

SEWER SYSTEM MANAGEMENT PLAN



Prepared for:

State Water Resources Control Board

**August 17, 2009
Revised December 2019**

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Abbreviations / Acronyms

BMP	Best Management Practice
CEQA	The California Environmental Quality Act
CIWQS	California Integrated Water Quality System
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CIP	Capital Improvement Program
CWEA	California Water Environment Association
FOG	Fats, Oils and Grease
GIS	Geographical Information System
I/I	Inflow / Infiltration
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
O&M	Operation and Maintenance
PM	Preventative Maintenance
PVC	Polyvinyl Chloride
OCSD	Orange County Sanitation District
OES	State Office of Emergency Services
RWQCB	Regional Water Quality Control Board
SSIMS	Sewer System Infrastructure Maintenance System
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements

Definitions

City	The City of La Habra
Enrollee	A federal or state agency, municipality, county, City, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under State Water Resources Control Board Order No. 2006-0003-DWQ.
Nuisance	California Water Code section 13050, subdivision (m), defines nuisances as anything which meets all of the following requirements: <ol style="list-style-type: none">Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.Occurs during, or as a result of, the treatment or disposal of wastes.
Sanitary Sewer Overflows	Any overflow, spill, release. Discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.
Sanitary Sewer System	Any 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.
Satellite Collection System	The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
SSO Reporting System	Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is http://ciwqs.waterboards.ca.gov . This online database is maintained on a secure site and is controlled by unique usernames and passwords.
Untreated or partially treated wastewater	Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

Executive Summary

On May 2, 2006, the State Water Resources Control Board adopted Order No. 2006-0003-DWQ, a General Waste Discharge Requirement (GWDR) for all publicly owned sanitary sewer collection systems in California with more than one (1) mile of sewer pipe. The goal of Order No. 2006-0003-DWQ is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs) by requiring that:

1. In the event of an SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
2. If an SSO occurs, it must be reported to the SWRCB using an online reporting system developed by the SWRCB.
3. All publicly owned collection system agencies with more than 1 mile of sewer pipe in the State must develop a Sewer System Management Plan (SSMP).

The critical component of Order No. 2006-0003-DWQ is the development of a Sewer System Management Plan (SSMP). There are eleven specific “milestones” identified in the schedule that relate to the elements required in the WDR. The eleven milestones and the applicable schedule include:

1. SSMP Development Plan and Schedule (November 2, 2007)
2. Goals and Organization Structure (November 2, 2007)
3. Legal Authority (May 2, 2009)
4. Operation and Maintenance Program (May 2, 2009)
5. Overflow Emergency Response Program (May 2, 2009)
6. Fats, Oils and Grease Control Program (May 2, 2009)
7. Design and Performance Standards (August, 2009)
8. System Evaluation and Capacity Assurance Plan (August, 2009)
9. Monitoring, Measurement and Program Modifications (August, 2009)
10. SSMP Program Audits (August, 2009)
11. Communication Program (August, 2009)
12. Final SSMP, incorporating all the SSMP elements. (August, 2009)

Section 1: Sewer System Management Plan Requirements

As stated in the State Water Resources Control Board's Order No. 2006-0003-DWQ, the City must meet the following fifteen (15) provisions:

1. The City must comply with all conditions of Order No. 2006-0003-DWQ. Any noncompliance with Order No. 2006-0003-DWQ constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - a. Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - b. Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - c. Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - d. Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issues by a Regional Water Board.
3. The City shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the City shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the City shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the City's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:

- a. The City has complied with the requirements of Order No. 2006-0003-DWQ, including requirements for reporting, developing and implementing a SSMP;
 - b. The City can identify the cause or likely cause of the discharge event;
 - c. There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives if the City does not implement a periodic or continuing process to identify and correct problems.
 - d. The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the City;
 - e. The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - i. Proper management, operation and maintenance;
 - ii. Adequate treatment facilities, sanitary sewer system facilities and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - iii. Preventative maintenance (including cleaning and fats, oils and grease (FOG) control);
 - iv. Installation of adequate backup equipment; and
 - v. Inflow and infiltration prevention and control to the extent practicable.
 - f. The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.
 - g. The City took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the City shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The City shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- a. Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
- b. Vacuum truck recovery of sanitary sewer overflows and wash down water;

- c. Cleanup of debris at the overflow site;
 - d. System modifications to prevent another SSO at the same location;
 - e. Adequate sampling to determine the nature and impact of the release; and
 - f. Adequate public notification to protect the public from exposure to the SSO.
8. The City shall properly manage, operate and maintain all parts of the sanitary sewer system owned or operated by the City, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
 9. The City shall allocate adequate resources for the operation, maintenance and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
 10. The City shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the City's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the City.
 11. The City shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the City's office and/or available on the internet. This SSMP must be approved by the City Council at a public meeting.
 12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
 13. The mandatory elements of the SSMP are specified below. However, if the City believes that any element of this section is not appropriate or applicable to the City's sanitary sewer system, the SSMP program does not need to address that element. The City must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in Order No. 2006-0003-DWQ.

Sewer System Management Plan (SSMP)

- a. Goal
- b. Organization

- c. Legal Authority
 - d. Operation and Maintenance Program
 - e. Overflow Emergency Response Plan
 - f. FOG Control Program
 - g. Design and Performance
 - h. System Evaluation and Capacity Assurance Plan
 - i. Monitoring, Measurement and Program Modifications
 - j. SSMP Program Audits
 - k. Communication Program
14. Both the SSMP and the City's program to implement the SSMP must be certified by the City to be in compliance with the requirements set forth above and must be presented to the City Council for approval at a public meeting. The City shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the City's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the Council of the City is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the City shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The City shall comply with these requirements according to the legislated schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Section 2: Goals and Organizational Structure

The City's Goals and Organization Structure addresses those mandatory SSMP provisions outlined in Section D, 13 (i) Goals and (ii) Organization of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

2.1 Goals

The City of La Habra recognizes the importance of protecting ocean water quality by preventing sewer spills and has supplemented its existing sewer system maintenance practices with the General Waste Discharge Requirements (GWDR).

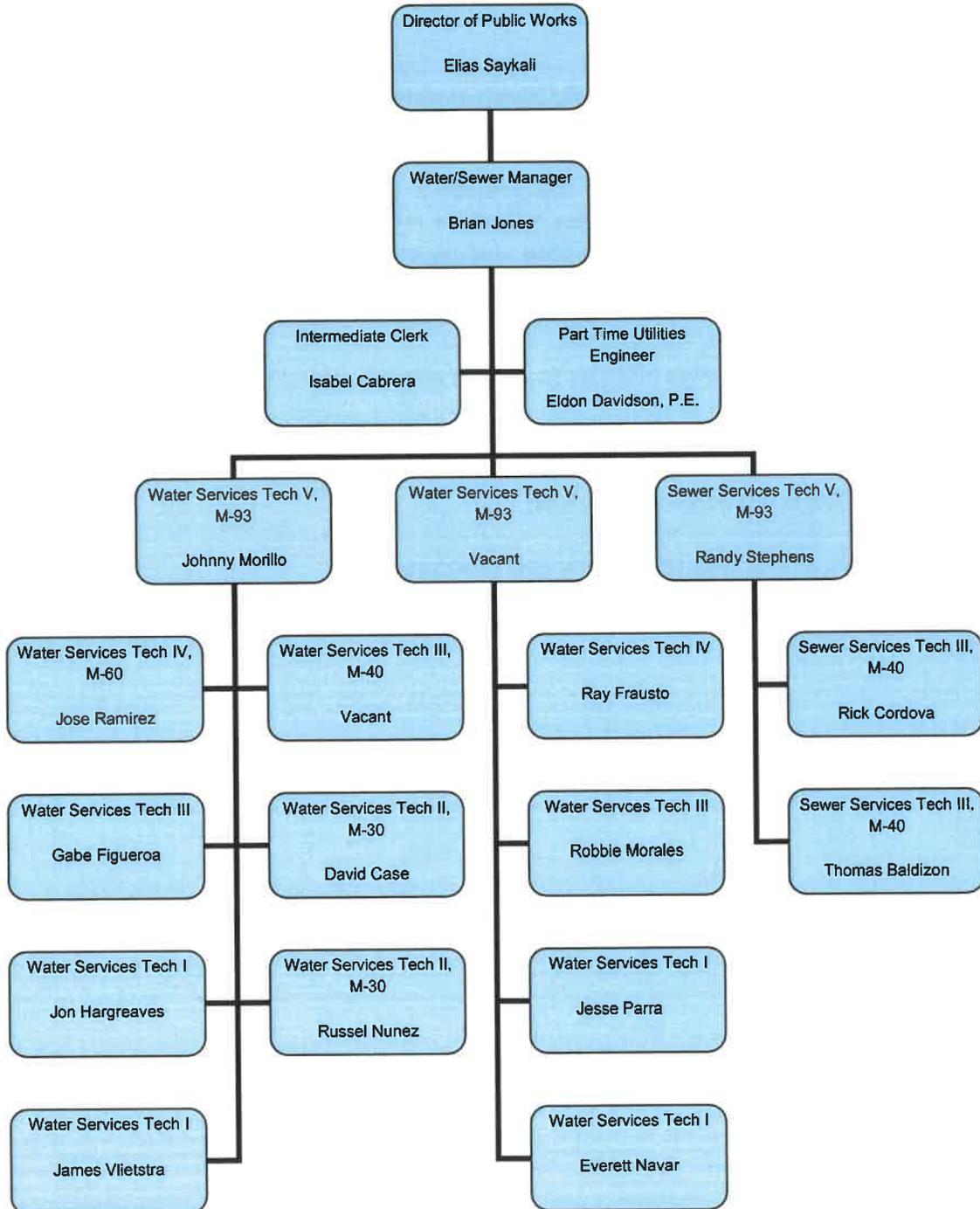
The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the City's sanitary sewer collection system, in order to reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur. Accordingly, the SSMP will satisfy the requirements of Order No. 2006-0003-DWQ and amendment Order No. 2013-0058-EXEC subsequently adopted by Regional Board 8, Santa Ana Region. This Order is attached as Appendix 1.

The following specific performance indicator goals have also been identified:

- Conduct a system-wide video inspection of all manholes and gravity mains every six years;
- Inspect 100% of all Interceptors annually;
- Clean 100% of all gravity sewer mains every two years;

2.2 Organizational Structure

**City of La Habra
Water/Sewer Division
Organization Chart**



2.3 Administration and Maintenance Staff Summary

The Sewer Division of the City of La Habra's Public Works Department is responsible for the operations of the City's sewer collections system. The Water/Sewer Manager is the authorized representative, as described in Section J of Order No. 2006-0003-DWQ, for the City of La Habra. The names and titles of all staff within the Sewer Division can be found on the Sewer Division organization chart maintained by the Public Works Department. The telephone numbers for all staff are kept in a centralized City directory accessible to all staff through the Public Works Department. A copy of the Sewer Division organization chart is included as Appendix 2.

The Water/Sewer Manager is responsible for overseeing the SSO reporting process. The Sewer Services Tech V receives the spill report from the Sewer Service Worker Tech III and prepares a draft report. The draft is then reviewed by the Water/Sewer Manager and consideration is given to volume calculations, vacuum and wash down operations, cause of the spill, timeliness of response, etc. After discussions/reviews are complete, the report is finalized and submitted on-line to the California Integrated Water Quality System (CIWQS). Normal procedure has always been for the City to report all spills to the Orange County Health Care Agency (OCHCA) and the Regional Water Quality Control Board (RWQCB) regardless of size and whether or not the spill reaches the waters of the State. The City continues its belief in keeping the reporting agencies and the public fully informed. As a first priority during a sewer spill, City staff and field crews notify the appropriate agencies by phone that a spill has occurred instead of depending on the report as a means of notification.

The Sanitary Sewer Overflow Emergency Response Plan (SSOERP) has been prepared by the Sewer Division and distributed to the maintenance staff that details the SSO response procedure and identifies the appropriate agencies to contact (RWQCB, OES, etc.). A copy of this is included as Appendix C.

As shown in Appendix B, the City of La Habra maintains organizational charts which illustrate lines of authority, employee names, and employee titles. Additionally, the City provides sufficient staffing information to properly operate, maintain and manage all parts of the City sanitary sewer system. Appendix C includes the City's SSOERP which describes the chain of communication for reporting and responding to SSOs, as well as names and contact information for positions charged with implementing specific portions of the SSMP.

In summary, the City maintains an Organizational Structure which meets the requirements of Section D, 13 (ii) Organization of Order No. 2006-0003-DWQ.

- 1) The Water/Sewer Manager is identified as the responsible or authorized representative of the City as described in Section J of Order No. 2006-003-DWQ and his name and contact information is listed in Appendix 2.
- 2) The City maintains organizational charts with the names and telephone numbers for all management, administrative and maintenance positions. These charts clearly identify the lines of authority for these positions, while the City's SSOERP contain the names and contact information for all positions charged with implementing specific portions of the SSMP.

- 3) The City's SSOERP describes the chain of communication for reporting and responding to SSOs and identifies the person(s) responsible for reporting SSOs to the State and Regional Water Board, as well as other applicable agencies.

2.4 Supporting Documents

The following documents allow the City of La Habra to comply with the goals and organizational structure requirements of the GWDR, and are attached as appendices:

- *State Water Resources Control Board Order No. 2006-0003-DWQ and Order No. 2013-0058-EXEC, Appendix 1*
- *Organizational Chart, City of La Habra, Public Works Department, Water/Sewer Division, Appendix 2*
- *City of Habra Sanitary Sewer Overflow Emergency Response Plan, Last Updated May, 2009, Appendix 3*

Section 3: Legal Authority

The City's Legal Authority addresses those mandatory SSMP provisions outlined in Section D, 13 (iii) Legal Authority of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City will demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- 1) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.).
- 2) Require that sewers and connections be properly designed and constructed.
- 3) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City.
- 4) Limit the discharge of Fats, Oils and Grease (FOG) and other debris that may cause blockages.
- 5) Enforce any violation of its sewer ordinances.

3.1 Summary

The City is regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Laws including, but not limited to:

- 1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq);
- 2) California Porter Cologne Water Quality Act (California Water Code section 13000 et seq.);
- 3) California Health & Safety Code sections 25100 to 25250;
- 4) Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and
- 5) California Government Code, Sections 54739-54740

They grant the City the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the City sewerage facilities. Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the City sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the City boundaries, including those users that are tributary to the City or within areas for which the City has contracted to provide sewerage services.

Through a series of Ordinances and Resolutions adopted by the City Council, the City possesses the necessary legal authority required by Section D, 13 (iii) Legal Authority of Order No. 2006-0003-DWQ:

- 1) The City prevents illicit discharges into its sanitary sewer system (including, but not limited to, I/I, stormwater, chemical dumping, and unauthorized debris) through the City Municipal Code, Chapter 13, Section 13.10.050 *Restrictions of deposit in sewer*.

The City of La Habra currently enforces Orange County Sanitation District regulations prohibiting the discharge of rainfall to the sewer system. This is done through the City's existing development approval process. No connections from any potential source of runoff are allowed to the City's sanitary sewer system.

- 2) The City of La Habra has *Standard Plans* for the construction of sanitary sewers, which ensure the sewer lines and connections are properly designed and constructed. The City's *Specifications* for construction, by reference, incorporate the Specifications for Public Works Construction (Green Book), which helps insure proper design and construction of sewer facilities.
- 3) The City of La Habra has a full time Construction Engineering Division responsible for oversight of City construction projects. A staff of full-time engineers and an inspector are responsible for insuring all City projects, including sanitary sewer improvements, are constructed in compliance with approved plans and specifications.
- 4) The City of La Habra recognizes the significant impacts to sewer collection system operation caused by fats, oils and grease (FOG). In November of 2004, the City adopted a comprehensive FOG control ordinance (Ordinance 1647). This ordinance establishes the legal authority required to implement a comprehensive FOG control program. The ordinance is attached as Appendix E.
- 5) The City of La Habra sewer ordinances are currently enforced under Administrative Citation provisions of the municipal code. City Inspectors have citation authority to enforce sewer ordinance provisions.

3.2 Supporting Documents

The following documents allow the City to comply with the Legal Authority requirements of the GWDR, and are attached as appendices:

- *City of La Habra Municipal Code, Chapter 13 (Sewer Sections Only), Appendix 4*
- *City of La Habra Ordinance No. 1647, Appendix 5*
- *City of La Habra Standard Plans for Sanitary Sewers, Appendix 10*
- *City of La Habra adoption of Standard Specifications for Public Works Construction, commonly referred to as "Green Book"*

Section 4: Operation and Maintenance Program

The City's Operation and Maintenance Program addresses those mandatory SSMP provisions outlined in Section D, 13 (iv) Operation and Maintenance Program of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City's Operation and Maintenance Program encompasses the following components:

- 1) 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.
- 2) Routine preventive operation and maintenance activities by staff, 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 includes a system to document scheduled and conducted activities, such as work orders.
- 3) 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 CCTV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement focuses 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 includes a capital improvement plan (CIP) that addresses proper management and protection of the infrastructure assets. The plan includes a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the CIP.
- 4) Training on a regular basis for staff in sanitary sewer system operations and maintenance.
- 5) Equipment and replacement part inventories, including identification of critical replacement parts.

4.1 Summary

The City of La Habra has a sewer collection system consisting of approximately 125 miles of sewer main and is routinely cleaned on an every two year basis. The City's problem gravity mains are cleaned at a frequency based on experience and attribute information as outlined in the City of La Habra Sewer System Operation and Maintenance (O&M) Program. The City's O&M Program includes the following:

- 1) The City has a Sewer Atlas that shows the location of all sewer mains and manholes. The City does not have any pressure pipelines in the sewer system. The map is created and maintained by the Engineering Division. The City has developed a GIS based map of the sewer collection system.

