepts the offer.
2. Notify the Operations Supervisor or designee who will make arrangements via telephone and pay for the hotel with a credit card.
3. Complete the voucher as instructed by the Operations Supervisor.
4. Take a photo of the form for records and then give it to the customer.
5. Have the customer sign the First Responder Form to indicate if they accept or reject the offer of temporary relocation.

INSTRUCTIONS TO RESIDENT:

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

1. This authorization provides for one (1) night's lodging at one of the hotels listed below.
2. The authorization is good for **room and tax ONLY**. Phone, food, mini-bar and other incidental charges will be your responsibility.
3. Additional nights and/or other allowances/incidentals may be discussed by contacting the Special District Risk Management Authority (SDRMA) Property & Liability Claims Department:
   Tel: (800) 537-7790
   Fax: (916) 231-4141
   Email:

   After 4:30 or on weekends/holidays, contact:

Adjuster: _____ **Tel:** _____

Email: _____

VOUCHER

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

Customer's Name: _____

Field Supervisor's Name: _____ Phone Number: _____

Hotel 1
Name:
Address:
Phone:
Amenities include: .

Hotel 2
Name:
Address:
Phone:
Amenities include:

Santa Ynez Community Services District Overflow Emergency Response Plan

Customer Information Letter (Backup Only) E-6 (English)

Dear Property Owner:

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

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

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

To discuss this matter, contact the Operations Supervisor at (805) 688-3008. To submit a claim for damages, complete the Claim Form and contact the Secretary/Treasurer at (805) 688-3008.

Sincerely,
Santa Ynez Community Services District

What you need to do now:

- Minimize the impact of the loss by responding promptly to the situation.
- Do not attempt to clean the area yourself, let the cleaning and restoration company handle this.
- Keep people and pets away from the affected area(s) until cleanup has been completed.
- Turn off any appliances that use water.
- Turn off heating/air conditioning systems.
- Do not remove items from the area – the cleaning and restoration company will handle this.
- If you had recent plumbing work done, contact your plumber or contractor and inform them of this incident.

Santa Ynez Community Services District Overflow Emergency Response Plan

Carta de Información del Cliente (Backup Only) E-6 (en español)

Estimado propietario:

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

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

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

Para discutir este asunto, contacte al Supervisor de Operaciones al (805) 688-3008. Para presentar un reclamo por daños, complete el Formulario de reclamo y comuníquese con el Secretario / Tesorero al (805) 688-3008.

Sinceramente,
Distrito de Servicios Comunitarios de Santa Ynez

Lo que debes hacer ahora:

- Minimice el impacto de la pérdida respondiendo rápidamente a la situación.
- No intente limpiar el área usted mismo, deje que la empresa de limpieza y restauración se encargue de esto.
- Mantenga a las personas y las mascotas alejadas de las áreas afectadas hasta que se complete la limpieza.
- Apague cualquier aparato que use agua.
- Apague los sistemas de calefacción / aire acondicionado.
- No retire elementos del área; la empresa de limpieza y restauración se encargará de esto.
- Si ha realizado trabajos recientes de plomería, comuníquese con su plomero o contratista e infórmeles sobre este incidente.

Santa Ynez Community Services District Overflow Emergency Response Plan

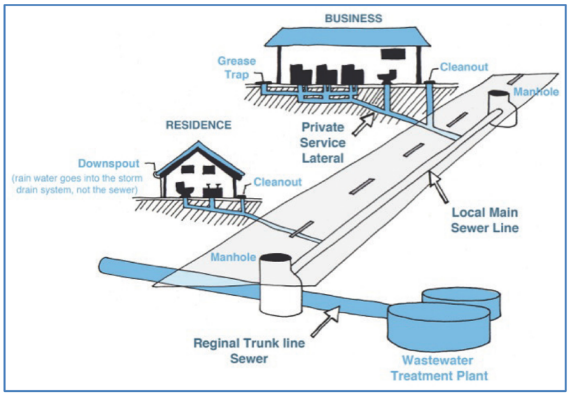
Your Responsibilities as a Private Property Owner (Backup Only) E-7: Page 1

How a Sewer System Works

A property owner's sewer pipes are called ***service laterals*** and are connected to larger local main and regional trunk lines. Service laterals run from the connection at the home to the connection with the District's sewer system. These laterals are the responsibility of the property owner and must be maintained by the property owner.