The locations of all the stormwater conveyance facilities are shown on separate maps prepared by the Engineering Division. City sewer maintenance staff members recognize the link between a sewer spill and its travel in a storm drain facility to the receiving waters. The City educates its staff to understand the storm drain network and capture a spill before it has entered the storm drain system.

- 2) The City of La Habra has prepared a Sewer System Operations and Maintenance Program as required by the previous Region 8 WDR (Order No. R8-2002-0014). This plan has been revised and included in Appendix 6.

The City of La Habra has historically cleaned the sewer system every two years and continues to do so today. Areas needing more frequent cleaning – known as enhanced maintenance areas – are cleaned on a quarterly interval. Enhanced maintenance areas include, but are not limited to, inverted siphons that run under flood control channels or commercial areas with multiple restaurants.

The City maintains two combination vacuum/hydrojetting trucks (Vactor) and a two-man crew. In addition to these two workers, the City cross trains another two-worker crew to operate the Vactors.

- 3) The City of La Habra has prepared a Sewer System Infrastructure Maintenance System (SSIMS) as required by the previous Region 8 WDR (Order No. R8-2002-0014). This system is currently being revised and the new system is included in the Operation and Maintenance Program task element that was due on November 2, 2008.
- 4) The City of La Habra has purchased two Vactor trucks so that City workers can respond directly to spills without calling a contractor. This has helped expedite the response to spills and insure that spills are contained and cleaned up in the shortest time possible. City sewer maintenance staff is trained in-house to properly clean and maintain the sewer collection system, as well as respond to spill emergencies.

City maintenance staff is encouraged to obtain California Water Environment Agency (CWEA) training and certification. Several staff members have received certification through this program.

- 5) An inventory of pipe and equipment is stored at the City's Corporate Yard in order for the maintenance crews to make repairs to small sewer mains.

The City maintains a Call-Out Vehicle with all necessary, back-up inventories, including plugs. Furthermore, the City has a back-up pump in its inventory for by-pass purposes. In addition, the City has an emergency Contractor that can be used as support in case of an urgent situation.

4.2 Supporting Documents

The following documents support the City's Operation and Maintenance Program, thereby allowing the City to comply with the Operation and Maintenance Program requirements of the GWDR and are attached as appendices:

- *Sanitary Sewer Overflow Emergency Response Plan, Last Updated May 2009, Appendix 3*
- *A sample of City of La Habra Video Inspection Report, Appendix 7*
- *A sample of City of La Habra Sewer Cleaning Report, Appendix 8*
- *A sample of City of La Habra Sanitary Sewer System Atlas Sheet, Appendix 9*

Additionally, the following documents also support the City's Operation and Maintenance Program, and are available from the City's Sewer Division. Due to the size of these documents, they have not been attached as appendices.

- *City of La Habra, Sewer Master Plan – Final Report, July 2005, AKM*
- *City of La Habra Video Inspection Reports*

Section 5: Design and Performance Provisions

The City's Design and Performance Provisions addresses those mandatory SSMP provisions outlined in Section D, 13 (v) Design and Performance Provisions of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City's Design and Performance Provisions encompass the following components:

- 1) 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.
- 2) Procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

5.1 Summary

The City requires that all new sanitary sewer systems, pump stations and other appurtenances, as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the City's *Standard Plans*. Procedures and standards for inspecting and testing the installation of new sewers, and other appurtenances are included in the City's *Specifications* (included by reference to the Standard Specifications for Public Works Construction (Green Book)).

The City maintains Design and Performance Provisions which meet the requirements of Section D, 13 (v) Design and Performance Provisions of Order No. 2006-0003-DWQ:

- 1) The City's *Standard Plans* and *Specifications* (Green Book) contain design and construction standards and specifications for the installation of new sanitary sewer systems, and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure.

Inspection and testing of new construction and rehabilitation of existing sewer facilities is accomplished by trained City Inspectors. These Inspectors ensure that all sewer projects are completed in accordance with the City's *Standards* and *Specifications*.

The City also uses cured-in-place pipe lining technology where these methods are cost effective and practical to supplement traditional replacement and rehabilitation methods.

5.2 Supporting Documents

The following document supports the City's Design and Performance Provisions, thereby allowing the City to comply with the Design and Performance Provisions requirements of the GWDR and is attached as an appendix:

- *The City of La Habra Standard Plans for Sanitary Sewers, Appendix 10*

Additionally, the following document also supports the City's Design and Performance Provisions, and is available from the City's Sewer Division. Due to the size of this document, it has not been attached as an appendix.

- *The City of La Habra, inclusion by reference, Standard Specifications for Public Works Construction (Green Book)*

Section 6: Overflow Emergency Response Plan

The City's Sanitary Sewer Overflow Emergency Response Plan (SSOERP) addresses those mandatory SSMP provisions outlined in Section D, 13 (vi) Overflow Emergency Response Plan (OERP) of the State Water Resources Control Board's Order No. 2006-0003-DWQ and amended Order No. 2013-0058-EXEC. The SSOERP includes the following items to comply with this section of the Order:

- 1) Proper notification procedures so that primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- 2) A program to ensure an appropriate response to all overflows;
- 3) Procedures which 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's WDRs or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- 4) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- 5) Procedures to meet Water Quality Monitoring and Reporting Requirements according to amended Monitoring and Reporting Program effective September 9, 2013;
- 6) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- 7) 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.

6.1 Summary

The City has outlined specific measures to protect public health and the environment in its Sanitary Sewer Emergency Response Plan (Appendix C) which address all the requirements of Order No. 2006-0003-DWQ. These procedures contain a plan for responding and reporting to SSOs which includes, but is not limited to, the following:

- 1) The City's SSOERP outlines the proper SSO notification procedures, thereby ensuring that primary responders and regulatory agencies are informed of all SSOs in a timely manner;

- 2) City policy is to respond to all spills within the City whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State, all in accordance with the GWDR. The City's SSOERP contains a program to ensure an appropriate response to all types overflows;

- 3) The SSO Water Quality Monitoring Program is meant to assess impacts from SSOs to surface water in which 50,000 gallons or greater are spilled into surface waters
 - a. When sampling, account for spill travel time in the surface water.
 - b. All samples being tested for indicators are to be analyzed in an accredited or certified laboratory.
 - c. When analyzing samples, only use monitoring instruments and devices that have been properly maintained and calibrated.
 - d. Within 48 hours of the enrollee becoming aware of the SSO, water quality sampling must, at a minimum, test for ammonia and appropriate bacterial indicators.

- 4) The City's SSOERP outlines the procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). The California Office of Emergency Services is required to receive 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. In addition, agencies to be notified include the Orange County Health Care Agency (OCHCA), and the Santa Ana Regional Water Quality Control Board (SARWCQB). These procedures also identify the officials who will receive immediate notification;

- 5) The City conducts internal training sessions to ensure familiarity with these procedures and prepare staff for an SSO event, from initial notification to SSO report documentation, including any necessary emergency activities, such as traffic control;

- 6) City of La Habra Sewer Maintenance staff is trained in the placement of traffic control and can respond to all but the most extreme emergencies. If a spill necessitates extensive traffic and or crowd control, the City's Police Department is contacted. Officers are trained in traffic and crowd control during emergency situations.

- 7) The City's SSOERP 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.

City maintenance crews are trained to use dirt berms, spill socks, sand bags, etc., to contain spills in street gutters. Rubber sheeting is used to block storm drain inlets and other critical locations.

The City relies on the Orange County Health Care Agency (OCHCA) for monitoring water quality and posting beach closures. All spills are reported immediately to the OCHCA office.

6.2 Supporting Documents

The following document allows the City to comply with the overflow and emergency response plan requirements of the GWDR, and is attached as an appendix.

- ***City of Habra Sanitary Sewer Overflow Emergency Response Plan, last updated August, 2014, Appendix 3***

Section 7: FOG Control Program

The City's Fats, Oils and Grease (FOG) Control Program addresses mandatory SSMP provisions outlined in Section D, 13 (vii) FOG Control Program of the State Water Resources Control Board's Order No. 2006-0003-DWQ. The City's FOG Control Program helps reduce the amount of FOG discharged into the sanitary sewer system, by including:

- 1) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area and a list of acceptable disposal facilities.
- 2) Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.
- 3) Requirements to install grease removal devices, design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
- 4) Authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the FOG ordinance.
- 5) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
- 6) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.
- 7) Implementation of a plan and schedule for a public education outreach program that promotes proper disposal of FOG.

7.1 Summary

To reduce the amount of FOG discharged into the City's sanitary sewer system, the City has developed a FOG Control Program. The City has identified all Food Service Establishments (FSE) within its service area as part of their monitoring and surveillance program, as per *City of La Habra Ordinance No. 1647*. Accordingly, these FSE's must submit building plans in order to receive sewer service. This process includes an interceptor sizing component and operation and maintenance requirements, which includes the City's maintenance requirements, BMP requirements, record keeping and reporting requirements. A list of all FSE's is maintained by the City in an FSE Access database and includes all grease removal equipment and documentation requirements.

The City has identified the sections of its sanitary sewer system subject to high levels of FOG, and has developed an Operation and Maintenance Program which includes a higher frequency (typically quarterly) cleaning schedule for each of these sections. In summary, the City maintains a FOG Control Program which meets the requirements of Section D, 13 (vii) FOG Control Program of Order No. 2006-0003-DWQ:

- 1) The City requires that each FSE maintain a plan and schedule for the disposal of FOG generated by its activities. The Waste Hauling Document Forms can be found within the FOG Control Program, Appendix J.
- 2) In December of 2004, the City of La Habra implemented a FOG Control Program that includes all of the required WDR elements. A copy of the FOG Control Program Manual was submitted to the Regional Board in January, 2005. The FOG Control Program Manual is incorporated, by reference, into the SSMP. All elements of the FOG Control Program are currently being implemented by a combination of City staff and consultants. The City's FOG Ordinance (Ordinance No. 1647) provides the legal authority necessary to enforce the FOG program.
- 3) The City's requirements to install grease removal devices are discussed in section 4.3 – *FOG Wastewater Discharge Requirements* of the City of La Habra's Fats, Oils, and Grease (FOG) Control Program Manual. This section, and related sections in the FOG Control Program Manual, also describes the requirements for design standards for the removal devices, maintenance requirements, BMP requirements, and record keeping and reporting requirements.
- 4) The City has legal authority to inspect grease producing facilities established in *Ordinance No. 1647* and the FOG Control Program Manual, and enforces any violation of the sewer ordinance in accordance with City requirements. The City has sufficient staff to provide inspections of each grease removal device in its service area at least once a year.
- 5) The City has identified sections of its sanitary sewer system subject to high levels of FOG in its Digital Sewer Atlas. Accordingly, the City's Operation and Maintenance Program includes a higher frequency (typically quarterly) cleaning schedule for each of these sections. These measures have prevented FOG related SSOs from occurring.

The City of La Habra has created an "enhanced maintenance area" database as a part of the Sewer System Infrastructure Management System. These areas along with siphons are cleaned on a quarterly basis, depending on the severity of the problem.

- 6) The City has developed and implemented source control measures for all sources of FOG discharged to the sanitary sewer system in accordance with *Ordinance No. 1647*.

7.2 Supporting Documents

The following documents support the City's FOG Control Program, thereby assist the City to comply with the FOG Control Program requirements of the Statewide General Waste Discharge Requirements (WDR) and are attached as appendices:

- *City of La Habra Ordinance No. 1647, Appendix 5*
- *The City of La Habra's Standard Plans for Sanitary Sewers, Appendix 10*

Additionally, the following documents also support the City's FOG Control Program, and are available from the City's Sewer Division. Due to the size of these documents, they have not been attached as appendices.

- *The City of La Habra, inclusion by reference, Standard Specifications for Public Works Construction (Green Book)*
- *City of La Habra Fats, Oils and Grease (FOG) Control Program Manual*

Section 8: System Evaluation and Capacity Assurance Plan

The City of La Habra's Sewer Master Plan addresses those mandatory SSMP provisions outlined in Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City has prepared and implemented a Capital Improvement Program (CIP) that will provide adequate hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design for storm or wet weather events. The City's Sewer Master Plan encompasses the following components:

- 1) Evaluation - Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge. The evaluation provides 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.
- 2) Design Criteria - Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria.
- 3) 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.
- 4) Schedule – The City has developed a schedule for all portions of the CIP developed in (1)-(3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

8.1 Summary

The City maintains a Sewer Master Plan which meets the requirements of Section D, 13 (viii) System Evaluation and Capacity Assurance Plan of Order No. 2006-0003-DWQ:

- 1) The 2005 Sewer Master Plan Update and Infiltration and Inflow Study analyzed the capacity of larger City sewers for peak flow conditions under both dry and wet weather conditions. Deficient sewer line segments are identified for prioritization in the Capital Improvement Program. The 2005 Sewer System Master Plan includes a list of recommended projects to address existing and future capacity deficiencies.
- 2) The 2005 Sewer Master Plan Update identifies the design criteria necessary to ensure sufficient capacity, as well as preserve the estimated life-cycle of wastewater infrastructure. Any design

that is not encompassed by the City Standards shall be sufficiently reviewed to ensure proper design and construction of the facility.

- 3) The City has established a Capital Improvement Program (CIP) to address projected hydraulic deficiencies. The CIP is included in the 2005 Sewer Master Plan Update, and includes projected cost estimates. The City's Utility Authority Sewer Fund describes how the City proposes to continue to pay for the CIP, by noting fund balances, funding sources and fund uses.

The 2005 Sewer Master Plan Update contains a list of each project identified as necessary to increase the capacity of portions of the system. The projects are being addressed based upon their priorities.

- 4) The City has developed their CIPs, as presented above, and plans to review and update it accordingly during the next Sewer Master Plan Update.

8.2 Supporting Documents

The following document supports the City's System Evaluation and Capacity Assurance Plan, thereby allowing the City to comply with the System Evaluation and Capacity Assurance Plan requirements of the GWDR. Due to the size of this document it has not been attached as an appendix.

- *City of La Habra 2005 Sewer Master Plan Update – Final Report, July 2005, AKM*

Section 9: Monitoring, Measurement and Program Modifications

The City's Monitoring, Measurement and Program Modifications addresses those mandatory SSMP provisions outlined in Section D, 13 (ix) Monitoring, Measurement and Program Modifications of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City's Monitoring, Measurement and Program Modifications encompass the following components:

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

9.1 Summary

The SSMP elements are discussed regularly at staff meetings with the Water/Sewer Manager and division staff, including consultants. Additional meetings to assess the effectiveness of individual elements are held as needed. Major studies, such as the Sewer Master Plan Update and Infiltration and Inflow Study, are also used to measure the effectiveness of the SSMP and make revisions as appropriate.

The City tracks the location and cause of all SSOs, blockages, including enhanced maintenance areas. The City maintains a log of all cleaning activity, which details the size, material and location of each pipe cleaned, as well as the equipment utilized, and any relevant remarks observed during the cleaning.

City field staff observes all gravity mains and manholes during routine cleaning, and conduct localized CCTV inspections when their observations warrant further investigation. During both the system-wide and localized CCTV inspections, each pipe is given a score based on the National Association of Sewer Service Companies' (NASSCO) pipeline rating system. Sewer Division staff that perform CCTV inspections are all NASSCO trained and licensed to perform such inspections. These ratings, as well as the observed condition of each pipeline, allow the City to identify gravity mains that are at risk of collapse or prone to more frequent blockages due to pipe defects.

The City identifies all food preparation and service locations within the City limits as part of their monitoring and surveillance program. A list of all such customers is maintained by the in the City's FSE database.

All interceptors are inspected at least once a year by the City's Inspectors or the City's FOG control consultant in accordance with the City's FOG Control Program Manual.

In order to monitor the implementation and measure the effectiveness of the SSMP, the City tracks several performance indicators, including:

Location of all SSOs over the past 12 months;

- Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of SSOs (e.g. number of SSOs < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons);
- Number of Interceptors inspected over the past 12 months;
- Percentage of Interceptors inspected over the past 12 months;
- Miles of gravity mains cleaned over the past 12 months;
- Percentage of total gravity mains cleaned over the past 12 months;

The SSMP and its elements will be updated in accordance with the results of the monitoring described above.

In summary, the City maintains a Monitoring, Measurement and Program Modifications which meets the requirements of Section D, 13 (ix) Monitoring, Measurement and Program Modifications of Order No. 2006-0003-DWQ:

- 1) The City tracks the location and cause of all SSOs, and blockages. The City maintains a log of all cleaning activity, which details the size, material and location of each pipe cleaned. The City identifies all food preparation and service locations within the City limits as part of their monitoring and surveillance program. A list of all such locations is maintained by the City's FOG control consultant. All interceptors are inspected at least once a year by the City or the City's FOG control consultant. Each inspection is logged in accordance with the City's FOG Control Program Manual.
- 2) The City monitors the implementation of the SSMP, and measures the effectiveness of each element of the SSMP by developing and tracking performance indicators on an annual basis;
- 3) By tracking performance indicators, the City is able to assess the success of their preventative maintenance program;
- 4) The City holds regular meetings to discuss elements of the SSMP and will assign staff to update program elements as appropriate;
- 5) The City tracks the frequency, location and volume of all SSOs.

9.2 Supporting Documents

The following document allows the City to comply with the Monitoring, Measurement and Program Modifications requirements of the GWDR, and is attached as an appendix:

- A sample of the City's *Video Inspection Report*, Appendix 7

Additionally, the following document also supports the City's FOG Control Program, and is available from the City's Sewer Division. Due to the size of this document, it has not been attached as an appendix.

- *City of La Habra Fats, Oils and Grease (FOG) Control Program Manual*

Section 10: SSMP Program Audits

The City's SSMP Program Audits addresses the mandatory SSMP provision outlined in Section D, 13 (x) SSMP Program Audits of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City is required to 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 City's compliance with the SSMP requirements identified in Section D, 13 of Order No. 2006-0003-DWQ, including the identification of any deficiencies in the SSMP and steps to correct them.

10.1 Summary

The City will conduct an internal audit evaluating its SSMP and its compliance with the requirements of Order No. 2006-0003-DWQ and will report the results of the audits along with recommendations and suggested improvements to the SWRCB. The audit is expected to be conducted every two years after the adoption of the SSMP. A subcommittee led by OCSD is preparing audit guidelines for use by the agencies.

This audit will include, but may not be limited to, the following:

- Any significant changes to components of the SSMP, including but not limited to, Legal Authority, FOG Control Program or Overflow Emergency Response Plan
- Any significant changes to the referenced compliance documents
- SSMP implementation efforts over the past two years
- A description of additions and improvements made to the sanitary sewer collection system during the past two years
- A description of additions and improvements planned for the upcoming two years
- Strategies to correct deficiencies, if identified, will be developed by the Sewer Division

10.2 Supporting Documents

There are no applicable documents for this section.

Section 11: Communication Program

The City's Communication Program addresses the mandatory SSMP provision outlined in Section D, 13 (xi) Communication Program of the State Water Resources Control Board's Order No. 2006-0003-DWQ.

The City should 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 City as the program is developed and implemented. The City shall also create a plan of communication with systems that are tributary and/or satellite to the City's sanitary sewer system.

11.1 Summary

The City will communicate on a regular basis with interested parties on the implementation and performance of this SSMP. The communication program allows interested parties to provide input as the program is developed and implemented.

The Water/Sewer Manager will provide interested parties with status updates on the implementation of the components of the SSMP and will also consider comments made by interested parties. Additionally, the City's website (www.lahabracity.com) presents information about on-going efforts, general information, as well as meeting agendas and minutes.

11.2 Supporting Documents

There are no applicable documents for this section.

Appendices

Appendix 1

SWRCB Order No. 2006-0003-DWQ

Order No. 2013-0058-EXEC

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

- water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.
16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
 17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
 18. California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.
 19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
 20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **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.
2. **Sanitary sewer system** - Any 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.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which 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.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **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.
- (ii) **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)).
- (iii) **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.
- (iv) **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.

(v) 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.

(vi) 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.

(vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG 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 FOG;
- (b) A plan and schedule for the disposal of FOG 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 FOG 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 FOG;
- (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 FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

(viii) **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.

(ix) **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.

(x) **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.

- (xi) **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.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

Task and Associated Section	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)				
Design and Performance Section D 13 (v)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

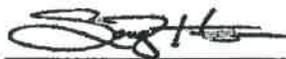
The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

STATE WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local

County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. **Category 2 SSOs** – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. **Private Lateral Sewage Discharges** – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

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

9. **Category 2 SSOs:**
 - A. Location of SSO by entering GPS coordinates;
 - B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
 - C. County where SSO occurred;
 - D. Whether or not the SSO entered a drainage channel and/or surface water;
 - E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent recurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical technique or method used; and,
- f. The results of such analyses.

C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Board held on May 2, 2006.



Song Her
Clerk to the Board

**STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC**

**AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS**

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(l).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqc2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

Date

8/6/13


Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssol/

ATTACHMENT A

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC**

**AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS**

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that</p> <ul style="list-style-type: none"> • 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	<p>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</p>
CATEGORY 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition</p>
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	<p>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</p>

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>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</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: 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: 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: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: 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: 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: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • 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.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which 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 caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **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:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a 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).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

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

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

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

- a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**
- These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.
- iii. **Collection System Questionnaire**
- The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- iv. **SSMP Availability**
- The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

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, access restrictions, 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 enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

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

1. **General Records:** The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. **SSO Records:** The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SS MP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

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

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

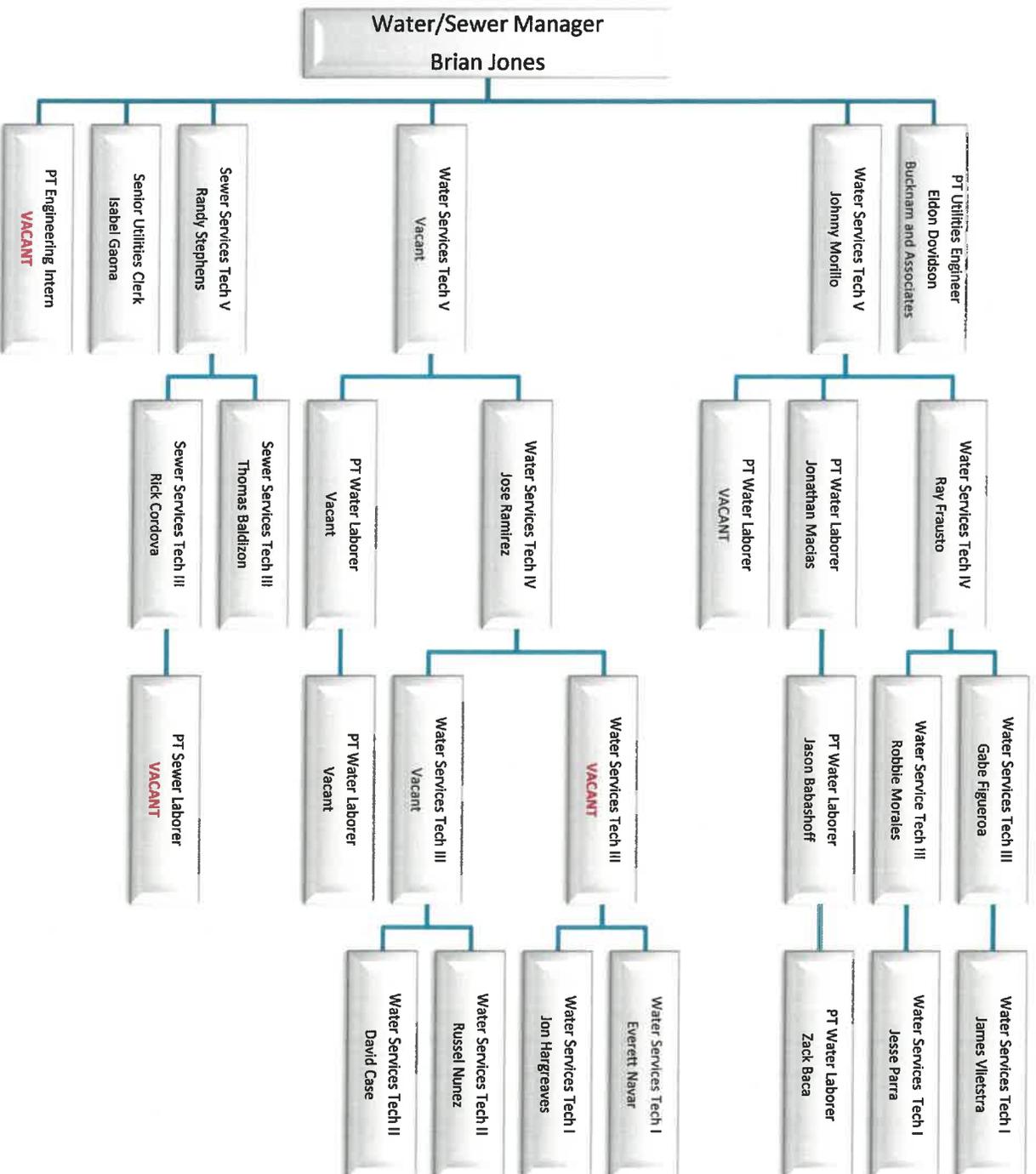
7/30/13
Date _____


Jeanine Townsend
Clerk to the Board

Appendix 2

Water/Sewer Division Organization Chart

Water and Sewer Org Chart



Appendix 3

City of La Habra

Sanitary Sewer Overflow Emergency Response Plan (SSOERP)

**SEWER SYSTEM MANAGEMENT PLAN
SANITARY SEWER OVERFLOW
EMERGENCY RESPONSE PLAN**

**PREPARED BY
CITY OF LA HABRA**



**PREPARED FOR
STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-003-DWQ
GENERAL WASTE DISCHARGE REQUIREMENTS**

Revised 2019

The City of La Habra is pleased to submit the Sewer System Management Plan (SSMP) Sanitary Sewer Overflow Emergency Response Plan (SSOERP) in accordance with time schedule detailed in Order No. 2006-0003-DQW (Sewer GWDR), Section D (13). The SSOERP generally follows the chronological stepwise procedures for receiving information on a possible sewer spill, dispatching response staff, performing required field work and reporting on these activities. This document satisfies the requirements of Section D (13)(iii) of the Order.

Note: The SSOERP does not fully encapsulate all relevant standards, procedures, and requirements within this document. Doing so would create redundancy and confusion with existing procedures and programs. Therefore, the SSOERP refers to existing documents which describe the details of the actual procedures to be followed in various steps. This allows for easy reference and simple modification of the more minor stand alone elements of the plan. Any revision of these elements will remain in conformance with the requirements of the SSOERP, which was written to comply with the Sewer G WDR.

SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN
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I. AUTHORITY

- A. The State Water Resources Control Board (SWRCB) issued Order NO. 2006-2003-DWQ , "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs) to the City of La Habra and other collection agencies on May 2, 2006. The intent of this permit is to insure that collection agencies within the State provide adequate and appropriate system capacity, adequate maintenance and operation, emergency sewer spill response, and legal authority, to reduce or eliminate discharges of sewage to the waters of the state.
- B. The City of La Habra owns and operates the sanitary sewer collection system within the City limits. As the "operator" of the sewer systems, the City of La Habra has the right and responsibility to properly fund and maintain the system, and respond to spills as prescribed in the Sewer WDR.
- C. In the case of spills caused by private entities, La Habra Municipal Code (LHMC) provides the legal authority to enforce on related violations. Applicable sections include the following:
- LHMC Chapter 13.24.020, which prohibits the discharge of pollutants including fecal coliform, fecal streptococcus or enterococcus.
 - LHMC Chapter 13.24.020, which prohibits any discharge of pollutants "from public or private property to (1) the storm water drainage systems; (2) any upstream flow, which is tributary to the storm water drainage system; (3) any groundwater, river, stream, creek, wash or dry weather arroyo, wetlands area, marsh, coastal slough, or (4) any coastal harbor, bay, or the Pacific Ocean."

The City of La Habra is responsible for utilizing the aforementioned Municipal Codes to control and prevent future spills from occurring from private property. This responsibility is prescribed in part in the Enforcement Consistency Guide developed by the County of Orange and required by Order No. R8-2002-0010 (commonly known as the MS4 NPDES Permit). Additionally, the City of La Habra is required, in the Legal Authority Section [D.13 (iii)] of the Sewer WDR, to develop and implement the legal authority to "Limit fats and greases and other debris that may cause blockages in the sewage collection system".

II. GENERAL

The Sanitary Sewer Overflow Emergency Response Plan (SSOERP) is designed to ensure that every report of a sewer overflow is immediately dispatched to the appropriate crews so the report can be confirmed and the effects of the overflow can be negated or minimized with respect to impacts to public health and the beneficial uses of waters of the state. The SSOERP further includes provisions to ensure safety pursuant to the directions provided by Orange County Health Care Agency (OCHCA), and Occupational Health and Safety Agency (OSHA) and that notification and reporting is made to the appropriate local, state and federal authorities [RWQCB, OCHA, California Office of Emergency Services (Cal OES)].

A. Objectives

The primary objectives of the SSOERP are to protect public health the environment and the beneficial uses of the receiving waters, satisfy conditions of the Sewer Waste Discharge requirements, and minimize liability in potential enforcement actions or third party lawsuits involving the City of La Habra.

Additional objectives of the SSOERP are as follows:

- Provide appropriate customer service;
- Protect and collection system personnel;
- Protect the collection system and all appurtenances;
- Protect private and public property beyond the collection system and
- Provide clearly documented policies, procedures and guidelines for City staff to reference and follow.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by the Public Works Director, the Water and Sewer Manager and shall, in most cases, refer to these plans and will work in conjunction rather than conflict with them. The existing plans referenced have been reviewed and are consistent with the objectives of this plan.

B. Organization of Plan

The key elements of the SSOERP are addressed individually as follows:

- Section III. Notification Procedures, Call Routing and Dispatch
- Section IV. Overflow Containment, Correction and Clean-up
- Section V. Reporting and Monitoring
- Section VI. Follow-up Procedures

Section VII. Update, Training, and Distribution of Plan
Section VIII. Definitions

C. Sanitary Sewer Overflow Tracking

Four mechanisms will be employed to track sewer overflows. These are listed as follows:

Initial Report This report is the initial summary of information typically received from citizens or City staff. Receipt of a report initiates dispatch of City Crews. The procedures for report taking and information distribution are compiled in Section III of the SSOERP.

Three Day Report A draft report for Category 1 and Category 2 SSOs (required by WQ-2013-0058-EXEC) is completed and submitted to the CIWQS online SSO Database within three (3) business days of the City of La Habra becoming aware of the SSO. Information on the completion, distribution and tracking of these reports can be found in Section V of the SSOERP.

Final Report. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS online SSO Database within 15 calendar days of the end date of the SSO. The monthly report is submitted via the online SSO system. Information on the completion, distribution and tracking of these reports can be found in Section V of the SSOERP.

Report on Trends This report (required by section 13(ix) of the Sewer GWDR) is intended to identify and illustrate trends in overflows, such as frequency, location and volume.

III. NOTIFICATION PROCEDURES, CALL ROUTING AND DISPATCH

This chapter establishes the procedure for the City of La Habra to communicate internally and externally, mobilize, respond to and correct or repair any condition, which may cause or contribute to an unpermitted discharge of sewage. There is a response to each reported spill caused by public or private facilities, which occur on public or private property. This plan considers a wide range of potential system failures that could create an overflow to surface waters, onto land, into groundwater, or into buildings.

A. Receipt of Information Regarding a Sewer Overflow

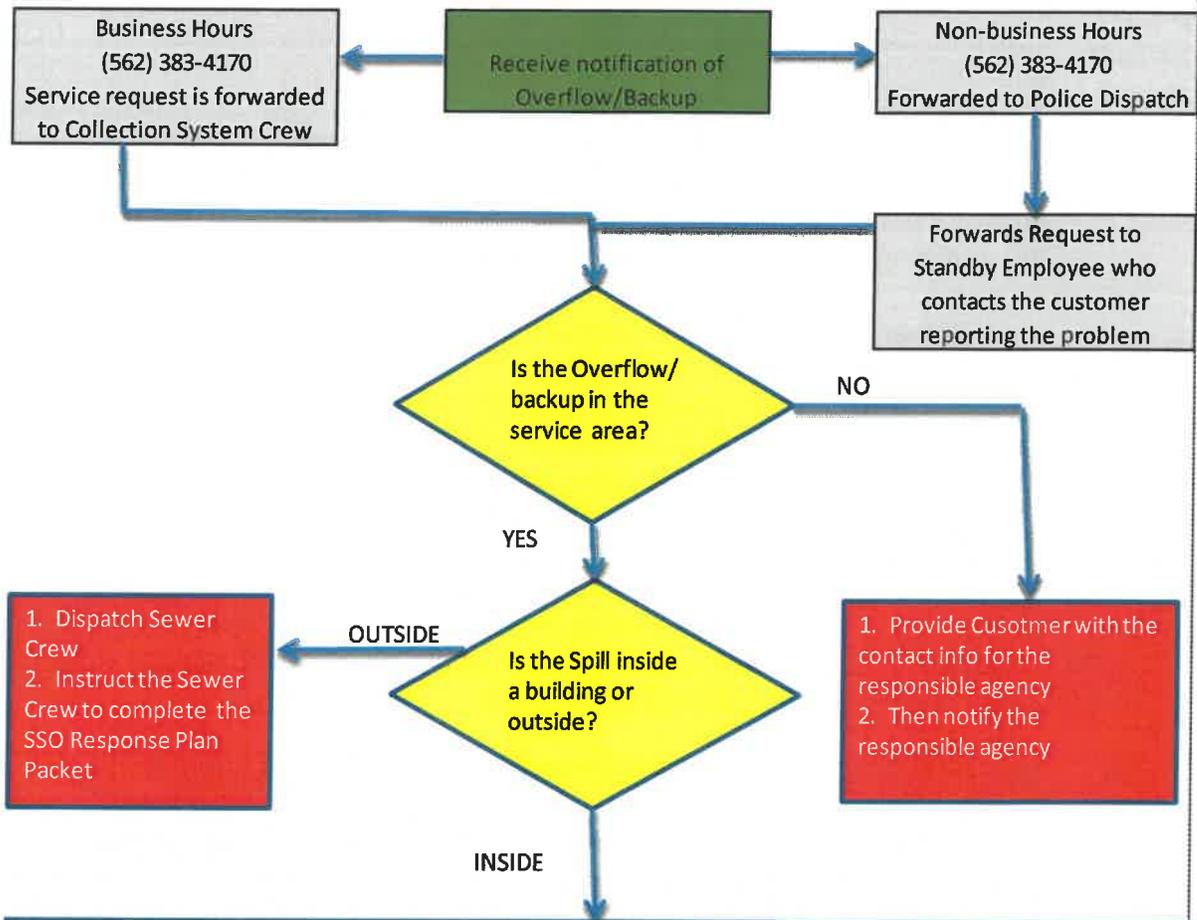
An overflow may be detected by La Habra employees or by others (i.e. business owners, residents, etc.). The Water and Sewer Maintenance Division of the Public Works Department is responsible for accepting all phone calls regarding possible sewer overflows during business hours, and is responsible for responding to these notifications 24 hours a day. After hours, a notification system is established with other City Departments which immediately directs any reports to the 24 hour on call "Duty Person" for Water and Sewer, who dispatches the crews, makes notifications to regulatory agencies and compiles reports on the spill. The attached organization chart shows the personnel

available to respond to a sanitary sewer overflow and indicates the chain of command. The details of these procedures are summarized in stepwise procedures below.