How do sewage spills happen?

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



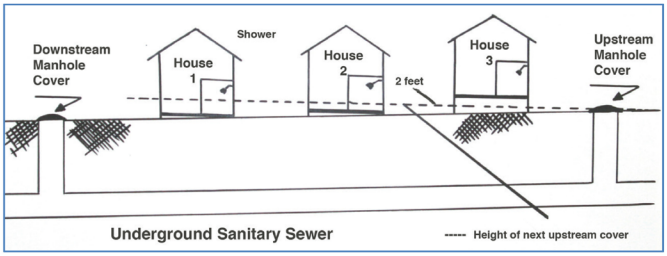
Prevent most sewage backups with a Backflow Prevention Device

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

Is my home required to have a backflow prevention device?

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

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



Santa Ynez Community Services District Overflow Emergency Response Plan

Your Responsibilities as a Private Property Owner (Backup Only) E-7: Page 2

Spill cleanup inside the home:

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

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

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

Other Tips:

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

Spill cleanup outside the home:

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

Santa Ynez Community Services District Overflow Emergency Response Plan

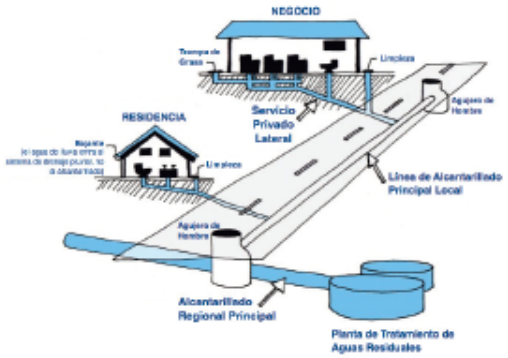
Sus Responsabilidades Como Propietario de Una Propiedad Privada — E-7 Página 1: en español

Cómo funciona un sistema de alcantarillado

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

¿Cómo ocurren los derrames de aguas residuales?

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



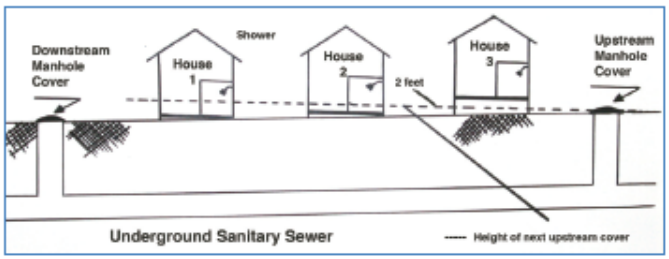
Prevenga la mayoría de las copias de seguridad de aguas residuales con un dispositivo de prevención de reflujo

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

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

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

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



Sus Responsabilidades Como Propietario de Una Propiedad Privada **E-7 Página 2: en español**

Limpieza de derrames dentro de la casa:

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

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

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

Otros consejos:

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

Limpieza de derrames fuera de la casa:

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

INSERT CLAIM FORM

Santa Ynez Community Services District Overflow Emergency Response Plan

Collection System Failure Analysis F-1: Page 1

OFFICE USE ONLY

Incident Report #		Prepared By	
SSO/Backup Information			
Cause			
Summary of Historical SSOs/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		File Name/Number	
CCTV Tape Reviewed By		CCTV Review Date	
Observations			

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Santa Ynez Community Services District Overflow Emergency Response Plan

Collection System Failure Analysis

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Recommendations					
☐	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Repair(s)				
	Construction				
	Capital Improvement(s)				
	Change(s) to Maintenance Procedures				
	Change(s) to Overflow Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Reviewed by:			Review Date:		

Appendix F: Water Quality Monitoring Plan