- Notification is received at the City, typically either from a private citizen, business owners or other City Staff
- All “frontline” personnel working during business hours either forward the call to Water and Sewer or gather the proper information from the caller, for forwarding to Water and Sewer.
- After hours dispatch personnel gather the proper information from callers and forward this information to the Water and Sewer Duty Person.

The following is an overview of receiving a sewage overflow or backup report:

Review of Receiving a Sewage Overflow or Backup Report



WHAT TO TELL THE CUSTOMER
 Clearly communicate who will respond, estimated time that they will arrive and what areas will need to be accessed.
 Clearly communicate that a blockage in the sewer main line will be promptly cleared, but that the City is not allowed to work on a blockage in the property owner's/resident's service lateral line. Use general terms that the caller can understand, and give the caller your name for future reference.
 Show concern and empathy for the property owner/resident, but do not admit or deny liability.
 Instruct the caller to turn off any appliances that use water and to shut off any faucets inside the home.
 Instruct the caller to keep all family members and pets away from the affected area.
 Instruct the caller to place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected.
 Instruct the caller to not remove any contaminated items - let the professional do this.
 Instruct the caller to turn off their HVAC system.
 Instruct the caller to move any uncontaminated property away from the impacted areas.

The Sewer Crew will be dispatched to the scene and will complete the Sanitary Sewer Backup

B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes a Sewer Overflow will trigger an immediate response to isolate and correct the problem. Crews and equipment are available 24 hours to respond to any Sewer Overflow locations. Personnel are immediately dispatched to any site of a reported Sewer Overflow. Additional maintenance personnel as well as contractors and "Mutual Aid Agencies" are on call 24 hours per day and 7 days per week, should assistance be needed. The details of these procedures are summarized in the stepwise procedure below.

- A Sewer Spill Incident Responder (IR, defined in Section VIII) is dispatched immediately.
- Upon arriving on scene the IR gathers information immediately available and determines if the spill is actually coming from the sewer.
- Once determined to be a sewer spill, every spill, private or public, within the City of La Habra is treated in the same manner, described in the following section.

Note: All work described in the following section as well as the rest of the SSOERP is to be conducted in accordance with approved safety procedures and it is emphasized to the staff that safety is of paramount importance.

IV. OVERFLOW CONTAINMENT CORRECTION AND CLEAN-UP

Sewer Overflows may result from blocked or restricted sewers, pipe failures, or by exceeding the capacity of the system, among other natural and man-made causes. City of La Habra staff is on alert for these situations and the Water and Sewer Maintenance Division is prepared, 24 hours a day and 7 days per week, to receive and respond in a timely manner to reports of sewer overflows.

The objectives of these response procedures are to protect public health and the environment. The details of the procedures to achieve these objectives are summarized in stepwise procedure below.

- Sanitary Sewer Spills are immediately contained to the greatest extent possible with all available equipment and resources.
- If additional support is required or mutual aid is needed, these requests are made.
- Perimeters are established and signs are posted as needed.
- During the containment process or at the earliest opportunity, notifications to regulatory agencies are made by the IR or the Water and Sewer Maintenance Supervisor.
- If the spill is the result of a blockage, break or deficiency in a public sewer line, every effort is made to either clear the blockage or begin emergency repair efforts.

- If the spill is the result of a blockage break or deficiency in a private sewer line, the responsible party is contacted immediately and containment continues until the blockage is cleared or the private party assumes all containment responsibilities.
- At the first opportunity or following clearing of the blockage or reasonable permanent containment (i.e. bypass, or holding tank), clean-up procedures put in place.
- During clean-up procedures, or at an earlier stage if possible, currently accepted downstream containment/cleanup procedures are employed.

In most circumstances, the City of La Habra will handle all response actions with City Staff, and services of current sewer cleaning contractor. However, situations may arise which, due to their magnitude or unusual nature, require additional crews or equipment. This is particularly true of situations where sewer pipes are broken or have failed in some way, and a contractor is needed to affect emergency repairs. Mutual aid is available from neighboring cities through a "handshake agreement" and Orange County Sanitation District through a written statement to this effect.

V. REPORTING

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the City of La Habra shall, as soon as possible, but not later than two (2) hours after (A) the City of La Habra has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.

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

- i. Name of person notifying Cal OES and direct return phone number.
- ii. Estimated SSO volume discharged (gallons).
- iii. If ongoing, estimated SSO discharge rate (gallons per minute).
- iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time City of La Habra became aware of the SSO.

- d. Name of sanitary sewer system agency causing the SSO.
- e. SSO cause (if known).
- v. Indication of whether the SSO has been contained.
- vi. Indication of whether surface water is impacted.
- vii. Name of surface water impacted by the SSO, if applicable.
- viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
- ix. Any other known SSO impacts.
- x. SSO incident location (address, city, state, and zip code).

3. Following the initial notification to Cal OES and until such time that the City of La Habra certifies the SSO report in the CIWQS Online SSO Database, the City of La Habra shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. PLSDs: The City of La Habra is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the City of La Habra becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** The City of La Habra shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the City of La Habra shall complete one SSO report in the CIWQS Online SSO Database which 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 caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. SSO Categories

- i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an City of La Habra’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a 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).
- ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an City of La Habra’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from a City of La Habra’s sanitary sewer system failure or flow condition.

4. Sanitary Sewer Overflow Reporting to CIWQS – Timeframes

- i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the City of La Habra becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the City of La Habra shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the City of La Habra reported a PLSD, the City of La Habra shall still certify a “No Spill” certification statement for that month.

- iv. **Amended SSO Reports** – The City of La Habra may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the City of La Habra may contact the SSO Program Manager to request to amend an SSO report if the City of La Habra also submits justification for why the additional information was not available prior to the end of the 120 days.

5. SSO Technical Report

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

- i. **Causes and Circumstances of the SSO:**

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

ii. City of La Habra's Response to SSO:

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

iii. Water Quality Monitoring:

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

6. PLSDs

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the City of La Habra's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The City of La Habra is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the City of La Habra is also encouraged to file a spill report as required by Health and Safety Code section

5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the City of La Habra must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the City of La Habra), if known. Certification of PLSD reports by the City of La Habra is not required.

7. CIWQS Online SSO Database Unavailability

In the event that the CIWQS Online SSO Database is not available, the City of La Habra must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the City of La Habra must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. Mandatory Information to be Included in CIWQS Online SSO Reporting

The City of La Habra shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all City of La Habras must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. SSO Reports

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

- a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of the City of La Habra contact person who can answer specific questions about the SSO being reported.
2. SSO Location Name.
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance

point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.

4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the City of La Habra was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.

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

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

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

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

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

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. Reporting SSOs to Other Regulatory Agencies

These reporting requirements do not preclude the City of La Habra from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. Collection System Questionnaire

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the City of La Habra's sanitary sewer system. The City of La Habra shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. SSMP Availability

The City of La Habra shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the City of La Habra's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the City of La Habra shall comply with the following procedure:

a. Submit an **electronic** copy of the City of La Habra's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the City of La Habra shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

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, access restrictions, 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 City of La Habra becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

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

1. General Records: The City of La Habra shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an City of La Habra's sanitary sewer system contractor(s).

2. SSO Records: The City of La Habra shall maintain records for each SSO event, including but not limited to:

- i. Complaint records documenting how the City of La Habra responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by City of La Habra, using all available information, to comply with section D.7 of the SSS WDRs.
- iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.

3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

- i. Supervisory Control and Data Acquisition (SCADA) systems
- ii. Alarm system(s)
- iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be

certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An City of La Habra may have more than one LRO.

2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Data Submitter (DS): Any City of La Habra employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the City of La Habra if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The City of La Habra shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the City of La Habra to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

VI. FOLLOW-UP PROCEDURES

Following the spill response, clean up, and reporting, often times additional actions must be taken to ensure similar spills do not occur in the future. These actions can include but are not limited to the following:

- Issuance of Notice of Violation to private property owner
- Issuance of Compliance Order to private property owner
- Issuance of Cease and Desist Violations Order to private property owner
- Coordination of enforcement action with other agencies (OCHCA, RWQCB)
- Civil and or Criminal prosecution
- Televising of Sanitary Sewer Main
- Increased cleaning frequency of segment of Sanitary Sewer Main
- Repair of Sanitary Sewer Main
- Realignment and/or Reconstruction of Sanitary Sewer Main
- Monitoring and Testing

One or more of these actions may be applicable in each situation and must be evaluated on a case by case basis.

Also, applicable to this chapter are the following guidelines for media notification. Currently City policy is that only designated representatives are permitted to provide information to members of the media or their representatives.

VII. UPDATE, DISTRIBUTION AND TRAINING

A. Update of SSOERP and Companion Documents

Annual reviews shall be made to the SSOERP. More frequent reviews shall be performed as warranted. If an element of this plan or related documents or appendices are revised this would initiate a review. If the change initiates an alteration of the SSOERP (the determination is based on the significance of the impact to the SSOERP), the revision shall be made under the direction of the Water and Sewer Manager and, with the approval of the Director of Public Works, shall be distributed. If the revision(s) necessary are to the companion documents, a simple review of this impact to the SSOERP shall be performed and this revision shall be drafted and distributed within one month of the revision, which initiated the alteration to the SSOERP.

In addition to the periodic reviews, a standard annual review shall be made to ensure the SSOERP and related documents are current, correct and applicable. Any changes shall be made within one month of this review, which shall occur on the anniversary date of the initial distribution.

B. Distribution of SSOERP and Companion Documents

Upon completion of the first final SSOERP and with subsequent revisions, the Water and Sewer Manager shall distribute hard copies, within a week of the approval of the revised document, to those individuals holding the positions listed below:

- Director of Public Works
- Street Maintenance Supervisor
- Posted with Sewer GWDR in crew quarters*

Additionally the SSOERP shall be incorporated into the SSMP and the date of the SSMP shall be revised to reflect the update.

C. Availability to the Public

The City of La Habra shall make the SSMP, and hence the SSOERP, "available to any member of the public upon request in writing." Requests for the SSMP shall be directed to and only distributed by the Water and Sewer Manager.

D. Training

This section prescribed the frequency, content and positions responsible for fulfilling the training requirements of the SSOERP.

1. Incident Responders

Training on the SSOERP shall be provided to any staff member holding a position, which may fill the role of IR or directly supervises one or more of these staff members. The training shall be conducted by the Water and Sewer Manager or his/her designee. The trainer shall have an intimate knowledge of not only the SSOERP but also the City of La Habra and its staff, resources, field conditions, policies and procedures as they apply to sewer system maintenance and emergency response. The topics covered shall include

- Overview of the Sewer GWDR and intent of SSMP
- Overview of the function and need for the SSOERP
- Review of each section of the SSOERP
- Review of related documents and their procedures (Reporting requirements, Safety Procedures, etc.)
- Discussion and Focus on any shortfalls of the IR or crews in execution of the required actions and procedures in the SSOERP
- Discussion and documentation of any shortcomings in the SSOERP

Training shall be provided annually and – except for the initial training which will be held within one month following the completion of the SSOERP – shall precede the review and update of the SSMP by one month to provide time to review and incorporated changes based on this input.

1. Sewer Maintenance Field Crews

Field staff shall also be trained on an annual basis on proper response procedures (containment, reporting, safety procedures). Again this training shall precede the review and update of the SSMP by one month to provide time to review and incorporate changes based on staff input. New sanitation staff are trained on an individual basis within one month of starting work. The Water and Sewer Manager or his/her designee shall provide this training.

The general training for field staff required by Section D.8. of the Sewer GWDR requiring “operator be adequately trained and possess adequate knowledge skills and abilities “ will be developed as part of the SSMP. This will focus more on the routine maintenance activities and equipment used in exercising daily or typical duties.

VIII. DEFINITIONS

Sanitary Sewer Overflow –Any overflow, spill, release discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. Sanitary sewer overflows 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.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, etc., or other conveyance, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publically 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 discharge into these temporary storage facilities are not considered SSO's.

Incident Responder – The Incident Responder or IR is the individual at a sewer spill, in La Habra, who makes the initial assessment of an SSO and determines the level of response. This person is, at times, also responsible for directing the operations; gathering information and insuring the SSOERP and SSOP are adhered to.

Duty Person – The Duty Person is a rotation position within Water and Sewer Maintenance, which takes responsibility for 24-hour response to emergency situations involving water and sewer. This position is responsible for, among other things, dispatching sewer maintenance field staff to sewer spills, acting as IR, and compiling reports.

SSO Reporting System- Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords,

Appendix 4

City of La Habra Municipal Code Chapter 13 (Sewer Sections Only)

La Habra Municipal Code

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[Title 13 PUBLIC SERVICES](#)**Chapter 13.04 SEWER USE AND CONSTRUCTION****13.04.010 Definitions.**

The following words and phrases, when used in this chapter, have the following meaning:

- A. "Building" means a structure entirely separated from any other structure by a space or by walls in which there are no communicating doors or windows or similar openings.
- B. "Connecting sewer" means that portion of the sewer system which extends from the main sewer to the curb.
- C. "Fixture" means any plumbing or sewer outlet requiring a trap or vent.
- D. "House sewer" means that portion of the horizontal piping extending from a point two feet from the foundation wall of the building to its connection with the connecting sewer.
- E. "Lot" means any piece or parcel of land as bounded, defined or shown upon the latest map, plan or deed in the office of the county recorder of Orange County, or upon the assessor's map as prepared by the county assessor.
- F. "Main sewer" means a main pipeline sewer of the city laid in the streets, alleys and along rights-of-way, provided for the collection of sewage from connecting sewers and conveying it to the outfall sewer. (Ord. 38 § 6, 1926)

13.04.020 Superintendent of sewers.

For the purpose of carrying out the provisions of this chapter, the city council shall appoint a superintendent of sewers, who shall be authorized to enforce such regulations as may be necessary to carry out the provisions of this chapter, and who shall hold office at the pleasure of the city council. (Ord. 38 § 3 (part), 1926)

13.04.030 Inspection—Appointment of sewer inspector—Duties.

- A. The superintendent of sewers may appoint, with the approval of the city council, a sewer inspector, as such inspector may be required for the proper performance of sewer inspection.
- B. It shall be the duty of the superintendent of sewers or the sewer inspector to inspect, supervise, approve and make a complete record of all construction, repairs, connections and disconnections of connection sewers and house sewers built in the city. (Ord. 38 § 11, 1926)

13.04.040 Inspection—Right of entry.

The superintendent of sewers or sewer inspector shall have the right to enter into or upon any property, structure or premises served by any public or private sewer for the purpose of examining and inspecting the construction or condition of any such sewer, and every person owning, controlling or occupying such property, structure or premises shall permit such entrance and give such aid as may be necessary or required for such examination or inspection. (Ord. 38 § 12, 1926)

13.04.050 Connection to proximate sewer required.

It is unlawful for any person, firm or corporation to make, or cause to be made, any connections with any cesspool or place for depositing sewage, except with and into sewage disposal lines within the city, and subject to inspection and such regulation by the city as provided in this chapter, or as may be prescribed from time to time by the city council, if and when the property or place so to be connected fronts upon or is located within one hundred fifty feet of a constructed, completed and accepted city main-line sewer; provided, however, that the provisions of this section shall be construed and applied in conformity with and subject to the time limit prescribed in Section 13.04.060. (Ord. 38 § 1, 1926)

13.04.060 Permit—Required—Application.

A. It is unlawful for any person to construct any sewer works or make or attempt to make, or cause to be made, any connection with the main sewer lines of the city, without first having secured a permit therefor and having paid an application fee as prescribed by the city. Permit to make such connection shall be granted upon application made upon blank forms furnished by the city and in the manner as prescribed in such form. The application shall be filed with the city clerk, together with the application fee, and shall thereupon by the city clerk be referred to the superintendent of sewers, who shall be authorized to issue a permit for making such connection. The fee so paid shall be deposited in the city treasury.

B. All sewer connections and pipelines laid in connection therewith shall be under the supervision of the superintendent of sewers, and in conformity with the requirements and provisions relating to such connections prescribed by the city council. (Ord. 1093 (part), 1979; Ord. 38 § 3 (part), 1926)

13.04.070 Permit—Qualification—Nontransferability.

A. Permits will be issued only to persons, firms or corporations who have obtained a license to engage in the business of constructing sewers in the city.

B. A permit shall not be assignable or transferable, or used to aid or abet any unlicensed person, firm or corporation in the performance of any such work or operation for which such permit was issued. (Ord. 38 § 3 (part), 1926)

13.04.080 Bonding of contractors.

Any person, firm or corporation, as principal, agent or otherwise, desiring to engage in the business of constructing sewers within the city, shall, before a license so to do will be granted, file with the city clerk an indemnity bond with good and sufficient sureties and in an amount to be determined from time to time, such bond being payable to the city. The bond shall bind such person, firm or corporation to renew with materials of the same kind and quality and in the same manner as before, all streets, alleys, sidewalks, curbs or public parkways in any way disturbed; to protect the city from all liabilities for damage to persons or property resulting in or from any opening or excavation made by such person, firm or corporation; to guarantee the payment when due of all the bills for material and labor incurred by the person, firm or corporation in the construction of sewers; to indemnify all persons, firms or corporations for whom the person, firm or corporation thereafter constructs sewers for damages sustained on account of the failure of the person, firm or corporation to construct the sewer in accordance with the requirements of this chapter. (Ord. 38 § 5, 1926)

13.04.090 Separate and joint connection.

Every building or other structure situated in the city shall be separately and independently connected with a connecting sewer, except where more than one building or other structure is situated upon the same lot, in which

case all such buildings and structures may be joined in the use of one house and connecting sewer; provided, that all such buildings and structures are owned by the same person or provided that all such buildings and structures are a part of a condominium or townhouse development. (Ord. 1210 (part), 1983; Ord. 38 § 7 (part), 1926)

13.04.100 Old sewers generally.

No building or other structure shall be connected to an old sewer nor shall any old sewer line be used unless it will satisfactorily stand the test provided for in this chapter for new sewer, and a permit has been granted for so connecting and a certificate of inspection obtained from the superintendent of sewers or sewer inspector. (Ord. 38 § 7 (part), 1926)

13.04.110 Existing house sewers.

On any lot where there is an existing house sewer serving the building and upon which another building is to be placed, such building may be served from the existing house sewer, provided this sewer has first been inspected and approved by the superintendent of sewers or sewer inspector, and provided further, that wherever the existing sewer would be within the area to be occupied by the proposed building, it shall be reconstructed of cast iron soil pipe. (Ord. 38 § 7 (part), 1926)

13.04.120 Materials.

Connecting sewers or house sewers may be constructed of either vitrified clay, Portland cement concrete or cast iron soil pipe. (Ord. 38 § 7 (part), 1926)

13.04.130 Grade.

The grade of all main-line sewers shall be not less than 0.0035 feet per foot and all connecting and house sewers covered by this chapter shall not be less than one-fourth inch to the foot toward the outlet and all sections shall be laid in perfect line on the bottom and sides. (Ord. 1210 (part), 1983; Ord. 38 § 8 (part), 1926)

13.04.140 Size of pipe.

All pipe laid on public property, excepting connecting and house sewers, shall be eight inches in diameter or larger. House or connecting sewers may be constructed of four-inch pipe, provided the number of fixtures served is not over thirty-six. If the number of fixtures exceeds thirty-six the size of pipe of each house or connecting sewer shall be six inches or larger. (Ord. 1210 (part), 1983; Ord. 38 § 8 (part), 1926)

13.04.150 Bends, connections, openings.

A. All changes in direction shall be made by the use of wyes and one-eighth bends, and any change from one size of pipe to another size shall be made by the use of a reducer. Where four-inch clay pipe is to be connected to a section of four-inch cast iron pipe, connection shall be made so that the flow line of each pipe shall be on the same line.

B. All wye and tee openings in sewers which are not used for connections shall be closed by the use of caps securely cemented. (Ord. 38 § 8 (part), 1926)

13.04.160 Inspection before backfill.

A. No person, firm or corporation, as principal, agent or otherwise, shall backfill any trench or excavation made for the purpose of laying a sewer or any kind until the pipe laid therein has been inspected by the superintendent of sewers, or sewer inspector, and a certificate of inspection given. The entire length of the sewer and all connections, including the wye or tee at the main sewer, to the point at which the cast iron soil pipe begins, shall be fully exposed for inspection.

B. At least four hours' notice shall be given when work is ready for inspection.

C. If any section of the pipe or any portion of the work is not in accordance with specifications which are a part of this chapter, or does not conform to all the requirements of this chapter, the sewer contractor shall make such changes or additions as are necessary to conform to the provisions contained in this chapter and shall, after such changes or additions are made, leave the pipe and work exposed, and do no backfilling until inspection has been made and acceptance given, as provided in this section. (Ord. 38 § 13, 1926)

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Chapter 13.08 SEWER CAPACITY CHARGES**13.08.010 Applicability—Payment required.**

All property of every kind within the city limits which was not included within and part of the La Habra Sanitary District at the time of dissolution of the district shall upon being furnished sewer services and/or subdivided be charged and pay, in addition to other charges as established, a connection charge as set by resolution of the city council and on file in the office of the city clerk. The payment shall be made as a connection charge and prior to the connecting up or furnishing of sewer facilities to the property and the owner of the property. (Ord. 1213 §§ 2 (part), 3 (part), 1983; Ord. 328 § 1, 1957)

13.08.020 Prerequisite to subdivision.

In connection with property subject to the charge provided for in Section 13.08.010 which is subdivided and for which a tract map is placed of record, after the effective date of the ordinance codified in this chapter, the payment of such connection charge shall be a condition of the filing and approval of a tract map and shall be a part of the improvements to be made by the subdivider in accordance with the subdivision contract and a part for which the subdivision bond shall be liable. (Ord. 328 § 2, 1957)

13.08.030 Division of charges.

In case property subject to the charge provided for in Section 13.08.010 is split up into lots or parcels the city may exclusively determine the amount to be paid as a connection charge for each lot or parcel and the charge may be uniform for all lots or parcels regardless of some variation in the size of such lots or parcels. (Ord. 328 § 3, 1957)

13.08.040 Prerequisite to sewer service.

No sewer facilities shall be furnished or connection made for the furnishing of sewer facilities to the property or any person for which the charge provided for in this chapter is applicable unless such charge is or charges are paid. (Ord. 328 § 4, 1957)

13.08.050 Deposit of revenues.

All funds derived from the sewer charge provided for in this chapter shall go into the general sewer fund. (Ord. 328 § 5, 1957)

13.08.060 City's right to disconnect for nonpayment of connection charges.

The connection of any sewer facilities without the payment of the charges gives the city the right to go upon private or public property and disconnect the sewer facilities, or to enforce the provisions of this chapter by civil process or any other method provided by law. (Ord. 328 § 6, 1957)

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Chapter 13.10 SEWER MAINTENANCE, REPAIR, DESIGN AND RESTRICTIONS OF DEPOSIT INTO SEWERS

13.10.010 Purpose.

To define responsibility for maintenance, repair and upkeep of main sewer, house sewer and connecting sewer; parameters for sewer design; and establish restrictions of deposit to sewer. (Ord. 1642 § 1 (part), 2004)

13.10.020 Definitions.

The terms in this chapter are defined in Section 13.04.010 of this code. (Ord. 1642 § 1 (part), 2004)

13.10.030 Responsibility: Main sewer, house sewer and connecting sewer.

A. Main, House and Connecting Sewer Maintenance, Repair, and Upkeep.

1. The property owner or agent is responsible for the maintenance, repair and upkeep of the connecting sewer and house sewer from the property owner's structure up to and including the point of connection (e.g. wyes, tees, saddles, manhole structures, etc.) to the main sewer line. The property owner or agent is responsible for all routine and emergency cleaning of the connecting sewer and house sewer lines.

2. The city is responsible for the maintenance, repair and upkeep of the main sewer. It shall be the responsibility of the city to keep the main sewer free and clear for the even flow of sewage.

3. Should repairs to or replacement of the house sewer or connecting sewer be needed which will require excavation in the public right-of-way, the property owner or agent must first obtain an encroachment permit from the city of La Habra before the work can begin. The permit must require each of the following:

a. That all work be performed by a contractor authorized pursuant to Sections 13.04.070 and 13.04.080 of this title, and who holds a C-36 Plumbing Contractor's License or Class A Contractor's License from the state of California.

b. All new connections, repairs or modifications shall be tested for infiltration per the standards set forth in the latest edition of the Standard Specifications for Public Works Contracts (Green Book).

c. That the property owner/agent is solely responsible for retaining said contractor and verifying his or her qualifications.

d. When the work on the house or connecting sewer has been completed, but prior to backfilling, an inspector from the city must inspect the installation in accordance with the requirements of Section 13.04.160 of this title.

e. After the inspection, the licensed contractor shall restore the encroachment area to the satisfaction of the city of La Habra.

f. In general, all work shall be performed in accordance with the requirements of Chapter 13.04 of this title. (Ord. 1642 § 1 (part), 2004)

13.10.040 Sewer design.

All main, house and connecting sewers, manholes and other appurtenances shall be designed, constructed,

tested and inspected in accordance with the city of La Habra standard drawings; the latest edition of Standard Specifications for Public Works Contracts (Green Book) or as approved by the city engineer. (Ord. 1642 § 1 (part), 2004)

13.10.050 Restrictions of deposit in sewer.

No person shall throw or deposit any material or liquid into any vessel or receptacle directly or indirectly connected to a public sewer that is not in conformance with current Orange County Sanitation District regulations. This shall include, but not be limited to, storm drain discharge, ground water discharge, toxic or malodorous gases or materials. In addition, the city shall enforce the general and specific prohibitions of the national pretreatment program under Title 40 of the Code of Federal Regulations, Section 403.5, as they pertain to the city's status as a collector system for the Orange County Sanitation District. No person shall therefore introduce any of the following into the city's sewer system:

1. Pollutants which create a fire or explosion hazard in the sewer collection system or the Publicly Owned Treatment Works (POTW), including, but not limited to, wastestreams with a closed cup flashpoint of less than one hundred forty degrees Fahrenheit, or sixty degrees Centigrade, using the test methods specified in 40 CFR 261.21
2. Pollutants which cause corrosive structural damage to the sewer collection pipes and structures, but in no case discharges with a pH lower than five, unless the works are specifically designed to accommodate such discharges.
3. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the sewer collection system or the POTW, resulting in interference.
4. Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
5. Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities that the temperature at the POTW Treatment Plant exceeds one hundred four degrees Fahrenheit (forty degrees Centigrade), unless the approval authority, upon request of the POTW, approves alternate temperature limits.
6. Petroleum oil, non-biodegradable cutting oil or products of mineral oil in amounts that will cause interference or pass through.
7. Pollutants which result in the presence of toxic gasses, vapors or fumes within the sewer collection system or the POTW in a quantity that may cause acute worker health and safety problems.
8. Any trucked or hauled pollutants, except at discharge points designated by the POTW. (Ord. 1642 § 1 (part), 2004)

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Chapter 13.11 FATS, OILS AND GREASE CONTROL REGULATIONS APPLICABLE TO FOOD SERVICE ESTABLISHMENTS

13.11.010 Purpose and Policy.

A. The purpose of this chapter is to allow the maximum beneficial public use of the city's sewer services and facilities while preventing blockages of the sewer lines resulting from discharges of FOG to the sewer facilities and to specify appropriate FOG discharge requirements for FSEs.

B. To comply with federal, state, and local policies regarding SSOs and to allow the city to meet applicable standards and provisions for the regulations of wastewater or waste containing FOG discharges to the sewer facilities. (Ord. 1647 § 2 (part), 2004)

13.11.020 Definitions.

A. Unless otherwise defined herein, terms related to water quality shall be as adopted in the latest edition of Standard Methods for Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association and the Water Environment Federation. The testing procedures for waste constituents and characteristics shall be as provided in 40 CFR 136 (Code of Federal Regulations).

B. Other terms not herein defined are defined as being the same as set forth in the latest adopted applicable editions of the California Codes applicable to building construction adopted pursuant to the California Building Standards Law.

C. Words used in this section in the singular may include the plural and the plural the singular. Use of masculine shall mean feminine and use of feminine shall mean masculine. Shall is mandatory; may is permissive or discretionary.

D. Subject to the foregoing provisions, the following definitions shall apply in this section:

"Best management practices (BMPs)" means schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the Sewer Facilities.

"Change in operations" means any change in the ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated and/or discharged by FSEs in an amount that alone or collectively causes or creates a potential for SSOs to occur.

"City" means the city of La Habra and/or designated agency(ies) with appropriate jurisdiction.

"City attorney" means the city attorney, or his/her designee, of the city of La Habra.

"City manager" means the city manager of the city of La Habra or his or her designee.

"Director of public works" means the director of the public works department of the city of La Habra or his/her designee.

"Discharger" means any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. Discharger shall mean the same as user.

"Effluent" means any liquid outflow from the FSE that is discharged to the sewer.

"Fats, oils and grease (FOG)" means any substance such as a vegetable or animal product that is used in, or is a by product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a

change in temperature or other conditions.

“FOG control program” means the FOG control program required by and developed pursuant to RWQCB Order No. R8-2002-0014, Section (c)(12)(viii).

“Food Service Establishment (FSE)” means facilities defined in California Health And Safety Code Section 113785 and any commercial entity, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a Type I or Type II hood, as defined in CURFFL Section 113785.

“Food grinder” means any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation by products for the purpose of disposing it in the sewer system.

“Grease control device” means any grease interceptor, grease trap or other mechanism, device or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged into the sewer system. “Grease control device” may also include any other proven method to reduce FOG subject to the approval of the city.

“Grease cleaning fee” means a fee charged to an Owner/Operator of a FSE when there are physical limitations to the property that make the installation of the usual and customary grease interceptor or grease control device for the FSE under consideration, impossible or impracticable. The grease cleaning fee is an annual fee to equitably cover the costs of increased maintenance of the sewer system for inspection and cleaning of FOG and other viscous or solidifying agents that a properly employed grease control device would otherwise prevent from entering the sewer system.

“Grease interceptor” means a multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between a FSE and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner on regular intervals to be effective.

“Grease trap” means a grease control device that is used to serve individual fixtures and have limited effect and should only be used in those cases where the use of a grease interceptor or other grease control device is determined to be impossible or impracticable.

“Hearing officer” means an individual designated by the director of public works to conduct certain procedural hearings required by this chapter.

“Hot spots” means areas in sewer lines that have experienced sanitary sewer overflows or that must be cleaned or maintained frequently to avoid blockages of sewer system.

“Inflow” means water entering a sewer system through a direct stormwater runoff connection to the sanitary sewer, which may cause an almost immediate increase in wastewater flows.

“Infiltration” means water entering a sewer system, including sewer service connections, from the ground through such means as defective pipes, pipe joints, connections, or manhole walls.

“Inspector” means a person authorized by the city to inspect any existing or proposed wastewater generation, conveyance, processing, and disposal facilities.

“Interceptor” means a grease interceptor.

“Interference” means any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the city’s sewer system or is a cause of violation of the city’s NPDES or waste discharge requirements.

“Limited food preparation establishment” means a limited food preparation establishment is engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is a de minimus or no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor or consistency of food. A limited food preparation establishment is not considered a food service establishment for purposes of this chapter.

“Manifest” means that receipt which is retained by the generator of wastes for disposing recyclable wastes or liquid wastes as required by the city.

“New construction” means any structure planned or under construction for which sewer connection permits has not been issued.

“NPDES” means the National Pollutant Discharge Elimination System; the permit issued to control the discharge of liquids or other substances or solids to surface waters of the United States as detailed in Public Law 92-500, Section 402.

“Person” means any individual, partnership, firm, association, corporation or public agency, including the state of California and the United States of America.

“Program manager” means the individual designated by the director of public works to administer the FOG control program. A consultant retained under contract by the city may be designated as the FOG control program manager. The FOG control program manager is responsible for all determinations of compliance with the program, including approval of discretionary waivers, inspections and development and implementation of the best management practices and the rules and regulations for the city’s FOG control program.

“Public agency” means the state of California and/or any city, county, special district, other local governmental authority or public body of or within this state.

“Public sewer” means a sewer owned and operated by the city, or other local public agency, which is tributary to the city’s sewer facilities.

“Regulatory agencies” means regulatory agencies means those agencies having regulatory jurisdiction over the operations of the city, including, but not limited to:

- A. United States Environmental Protection Agency, Region IX, San Francisco and Washington, DC (EPA).
- B. California State Water Resources Control Board (SWRCB).
- C. California Regional Water Quality Control Board, Santa Ana Region (RWQCB).
- D. South Coast Air Quality Management District (SCAQMD).
- E. California Department of Health Services (DOHS).

“Remodeling” means a physical change or operational change causing generation of the amount of FOG that exceeds the current amount of FOG discharged to the sewer system by the FSE in an amount that alone or collectively causes or creates a potential for SSOs to occur; or exceeding a cost of fifty thousand dollars to a FSE that requires a building permit, and involves any one or combination of the following: (1) Under slab plumbing in the food processing area, (2) a thirty percent increase in the net public seating area, (3) a thirty percent increase in the size of the kitchen area, or (4) any change in the size or type of food preparation equipment.

“Rules and regulations” means non-punitive rules and regulations as adopted by the city council from time to time, and implemented by the FOG control program manager to accomplish the purposes of this chapter and the FOG control program.

“Sewage” means wastewater.

“Sewer facilities or system” means any and all facilities used for collecting, conveying, pumping, and disposing of wastewater.

“Sewer lateral” means a building sewer as defined in the latest edition of the California Plumbing Code. It is the wastewater connection between the building’s wastewater facilities and a public sewer system.

“Sanitary Sewer Overflow (SSO)” means a sewer spill, loss or discharge of sewage from a sanitary sewer system.

“Twenty-five percent rule” means requirement for grease interceptors to be maintained such that the combined FOG and solids accumulation does not exceed twenty-five percent of the design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

“User” means any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer system. User shall mean the same as discharger.

“Waste” means sewage and any and all other waste substances, liquid, solid, gaseous or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.

“Wastewater” means the liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged into or permitted to enter a public sewer. (Ord. 1647 § 2 (part), 2004)

13.11.030 Rules and regulations and interpretations.

A. The program manager is authorized and directed to develop and implement rules and regulations, as adopted by the city council, consistent with and to effectuate this chapter, including enforcement and administration of the FOG control program. Any such rule or regulation may be added, modified or deleted as necessitated by changes in law, increased demands of regulatory agencies with jurisdiction over the city’s sewer system or technological improvements or advances. Said rules and regulations shall be filed in the office of the director of public works and the program manager and maintained in an orderly manner readily accessible to the public. The city will provide a copy of said rules and regulations to all FSEs. The burden to secure and comply with the rules and regulations shall be upon the FSE and in accordance with the goals and purposes of the FOG control program.

B. The city manager, the director of public works, and persons designated and under the instruction and supervision of any of them, may investigate compliance of this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.040 Limited food preparation establishment.

A limited food preparation establishment is not considered a FSE for purposes of this chapter and is not subject to any of the requirements of this chapter, except as may be necessary to determine whether a business qualifies as a limited food preparation establishment. (Ord. 1647 § 2 (part), 2004)

13.11.050 FOG control program.

The city hereby creates and establishes its FOG control program in order to minimize SSOs by regulating, prohibiting and controlling the discharge of FOG to the city’s sewer system by FSEs, in compliance with RWQCB Order No. R8-2002-0014. (Ord. 1647 § 2 (part), 2004)

13.11.060 Prohibitions.

The following prohibitions and/or requirements shall apply to all FSEs:

- A. The discharge into the sewer system of FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral is prohibited.
- B. The installation of food grinders in the plumbing system of new constructions of FSEs is prohibited. All existing food grinders shall be removed from FSEs within one hundred eighty days of the effective date of the ordinance codified in this chapter.
- C. The introduction of any additives into a FSE's wastewater system for the purpose of emulsifying FOG is prohibited, unless a specific written authorization from the program manager is obtained.
- D. The disposal of any cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles, such as barrels or drums, for recycling or other acceptable methods of disposal, in accordance with applicable federal, state and local laws or regulations.
- E. The discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
- F. The discharge of wastewater with temperatures in excess of one hundred forty degree Fahrenheit to any grease control device, including grease traps and grease interceptors is prohibited.
- G. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, without prior authorization from the program manager.
- H. The discharge of wastes from toilets, urinals, washbasins and other fixtures containing fecal materials to sewer lines intended for grease interceptor service is prohibited.
- I. The discharge of any waste, including FOG and solid materials removed from the grease control device, to the sewer system is prohibited. Grease removed from grease interceptors shall be wastehailed periodically as part of the operation and maintenance requirements for grease interceptors.
- J. Operation of grease interceptors with FOG and solids accumulation exceeding twenty-five percent of the total operating depth of the grease interceptor (twenty-five percent rule) is prohibited. (Ord. 1647 § 2 (part), 2004)

13.11.070 FOG pretreatment required.

All FSEs shall provide wastewater acceptable to the city, under the requirements and standards established herein before discharging to any public sewer. FSEs may be required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this chapter. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from FSEs prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and clean up areas of FSEs that are sources of FOG discharges shall be connected to the grease interceptor. Compliance shall be established as follows:

- A. New construction of FSEs shall be required to install grease interceptors prior to the issuance of a certificate of occupancy.
- B. Existing FSEs undergoing remodeling or any change in operations may be required to install grease interceptors prior to the issuance of any building permit, certification of occupancy, final permit approval, or if none, prior to commencing the discharge of wastewater to the sewer system, unless a conditional waiver is obtained from the Program Manager, pursuant to this section.
- C. Existing FSEs are required to install a grease interceptor if the program manager makes a determination (by inspection, sampling or other means) that the existing FSE(s) currently is or has the reasonable potential to adversely impact the sewer system by causing or contributing to hot spots, FOG-related blockages or interference sewer system flows, or SSOs. Said FSE(s) shall install a grease interceptor within one hundred eighty days after receipt of official notification from the city unless said FSE obtains a conditional waiver in lieu

of a grease interceptor as detailed below.

D. Conditional Waive.

1. Any existing FSE may obtain a conditional waiver from the program manager, in order to avoid compliance with the grease interceptor requirement. The FSE bears the burden of demonstrating, to the program manager's reasonable satisfaction, that the installation of a grease interceptor is not necessary and that acceptable alternatives such as, but not limited to, installation of a grease trap(s) or implementation of BMPs will be sufficient to prevent significant FOG discharges from the applicant FSE. Upon determination by the program manager that a conditional waiver may be granted, the FSE will be given notice in writing by the program manager that a waiver has been approved and that the FSE is relieved of the requirement to install a grease interceptor, so long as the waiver remains effective. The program manager may impose terms and conditions on the issuance of a waiver and may impose conditions of the FSE's business license in accordance with any approved waiver.

2. The conditional waiver shall be valid only so long as the FSE remains in compliance with all other requirements of this chapter, including, but not limited to, the requirements to apply for a new or renewed business license and to implement BMPs.

3. A conditional waiver may be suspended or revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the conditional waiver was based change so that the justification for the exception no longer exists. Appeal of any suspension or revocation may be had, as provided in this chapter.

E. Conditional Waiver of Interceptor Requirement with a Grease Cleaning Fee. An existing FSE may obtain a conditional waiver from the installation of a grease interceptor from the program manager, if the FSE demonstrates that it is impossible or impracticable to install, operate or maintain a grease interceptor. The FSE bears the burden of demonstrating, to the program manager's reasonable satisfaction, that the installation of a grease interceptor is not feasible or applicable. The program manager may issue a written waiver listing the conditions upon which said waiver is granted, relieving the FSE from the requirement to install an interceptor, upon a determination of one or more of the following conditions:

1. The FSE can substantively demonstrate that it employs an alternative pretreatment technology that is equivalent or better than a grease interceptor in controlling its FOG discharge;

2. The FSE provides evidence through downstream visual monitoring of the sewer system, for at least three months, at its own expense, that no visible accumulation of FOG in its lateral and/or tributary downstream sewer lines is occurring;

3. There is no potential for FOG from the FSE to cause or contribute to SSOs;

4. The FSE discharges of FOG are negligible and have an insignificant impact to the sewer system;

5. The FSE may use or may be required to install grease traps, in lieu of installation of a grease interceptor, and/or may be required to pay a grease cleaning fee, when:

a. There is not adequate space for the installation and/or maintenance of a grease interceptor.

b. There is not adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection lines or the public sewer system.

c. No alternative pretreatment can be installed.

The maintenance requirements of all grease traps shall be complied with, as specified in the rules and regulations.

6. The FSE must agree to either hire a contractor to clean and inspect the sewer main, as may be established in the rules and regulations, or pay an annual grease cleaning fee to the city for the increased cost to clean the sewer system. The grease cleaning fee shall be established by resolution or ordinance of the city

council, and shall be based on the estimated annual increased cost of maintaining the sewer system for inspection and removal of FOG and other viscous or solidifying agents attributable to the FSE resulting from the lack of a grease interceptor or grease control device.

F. **Revocation of Conditional Waiver.** A conditional waiver may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the conditional waiver is based change so that the justification for the waiver no longer exists. The conditional waiver shall be valid so long as the FSE remains in compliance with the terms and conditions in the waiver.

The program manager's determination to revoke a conditional waiver shall be based upon, but not limited to, the evaluation of the following conditions:

1. Quantity of FOG discharge as measured or as indicated by the size of FSE based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions that may reasonably be shown to contribute to FOG discharges.
2. Adequacy of implementation of BMPs and compliance history.
3. Change in sewer size, grade, condition based on visual information, deposits of FOG in the sewer by the FSE, and the history of maintenance and sewage spills in the receiving sewer system.
4. Changes in operations that significantly affect FOG discharge.
5. My other condition deemed reasonably related to the generation of FOG discharges by the program manager.

G. **Period of Validity.** The conditional waiver shall be valid only so long as the FSE remains in compliance with all requirements of this chapter, including, but not limited to, the requirements to apply for a new or renewed business license and to implement BMPs. The conditional waiver may be suspended or revoked if any of the terms and conditions for its issuance are not satisfied. Appeal of any suspension or revocation may be had as provided in this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.080 FSE compliance required for business license.

Full compliance with the provisions of this chapter shall be required for the valid issuance of any FSE business license pursuant to Title 5 of this code. The issuance, renewal or continued validity of a FSE business license may be subject to certain terms and conditions, as determined by the program manager based on the following:

1. The discharger's current or anticipated operating data;
2. The city's current or anticipated operating data;
3. Changes in the requirements of regulatory agencies which affect the city; or
4. A determination by the program manager that such conditions are appropriate to further the objectives of this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.090 Best management practices required.

All FSEs shall implement BMPs in their operation to minimize the discharge of FOG to the sewer system. The requirements and guidelines for BMPs are to be followed, which may include kitchen practices and employee training that are essential to minimizing FOG discharges, and which may be specified in the rules and regulations. BMPs shall include, at a minimum, installation of drain screens, segregation and collection of waste cooking oil, and proper management, disposal of food waste into the trash or garbage, maintenance of kitchen exhaust filters and kitchen signage. All FSE shall provide employee training within one hundred eighty days of

the effective date of this chapter, to all new employees within ten days of their employment, and to all employees twice each calendar year, on the BMPs. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review upon request by the program manager or an authorized inspector. (Ord. 1647 § 2 (part), 2004)

13.11.100 Commercial properties.

Property owners of commercial properties or their official designee(s) shall be responsible for the installation and maintenance of the grease interceptor(s) serving multiple FSEs that are located on a single parcel. (Ord. 1647 § 2 (part), 2004)

13.11.110 Sewer system overflows, public nuisance, abatement orders and cleanup costs.

FSEs found to have contributed to a sewer blockage, SSOs or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, may be ordered to install and maintain a grease interceptor, and may be subject to a plan or business license conditions to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences. SSOs may cause injury to public health, safety, and welfare of life and threaten life and property and are hereby declared public nuisances. Furthermore, sewer lateral failures and SSOs caused by FSEs alone or collectively, are the responsibility of the private property owner and FSE, and individual(s) as a responsible officer or owner of the FSE. If the city must act immediately to contain and clean up an SSO caused by blockage of a private or public sewer lateral or system serving a FSE, or at the request of the property owner or operator of the FSE, or because of the failure of the property owner or FSE to abate the condition causing immediate threat of injury to the health, safety, welfare or property of the public, the city's costs for such abatement may be entirely borne by the property owner and/or operator of the FSE, and individual(s) as a responsible officer or owner of the FSE(s) and shall constitute a debt to the city and become due and payable upon the city's demand for reimbursement of such costs. The owner or operator of any FSE which has caused or contributed to a SSO shall immediately notify the county of Orange Health Department. (Ord. 1647 § 2 (part), 2004)

13.11.120 Grease interceptor requirements.

A. All FSEs shall provide wastewater acceptable to the city, under the requirements and standards established herein, before discharging to any public sewer. Any FSE required to provide FOG pretreatment shall install, operate, and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this chapter.

B. Grease interceptor sizing and installation shall conform to California Plumbing Code currently in effect. Grease interceptors shall be constructed in accordance with the design approved by the program manager and shall have a minimum of two compartments with fittings designed for grease retention.

C. The grease interceptor shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease.

D. Access manholes, with a minimum diameter of twenty-four inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities. (Ord. 1647 § 2 (part), 2004)

13.11.130 Grease trap requirements.

A. FSEs may be required to install grease traps in the waste line leading from drains, sink and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.

B. Sizing and installation of grease traps shall conform to the current edition of the California Plumbing Code, or as required by the program manager.

C. Grease traps shall be maintained by removing accumulated grease on a daily basis, or as often as required or necessary to ensure efficient operating conditions.

D. Grease traps shall be maintained free of all food residues and any FOG waste removed during the cleaning and scraping process.

E. Grease traps shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating device. Grease traps and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.

F. Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap. (Ord. 1647 § 2 (part), 2004)

13.11.140 Grease interceptor maintenance requirements.

A. Grease interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.

B. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the program manager pursuant to this section.

C. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.

D. FSEs with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency for grease interceptors.

E. The maintenance frequency for all FSEs with a grease interceptor shall be determined in one of the following methods:

1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed twenty-five percent of the total design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

2. All FSEs with a grease interceptor shall maintain their grease interceptor not less than every six months.

3. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in (1) has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in (1) and guidelines adopted pursuant to the FOG control program. The city may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the FOG control program. Based on the actual generation of FOG from the FSE, the maintenance frequency may be increased or decreased.

4. The owner/operator of a FSE may submit a request to the program manager requesting a change in the maintenance frequency at any time. The FSE has the burden of responsibility to demonstrate that the requested change in frequency reflects actual operating conditions based on the average FOG accumulation over time and

meets the requirements described in (1), and that it is in full compliance with the conditions of this chapter. Upon determination by the program manager that a requested revision is justified, the maintenance frequency shall be adjusted.

5. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), the FSE shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge and other materials are completely removed from the grease interceptor. If deemed necessary, the program manager may also increase the maintenance frequency of the grease interceptor from the current frequency.

F. Wastewater, accumulated FOG, floating materials, sludge/solids, and other materials removed from the grease interceptor shall be properly disposed of off site by waste haulers, in accordance with all applicable federal, state and/or local laws. (Ord. 1647 § 2 (part), 2004)

13.11.150 Monitoring and reporting conditions.

A. Monitoring for Compliance with this Chapter and Reporting Requirements.

1. All FSEs shall meet the requirements and standards for monitoring and/or sampling necessary to comply with the purposes of this chapter before discharging to any public sewer. Requirements for monitoring and/or sampling may be specified and described in the rules and regulations.

2. The program manager may require monitoring for compliance with this chapter in accordance with the rules and regulations in an effort to minimize the discharge of FOG to the sewer system.

3. The program manager may require periodic reporting of the status of implementation of BMPs, in accordance with the FOG control program.

4. Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the program manager to ensure compliance with this chapter.

B. Record Keeping Requirements. All FSEs shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than two years. The FSE shall, upon request, make the manifests, receipts and invoices available to any city representative or inspector. These records may include:

1. A logbook of grease interceptor, grease trap or grease control device cleaning and maintenance practices.

2. A record of BMPs being implemented, including employee training.

3. Copies of records and manifests of waste hauling interceptor contents.

4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.

5. Records of any spills and/or cleaning of the lateral or sewer system.

6. Any other information deemed appropriate by the program manager to ensure compliance with this chapter.

C. Falsifying Information or Tampering with Process. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the city, to destroy any record required to be maintained by this chapter, or to tamper with or knowingly render inoperable any grease control device, monitoring device or method or access point required under this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.160 Inspection and sampling conditions.

A. The program manager or his/her designee may inspect or order the inspection and sample the wastewater discharges of any FSE to ascertain whether the FSE is complying with all requirements of this chapter. The FSE shall allow city representatives or inspectors access to the FSE premises, during normal business hours, for purposes of inspecting the FSE's grease control devices or interceptor, reviewing the manifests, receipts and invoices relating to the cleaning, maintenance and inspection of the grease control devices or interceptor.

B. The program manager or his/her designee shall have the right to place, or order the placement on the FSE's property, such devices as are necessary to conduct sampling or metering operations. Where a FSE has security measures in force, the FSE shall make necessary arrangements so that representatives of the city shall be permitted to enter without delay for the purpose of performing their specific responsibilities/inspections.

C. In order for the program manager to determine the wastewater characteristics of the discharger for compliance with this chapter, the FSE shall make available for inspection and copying by the city all notices, monitoring reports, waste manifests, and records including, but not limited to, those related to wastewater generation, and wastewater disposal without restriction but subject to the confidentiality provision set forth in this chapter. All such records shall be kept by the FSE a minimum of two years. (Ord. 1647 § 2 (part), 2004)

13.11.170 Right of entry.

Persons or occupants of premises where wastewater is created or discharged shall allow the program manager or his/her designee, reasonable access to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling during all times the discharger's facility is open, operating, or any other reasonable time. No person shall interfere with, delay, resist or refuse entrance to city representatives attempting to inspect any facility involved directly or indirectly with a discharge of wastewater to the city's sewer system. If entry is refused, the program manager or his/her designee shall have recourse to the remedies provided by law to secure entry. In the event of an emergency involving an actual or imminent sanitary sewer overflow, city representatives may access FSEs, or adjoining businesses or properties which share a sewer conveyance system with a FSE, in order to prevent or remediate an actual or imminent SSO. (Ord. 1647 § 2 (part), 2004)

13.11.180 Emergency notification requirements.

A. In the event a FSE is unable to comply with any of the requirements of this chapter due to a breakdown of equipment, accidents, or human error or the FSE has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of this chapter, the discharger shall immediately notify the city by telephone at the number specified in the rules and regulations. If the material discharged to the sewer has the potential to cause or result in sewer blockages or SSOs, the discharger shall immediately notify the local health department or county, and the city.

B. Confirmation of this notification shall be made in writing to the program manager no later than five working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.

C. Such notification shall not relieve the FSE of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the city or any other damage or loss to person or property; nor shall such notification relieve the FSE of any fees or other liability which may be imposed by this chapter or other applicable law. (Ord. 1647 § 2 (part), 2004)

13.11.190 Notification of planned changes.

All FSEs shall notify the city at least sixty days in advance prior to any facility expansion/remodeling, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of the discharge. The FSE shall notify the city in writing of the proposed expansion or remodeling and shall submit any information requested by the city for evaluation of the effect of such expansion on the FSE's FOG discharge to the sewer system. (Ord. 1647 § 2 (part), 2004)

13.11.200 Purpose and scope of enforcement provisions.

A. The city finds that in order for it to comply with the laws, regulations, and rules imposed upon it by regulatory agencies and to ensure that the city's sewer facilities are protected and are able to operate with the highest degree of efficiency, and to protect the public health and environment, specific enforcement provisions must be adopted to govern the discharges to the city's system by FSEs.

B. Any determination relating to a notice of violation will be made by the program manager, with a right of appeal by the FSE to a hearing officer designated by the director of public works, as set forth in this chapter.

C. The city, at its discretion, may utilize any one, combination, or all enforcement remedies provided in this chapter in response to any violations of this chapter, or any other remedies as provided by law. (Ord. 1647 § 2 (part), 2004)

13.11.210 Determination of noncompliance.

A. Inspection Procedures.

1. Inspection of FSEs shall be conducted in the time, place, manner and frequency determined at the sole discretion of the program manager.

2. Noncompliance with BMPs, twenty-five percent rule for grease interceptors, maintenance frequency requirements for grease interceptors, or any provisions of this chapter may be determined by an inspection of the FSE.

B. Noncompliance Fees. Any FSE determined to be in noncompliance with any provision of this chapter shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate the city for costs of additional inspections and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the noncompliance, and shall be in addition to and not in lieu of any civil or criminal penalties as may be assessed. Noncompliance fees shall be in the amount set by ordinance or resolution of the city council. (Ord. 1647 § 2 (part), 2004)

13.11.220 Compliance schedule agreement.

A. Upon determination that a FSE is not in compliance with this chapter, or needs to construct and/or acquire and install a grease control device or grease interceptor, the program manager may require the FSE to enter into a Compliance Schedule Agreement (CSA) pursuant to this section.

B. The issuance of a CSA may contain terms and conditions including but not limited to requirements for installation of a grease control device, grease interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, payment of fees, or other provisions to ensure compliance with this chapter.

C. The program manager shall not enter into a CSA until such time as all amounts owed to the city, including user fees, noncompliance sampling fees, or other amounts due are paid in full, or an agreement for

deferred payment secured by collateral or a third party, is approved by the program manager.

D. If compliance is not achieved in accordance with the terms and conditions of a CSA during its term, the program manager may issue an order suspending or revoking the FSE business license in accordance with the provisions of this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.230 Business license suspension.

A. A hearing officer may suspend any FSE business license when it is determined that a FSE:

1. Has failed to comply with the terms and conditions of a GSA order.
2. Knowingly provided a false statement, representation, record, report or other document to the city.
3. Refused to provide records, reports, plans, or other documents required by the city to determine discharge compliance, or compliance with this chapter, or knowingly destroyed such documents.
4. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
5. Refuses reasonable access to the FSE premises for the purpose of inspection and monitoring.
6. Does not make timely payment of all amounts owed to the city for user charges, business license fees, inspection fees or any fees imposed pursuant to this chapter.
7. Causes interference, sewer blockages, or SSOs with the city's collection, treatment, or disposal system.
8. Violates grease interceptor maintenance requirements, any condition or limit imposed on the FSE's business license or any provision of this chapter or other applicable law.

B. When the program manager has reason to believe that grounds exist for business license suspension, he/she shall give written notice thereof by certified mail to the FSE setting forth a statement of the facts and grounds deemed to exist, together with the time and place where the charges shall be heard by a hearing officer. The hearing date shall be not less than fifteen calendar days nor more than forty-five calendar days after the mailing of such notice.

1. At the suspension hearing, the FSE shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The hearing shall be conducted in accordance with procedures established by the director of public works and approved by the city attorney.

2. The hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, and conclusions.

3. The hearing officer shall issue his/her decision and order in writing within thirty calendar days after the conclusion of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the FSE or its legal counsel/representative at the FSE's business address.

C. Effect.

1. Upon an order of suspension by the city becoming final, the FSE shall immediately cease and desist its discharge and shall have no right to discharge any wastewater containing FOG directly or indirectly to the city's system for the duration of the suspension. The FSE shall also have no right to conduct business in the city for the duration of the suspension. All costs for physically terminating and reinstating service shall be paid by the FSE.

2. Any owner or responsible management employee of the FSE shall be bound by the order of suspension, and are responsible to ensure that all employees of the FSE comply with any such order.

3. An order of permit suspension issued by the hearing officer shall be final in all respects on the sixteenth day after it is mailed to the FSE unless an appeal is filed with the city clerk pursuant to this chapter regarding appeals to the city council no later than 5:00 p.m. on the fifteenth day following such mailing. (Ord.

1647 § 2 (part), 2004)

13.11.240 Business license revocation.

A. A hearing officer may revoke any business license when it is determined that a FSE:

1. Knowingly provided a false statement, representation, record, report, or other document to the city.
2. Refused to provide records, reports, plans, or other documents required by the city to determine discharge compliance, or compliance with this chapter, or knowingly destroyed such documents.
3. Falsified, tampered with, or knowingly rendered inaccurate any monitoring device or sample collection method.
4. Failed to comply with any terms and conditions imposed on the FSE's business license.
5. Discharged effluent to the city's sewer system or conducted business while the FSE business license was suspended.
6. Refused reasonable access to the FSE premises for purpose of inspection and monitoring.
7. Did not make timely payment of all amounts owed to the city for user charges, business license fees, inspection fees or any fees imposed pursuant this chapter.
8. Caused interference, sewer blockages, or SSOs with the city's sewage collection, treatment or disposal system.
9. Violated grease interceptor maintenance requirements, any condition or limit imposed on the FSE's business license or any provision of this chapter or other applicable law

B. Notice and Hearing. When the program manager has reason to believe that grounds exist for the revocation of a business license, he/she shall give written notice by certified mail thereof to the FSE setting forth a statement of the facts and grounds deemed to exist together with the time and place where the charges shall be heard by the hearing officer designated by the director of public works. The hearing date shall be not less than fifteen calendar days nor more than forty-five calendar days after the mailing of such notice.

1. At the hearing, the FSE shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The revocation hearing shall be conducted in accordance with the procedures established by the director of public works and approved by the city attorney.

2. After the conclusion of the hearing, the hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, and conclusions.

3. The hearing officer shall issue his/her decision and order in writing within thirty calendar days after the conclusion of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the FSE or its legal counsel/representative at the FSE's business address. In the event the hearing officer determines to not revoke the permit, he/she may order other enforcement actions, including, but not limited to, a temporary suspension of the business License or imposition of conditions on the business license, under terms and conditions that he/she deems appropriate.

C. Effect.

1. Upon an order of revocation by the hearing officer becoming final, the FSE shall permanently lose all rights to discharge any wastewater containing FOG directly or indirectly to the city's system and shall have no right to conduct business in the city. All costs for physical termination shall be paid by the FSE.

2. Any owner or responsible management employee of the FSE shall be bound by the order of revocation, and is responsible to ensure that all employees of the FSE comply with any such order.

3. Any future application for a business license at any location within the city by any person or entity

which was previously subject to an order of revocation or suspension will be considered by the program manager after fully reviewing the records of the revoked or suspended business license, which records may be the basis for denial of a new business license application.

4. An order of business license revocation or other enforcement action issued by the hearing officers shall be final in all respects on the sixteenth day after it is mailed to the FSE unless an appeal is filed with the city clerk pursuant to this chapter regarding appeals to the city council, no later than 5:00 p.m. on the fifteenth day following such mailing. (Ord. 1647 § 2 (part), 2004)

13.11.250 Damage to facilities or interruption of normal operation.

A. Any person who discharges any waste which causes or contributes to any sewer blockage, SSOs, obstruction, interference, damage, or any other impairment to the city's sewer facilities or to the operation of those facilities shall be liable for all costs required to clean or repair the facilities together with expenses incurred by the city to resume normal operations. A service charge of twenty-five percent of city's costs shall be added to the costs and charges to reimburse the city for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within forty-five days of invoicing by the city.

B. Any person who discharges waste which causes or contributes to the city violating its discharge requirements established by any regulatory agency, incurring additional expenses or suffering losses or damage to the facilities, shall be liable for any costs or expenses incurred by the city, including regulatory fines, penalties, and assessments made by other agencies or a court. (Ord. 1647 § 2 (part), 2004)

13.11.260 Public nuisance.

Discharge of wastewater in any manner in violation of this chapter or of any order issued by the program manager, hearing officer or city manager, as authorized by this chapter, is hereby declared a public nuisance and shall be corrected or abated as directed by the program manager or city manager. Any violation of this chapter is likewise declared a public nuisance. Any person creating a public nuisance is guilty of a misdemeanor. No prosecution of any public nuisance action shall preclude the city from pursuing any other remedy for a violation of this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.270 Termination of service.

A. The city, by order of the director of public works, may physically terminate sewer service to any property as follows:

1. On a term of any order of suspension or revocation of a business license; or
2. Upon the failure of a person not holding a valid business license to immediately cease the discharge, whether direct or indirect, to the city's sewer facilities after the notice and the completion of any process relating to permit suspension or revocation.

B. All costs for physical termination shall be paid by the owner or operator of the FSE as well as all costs for reinstating service. (Ord. 1647 § 2 (part), 2004)

13.11.280 Emergency suspension order.

A. The city may, by order of the city manager, suspend sewer service when the city manager determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or

may cause SSOs, sewer blockages, interference to the city's sewer facilities, or may cause the city to violate any state or federal law or regulation. Any discharger notified of and subject to an emergency suspension order shall immediately cease and desist the discharge of all wastewater containing FOG to the sewer system.

B. As soon as reasonably practicable following the issuance of an emergency suspension order, but in no event more than five business days following the issuance of such order, the city manager shall hold a hearing to provide the FSE the opportunity to present information in opposition to the emergency suspension order. Such a hearing shall not stay the effect of the emergency suspension order. The hearing shall be conducted in accordance with procedures established by the city manager and approved by the city attorney. The city manager shall issue a written decision and order within two business days following the hearing, which decision shall be sent by certified mail to the FSE at that FSE's business address and/or to its legal counsel/representative at the address provided by such representative to the city. The decision of the city manager following the hearing shall be final and not appealable, but may be subject to judicial review pursuant to Section 13.11.340. The city manager's decision may approve, modify or rescind the emergency suspension order, including an order that sewer service be terminated all together, if necessary. All costs for physical termination shall be paid by the owner or operator of the FSE as well as costs for reinstating service. (Ord. 1647 § 2 (part), 2004)

13.11.290 Civil penalties.

A. All users of the city's system and facilities are subject to enforcement actions administratively or judicially brought by the city, U.S. EPA, state of California Regional Water Quality Control Board, the county of Orange, district attorney or city attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A Section 6901 et seq.); (5) California Government Code, Sections 54739-54740; and this chapter.

B. In the event the city is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the city, as caused by the discharge of any user of the city's system which is in violation of any provision of this chapter, the city shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected.

C. Pursuant to the authority of California Government Code Sections 54739-54740, any person who violates any provision of this chapter shall be liable civilly for a sum not to exceed twenty-five thousand dollars per violation for each day in which such violation occurs. Pursuant to the authority of the Civil Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of this chapter, prohibition, or effluent limit shall be liable civilly for a sum not to exceed twenty-five thousand dollars per violation for each day in which such violation occurs. The city attorney of the city, upon request of the city manager, shall petition the Superior Court to impose, assess and recover such penalties, or such other penalties as the city may impose, assess, and recover pursuant to federal and/or state legislative authorization or this chapter.

D. Administrative Civil Penalties.

1. Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, the city may issue an administrative complaint to any person who violates any provision of this chapter, prohibition, or effluent limit.

2. The administrative complaint shall be served by personal delivery or certified mail on the person and shall inform the person that a hearing will be conducted, and shall specify a hearing date within sixty days following service. The administrative complaint will allege the act or failure to act that constitutes the violation

of the city's regulations, the provisions of law authorizing civil liability to be imposed, and the proposed civil penalty. The matter shall be heard by the city manager. The person to whom an administrative complaint has been issued may waive the right to a hearing, in which case a hearing will not be conducted.

3. At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence. The hearing shall be conducted in accordance with the procedures established by the city manager and approved by the city attorney.

4. If the city manager designated a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the city manager setting forth a brief statement of the facts found to be true, a determination of the issues presented, conclusions, and a recommendation.

5. Upon receipt of the written report by the hearing officer, or conclusion of the hearing if the city manager conducted the hearing, the city manager shall make his/her determination and should he/she find that grounds exist for assessment of a civil penalty against the person, he/she shall issue his/her decision and order in writing within thirty calendar days after the conclusion of the hearing.

6. If, after the hearing or appeal, if any, it is found that the person has violated reporting or discharge requirements, the city manager or city council may assess a civil penalty against that person. In determining the amount of the civil penalty, the city manager or city council may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any non-compliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.

7. Civil penalties may be assessed as follows:

a. In an amount which shall not exceed two thousand dollars for each day for failing or refusing to furnish required reports;

b. In an amount which shall not exceed three thousand dollars for each day for failing or refusing to timely comply with any compliance schedules established by the city;

c. In an amount which shall not exceed five thousand dollars per violation for each day of discharge in violation of any waste discharge limit, or requirement issued, reissued, or adopted by the city;

d. In any amount which does not exceed ten dollars per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the city;

8. An order assessing administrative civil penalties issued by the city manager shall be final in all respects on the thirty-first day after it is served on the person unless an appeal and request for hearing is filed with the city clerk, pursuant to this chapter regarding appeals to the city council, no later than 5:00 p.m. on the thirtieth day following such mailing. An order assessing administrative civil penalties issued by the city council shall be final upon issuance.

9. Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service or by registered mail to the person at his/her/its business or residence address, and upon other persons who appeared at the hearing and requested a copy of the order.

10. Any person aggrieved by a final order issued by the city council, after granting review of the order of the city manager, may obtain review of the order of the city council in the superior court, pursuant to Government Code Section 54740.6, by filing in the court a petition for writ of mandate within thirty days following the service of a copy of the decision or order issued by the city council.

11. Payment of any order setting administrative civil penalties shall be made within thirty days of the date the order becomes final. The amount of any administrative civil penalties imposed shall constitute a debt to the city.

12. No administrative civil penalties shall be recoverable for any violation for which the city has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740. (Ord. 1647 § 2 (part), 2004)

13.11.300 Criminal penalties.

Any person who violates any provision of this chapter is guilty of a misdemeanor, which upon conviction is punishable by a fine not to exceed one thousand dollars or imprisonment for not more than six months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to the penalties contained herein. (Ord. 1647 § 2 (part), 2004)

13.11.310 Hearing on administrative decision, action or determination.

A. Any FSE affected by any administrative decision, action or determination made by the program manager or notice of violation issued by any city inspector may file with the director of public works a written request for a hearing on the decision, action or determination. The request must be received by the city within fifteen days of mailing or posting of notice of the decision, action, or determination of the program manager to the person requesting the hearing. The request for hearing shall set forth in detail all facts in support of the request.

B. A hearing officer shall, within fifteen days of receiving the request for hearing, provide written notice to the person requesting the hearing of the hearing date, time and place. The hearing date shall not be more than thirty days from the mailing of such notice by certified mail to the appellant unless a later date is agreed to by the person requesting the hearing. If the hearing is not held within said time due to actions or inactions of the person requesting the hearing, then the staff decision shall be deemed final.

C. At the hearing, the person requesting the hearing shall have the opportunity to present information supporting its position concerning the challenged decision, action or determination. The hearing shall be conducted in accordance with procedures established by director of public works and approved by the city attorney.

D. After the conclusion of the hearing, the hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, conclusions, and a determination whether to uphold, modify or reverse the challenged decision, action or determination. The hearing officer shall issue his/her decision and order within thirty calendar days of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the person requesting the hearing or its legal counsel/representative at the address provided to the city in the request.

E. The fee for a hearing pursuant to this section shall be set by resolution of the city council.

F. The order of the hearing officer shall be final in all respects on the sixteenth day after it is mailed to the person requesting the hearing unless an appeal is filed with the city clerk pursuant to this chapter regarding appeals to the city council no later than 5:00 p.m. on the fifteenth day following such mailing. (Ord. 1647 § 2 (part), 2004)

13.11.320 Appeals to city council.

A. Any FSE adversely affected by a decision, action, or determination made by any hearing officer or the city manager, except as an appeal may be specifically restricted in this chapter, may, prior to the date that the hearing officer's order becomes final, file a written appeal with the city clerk for hearing before the city council accompanied by an appeal fee in the amount established by resolution or ordinance of the city council. The

request for hearing shall set forth in detail all the issues in dispute for which the appellant seeks determination and all facts supporting appellant's request.

No later than sixty days after receipt of the request for hearing, the city council shall either set the matter for a hearing, or deny the request for a hearing.

A hearing shall be held by the city council within sixty-five days from the date of determination granting a hearing, unless a later date is agreed to by the appellant and the city council. If the matter is not heard within the required time, due to actions or inactions of the appellant, the hearing officer's order shall be deemed final.

B. The city council shall grant all requests for a hearing on appeals concerning the suspension, revocation, or denial of a business license due to application of the provisions of this chapter. Whether to grant or deny the request for a hearing on appeals of other decisions of the hearing officer shall be within the sole discretion of the city council.

C. The appeal fee shall be refunded if the city council denies a hearing or reverses or modifies, in favor of the appellant, the order of the hearing officer. The fee shall not be refunded if the city council denies the appeal.

D. After any appeal hearing, the city council shall make a determination whether to uphold, modify, or reverse the decision, action or determination made by the hearing officer.

E. The decision of the city council shall be set forth in writing within sixty-five days after the dose of the hearing and shall contain a finding of the facts found to be true, the determination of Issues presented, and the conclusions. The written decision and order of the city council shall be sent by certified mail to the appellant at the appellant's business address and/or to Its legal counsel/representative at the address provided to the city. The order of the city council shall be final upon its adoption. In the event the city council fails to reverse or modify the hearing officer's order, it shall be deemed affirmed. (Ord. 1647 § 2 (part), 2004)

13.11.330 Payment of charges.

A. Except as otherwise provided, all fees, charges and penalties required to be paid pursuant to this chapter, whether established In this chapter or by other ordinance or resolution, are due and payable upon receipt of notice thereof. All such amounts are delinquent if unpaid forty-five days after date of invoice.

B. Any charge that becomes delinquent shall have added to it a penalty in accordance with the following:

1. Forty-six days after date of invoice, a basic penalty of ten percent of the base invoice amount, not to exceed a maximum of one thousand dollars; and

2. A penalty of one and one-half percent per month of the base invoice amount and basic penalty shall accrue from and after the forty-sixth day after date of invoice.

C. Penalties charged under this section shall not accrue to those invoices successfully appealed, provided the city receives written notification of said appeal prior to the payment due date.

D. Payment of disputed charges is still required by the due date during city review of any submitted appeal.

E. Collection of delinquent accounts shall be in accordance with the city's policy for collection of delinquent obligations owed to the city. Any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this chapter. (Ord. 1647 § 2 (part), 2004)

13.11.340 Judicial review.

A. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the city hereby enacts this part to limit to ninety days following final decisions in adjudicatory administrative hearings the time within which an

action can be brought to review such decisions by means of administrative mandamus. Notwithstanding the foregoing, the time limits set forth in California Government Code Section 54740, or any successor provisions thereto, shall apply to any challenges to any civil penalty imposed pursuant to Section 13.11.290.

B. **Definitions.** As used in this section, the following terms and words shall have the following meanings:

1. "Decision" means and include adjudicatory administrative decisions that are made after hearing.

2. "Complete record" means and includes the transcript, if any exists, of the proceedings, all pleadings, all notices and orders, any proposed decision by the city's officers, agents, or employees, the final decision, all admitted exhibits, all rejected exhibits in the possession of the city or its officers, agents or employees, all written evidence, and any other papers in the case.

C. **Time Limit for Judicial Review.** Except as provided in Section 13.11.290, judicial review of any decision of the city or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is provision for reconsideration, the decision is final upon the expiration of the period during which such reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision the decision is final for the purposes of this section on the date that reconsideration is rejected.

D. In making a final decision, the city shall provide notice to the party that Section 1094.6 of the Code of Civil Procedure governs the time within which judicial review must be sought. (Ord. 1647 § 2 (part), 2004)

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Chapter 13.12 SEWER SERVICE CHARGES

13.12.010 Purpose—Use of funds.

A. The purpose and intent of this chapter is to provide for sewer service charges to be assessed, according to use, upon each and every parcel of land within the city connected to the sanitary sewer system for the privilege of the use of the system and which shall provide funds to be used principally to operate, maintain and improve the system.

B. The funds referred to in subsection A of this section may also be used to repay principal and interest on bonds issued for construction or reconstruction of the sanitary sewer system and to repay federal or state loans for system construction/reconstruction. In the case of required local matching funds necessary to obtain federal or state grants in aid, the moneys may also be utilized for this purpose. (Ord. 1052 § 1 (part), 1978; Ord. 1051 § 1 (part), 1978)

13.12.020 Operation and construction fees.

Every person in possession or control of property from which sewage is discharged into or through the municipal sewer system, referred to in this section as “users,” shall pay the following fees for such service:

A. A sewer operation fee, as set by resolution of the city council and on file in the office of the city clerk, is established, effective January 1, 1979. The fee shall be collected and expended for sewer system operational purposes as determined by the city council.

B. A sewer construction fee, as set by resolution of the city council and on file in the office of the city clerk, is established, effective July 1, 1978. The fee shall be collected and expended for sewer system construction or reconstruction purposes as determined by the city council. (Ord. 1213 §§ 2 (part), 3 (part), 1983; Ord. 1052 § 1 (part), 1978; Ord. 1051 § 1 (part), 1978)

13.12.030 Premises without city water.

On premises not served with city water, the billing for sewer charges shall be made insofar as practical in accordance with Chapter 4.50. The charge shall be determined and based upon the average residence water consumption and billing served with city water. Average residential water usage shall be defined as five thousand four hundred cubic feet per quarterly billing period. (Ord. 1628 § 15, 2003; Ord. 1052 § 1 (part), 1978; Ord. 1051 § 1 (part), 1978)

13.12.040 Payment—Delinquency.

Payment of sewer service charges must be made in accordance with Chapter 4.50. Delinquent payments of sewer service charge shall be collected in accordance with Chapter 4.50. (Ord. 1628 § 16, 2003; Ord. 1052 § 1 (part), 1978; Ord. 1051 § 1 (part), 1978)

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Chapter 13.36 STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

13.36.010 Adopted.

The Standard Specifications for Public Works Construction, 1991 edition, is adopted as the standard specifications for public works construction in the city. All subsequent amendments and or editions to the Standard Specifications for Public Works Construction shall be adopted by resolution of the city council. (Ord. 1421 § 1, 1992; Ord. 1241, 1985)

Appendix 5

City of La Habra Ordinance No. 1647

ORDINANCE NO. 1647

**AN ORDINANCE OF THE CITY OF LA HABRA ADDING A
NEW CHAPTER 11 TO TITLE 13 (PUBLIC SERVICES) OF
THE LA HABRA MUNICIPAL CODE ADOPTING FATS,
OILS, AND GREASE CONTROL REGULATIONS
APPLICABLE TO FOOD SERVICE ESTABLISHMENTS**

THE CITY COUNCIL OF THE CITY OF LA HABRA ORDAINS AS FOLLOWS:

Section 1: The City Council of the City of La Habra hereby finds, determines and declares as follows:

- A. The 2000-2001 Orange County Grand Jury (Grand Jury) surveyed 35 Wastewater collection and treatment agencies in Orange County to help determine the cause of sanitary sewer overflows (SSOs). As a result of the survey, the Grand Jury concluded that one of the leading causes of SSOs is sewer lines becoming clogged from the accumulation of fats, oils and grease (FOG) discharged from Food Service Establishments (FSEs).**
- B. The Grand Jury further concluded that more effective methods of minimizing grease discharges into the sewer system must be developed and implemented to reduce the discharge of FOG to the sewer system in order to prevent sewer blockages and SSOs.**
- C. Pursuant to the Grand Jury Findings, the Regional Water Quality Control Board (RWQCB) for the Santa Ana Region adopted Order R8-2002-0014, which prescribes general waste discharge requirements prohibiting SSOs by sewer collection agencies.**
- D. In Order R8-2002-0014, the RWQCB found that one of the leading causes of SSOs within the Santa Ana Region is "grease blockages;" often caused by the discharge of Wastewater containing high levels of FOG. Furthermore, the RWQCB found that SSOs containing high levels of FOG, suspended solids, pathogenic organisms, and other pollutants, may cause temporary exceedances of applicable water quality objectives, pose a threat to the public health, adversely affect aquatic life, and impair the public recreational use and aesthetic enjoyment of surface waters within the City and the region.**
- E. As a result, Order No. R8-2002-0014 requires the City to develop a program to control FOG before December 30, 2004. The RWQCB suggests that Cities revise or create ordinances that provide legal authority to limit FOG as well as other harmful substances from entering into the sewer system.**
- F. To comply with waste discharge regulations enacted and to prevent the harmful effects of SSOs the City must implement a FOG Control Program.**

G. The adoption of a FOG Control Program is necessary to protect the public health, safety and welfare and is authorized by California Government Code Section 54739, et seq., and other applicable law.

H. The subject ordinance has been reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA). The project is classified as exempt from the requirements of CEQA per Section 15301, Class 1: Existing Facilities and Section 15308, Class 8: Actions by Regulatory Agencies for Protection of the Environment.

Section 2: A new Chapter 11 is hereby added to Title 13 (Public Services) of the La Habra Municipal Code in its entirety as follows:

Chapter 11

Fats, Oils and Grease Control Regulations

Applicable to Food Service Establishments

Section 13.11.010 Purpose and Policy

- A. The purpose of this chapter is to allow the maximum beneficial public use of the City's sewer services and facilities while preventing blockages of the sewer lines resulting from discharges of FOG to the Sewer Facilities and to specify appropriate FOG discharge requirements for FSEs.
- B. To comply with Federal, State, and local policies regarding SSOs and to allow the City to meet applicable standards and provisions for the regulations of Wastewater or Waste containing FOG discharges to the Sewer Facilities.

Section 13.11.020 Definitions

- A. Unless otherwise defined herein, terms related to water quality shall be as adopted in the latest edition of Standard Methods for Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association and the Water Environment Federation. The testing procedures for waste constituents and characteristics shall be as provided in 40 CFR 136 (Code of Federal Regulations).
- B. Other terms not herein defined are defined as being the same as set forth in the latest adopted applicable editions of the California Codes applicable to building construction adopted pursuant to the California Building Standards Law.
- C. Words used in this section in the singular may include the plural and the plural the singular. Use of masculine shall mean feminine and use of

feminine shall mean masculine. Shall is mandatory; may is permissive or discretionary.

D. Subject to the foregoing provisions, the following definitions shall apply in this section:

Best Management Practices (BMPs)	Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the Sewer Facilities.
Change in Operations	Any change in the ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated and/or discharged by FSEs in an amount that alone or collectively causes or creates a potential for SSOs to occur.
City	The City of La Habra and/or designated agency(ies) with appropriate jurisdiction.
City Attorney	The City Attorney, or his/her designee, of the City of La Habra.
City Manager	The City Manager of the City of La Habra or his or her designee.
Director of Public Works	The Director of the Public Works Department of the City of La Habra or his/her designee.
Discharger	Any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. Discharger shall mean the same as User.
Effluent	Any liquid outflow from the FSE that is discharged to the sewer.
Fats, Oils, and Grease ("FOG")	Any substance such as a vegetable or animal product that is used in, or is a by product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.
FOG Control Program	The FOG Control Program required by and developed pursuant to RWQCB Order No. R8-2002-0014, Section (c)(12)(viii).

Food Service
Establishment (FSE)

Facilities defined in California Health And Safety Code Section 113785 and any commercial entity, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a Type I or Type II hood, as defined in CURFFL Section 113785.

Food Grinder

Any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation by products for the purpose of disposing it in the sewer system.

Grease Control Device

Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to, Wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged into the sewer system. "Grease control device" may also include any other proven method to reduce FOG subject to the approval of the City.

Grease Cleaning Fee

A fee charged to an Owner/Operator of a FSE when there are physical limitations to the property that make the installation of the usual and customary grease interceptor or grease control device for the FSE under consideration, impossible or impracticable. The Grease Cleaning Fee is an annual fee to equitably cover the costs of increased maintenance of the sewer system for inspection and cleaning of FOG and other viscous or solidifying agents that a properly employed grease control device would otherwise prevent from entering the sewer system.

Grease Interceptor	A multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between a FSE and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner on regular intervals to be effective.
Grease Trap	A grease control device that is used to serve individual fixtures and have limited effect and should only be used in those cases where the use of a grease interceptor or other grease control device is determined to be impossible or impracticable.
Hearing Officer	Individual designated by the Director of Public Works to conduct certain procedural hearings required by this chapter.
Hot Spots	Areas in sewer lines that have experienced sanitary sewer overflows or that must be cleaned or maintained frequently to avoid blockages of sewer system.
Inflow	Water entering a sewer system through a direct stormwater runoff connection to the sanitary sewer, which may cause an almost immediate increase in wastewater flows.
Infiltration	Water entering a sewer system, including sewer service connections, from the ground through such means as defective pipes, pipe joints, connections, or manhole walls.
Inspector	A person authorized by the City to inspect any existing or proposed wastewater generation, conveyance, processing, and disposal facilities.
Interceptor	A grease interceptor.

Interference	Any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the City's sewer system or is a cause of violation of the City's NPDES or Waste Discharge Requirements.
Limited Food Preparation Establishment	A limited food preparation establishment is engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is a de minimus or no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food. A Limited Food Preparation Establishment is not considered a Food Service Establishment for purposes of this Chapter.
Manifest	That receipt which is retained by the generator of wastes for disposing recyclable wastes or liquid wastes as required by the City.
New Construction	Any structure planned or under construction for which sewer connection permits has not been issued.
NPDES	The National Pollutant Discharge Elimination System; the permit issued to control the discharge of liquids or other substances or solids to surface waters of the United States as detailed in Public Law 92-500, Section 402.
Person	Any individual, partnership, firm, association, corporation or public agency, including the State of California and the United States of America.
Program Manager	The individual designated by the Director of Public Works to administer the FOG Control Program. A consultant retained under contract by the city may be designated as the FOG Control Program Manager. The FOG Control Program Manager is responsible for all determinations of compliance with the program, including approval of discretionary waivers, inspections and development and implementation of the Best Management Practices and the Rules and Regulations for the City's FOG Control Program.

Public Agency	The State of California and/or any city, county, special district, other local governmental authority or public body of or within this State.
Public Sewer	A sewer owned and operated by the City, or other local Public Agency, which is tributary to the City's Sewer Facilities.
Regulatory Agencies	<p>Regulatory Agencies shall mean those agencies having regulatory jurisdiction over the operations of the City, including, but not limited to:</p> <ul style="list-style-type: none"> a) United States Environmental Protection Agency, Region IX, San Francisco and Washington, DC (EPA). b) California State Water Resources Control Board (SWRCB). c) California Regional Water Quality Control Board, Santa Ana Region (RWQCB). d) South Coast Air Quality Management District (SCAQMD). e) California Department of Health Services (DOHS).
Remodeling	A physical change or operational change causing generation of the amount of FOG that exceeds the current amount of FOG discharged to the sewer system by the FSE in an amount that alone or collectively causes or creates a potential for SSOs to occur; or exceeding a cost of \$50,000 to a FSE that requires a building permit, and involves any one or combination of the following: (1) Under slab plumbing in the food processing area, (2) a 30% increase in the net public seating area, (3) a 30% increase in the size of the kitchen area, or (4) any change in the size or type of food preparation equipment.
Rules and Regulations	Non-punitive rules and regulations as adopted by the City Council from time to time, and implemented by the FOG Control Program Manager to accomplish the purposes of this chapter and the FOG Control Program.
Sewage	Wastewater.

Sewer Facilities or System	Any and all facilities used for collecting, conveying, pumping, and disposing of wastewater.
Sewer Lateral	A building sewer as defined in the latest edition of the California Plumbing Code. It is the wastewater connection between the building's wastewater facilities and a public sewer system.
Sanitary Sewer Overflow (SSO)	A sewer spill, loss or discharge of sewage from a sanitary sewer system.
Twenty-five percent (25%) Rule	Requirement for grease interceptors to be maintained such that the combined FOG and solids accumulation does not exceed 25% of the design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.
User	Any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer system. User shall mean the same as Discharger.
Waste	Sewage and any and all other waste substances, liquid, solid, gaseous or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.
Wastewater	The liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged into or permitted to enter a public sewer.

Section 13.11.030 Rules and Regulations and Interpretations

- A. The program manager is authorized and directed to develop and implement rules and regulations, as adopted by the City Council, consistent with and to effectuate this chapter, including enforcement and administration of the FOG Control Program. Any such rule or regulation may be added, modified, or deleted as necessitated by changes in law, increased demands of regulatory agencies with jurisdiction over the City's sewer system, or technological improvements or advances. Said rules and

regulations shall be filed in the office of the Director of Public Works and the Program Manager and maintained in an orderly manner readily accessible to the public. The City will provide a copy of said rules and regulations to all FSEs. The burden to secure and comply with the rules and regulations shall be upon the FSE and in accordance with the goals and purposes of the FOG Control Program.

- B. The City Manager, the Director of Public Works, and persons designated and under the instruction and supervision of any of them, may investigate compliance of this chapter.

Section 13.11.040 Limited Food Preparation Establishment

A Limited Food Preparation Establishment is not considered a FSE for purposes of this chapter and is not subject to any of the requirements of this chapter, except as may be necessary to determine whether a business qualifies as a Limited Food Preparation Establishment.

Section 13.11.050 FOG Control Program

The City hereby creates and establishes its FOG Control Program in order to minimize SSOs by regulating, prohibiting and controlling the discharge of FOG to the City's sewer system by FSEs, in compliance with RWQCB Order No. R8-2002-0014.

Section 13.11.060 Prohibitions

The following prohibitions and/or requirements shall apply to all FSEs:

- A. The discharge into the sewer system of FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral is prohibited.
- B. The installation of food grinders in the plumbing system of new constructions of FSEs is prohibited. All existing food grinders shall be removed from FSEs within 180 days of the effective date of this Ordinance.
- C. The introduction of any additives into a FSE's wastewater system for the purpose of emulsifying FOG is prohibited, unless a specific written authorization from the program manager is obtained.
- D. The disposal of any cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles, such as barrels or drums, for recycling or other acceptable methods of disposal, in accordance with applicable federal, state and local laws or regulations.
- E. The discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.

- F. The discharge of wastewater with temperatures in excess of 140°F to any grease control device, including grease traps and grease interceptors is prohibited.
- G. The use of biological additives for grease remediation or as a supplement to Interceptor maintenance is prohibited, without prior authorization from the Program Manager.
- H. The discharge of wastes from toilets, urinals, washbasins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service is prohibited.
- I. The discharge of any waste, including FOG and solid materials removed from the grease control device, to the sewer system is prohibited. Grease removed from grease interceptors shall be wastehauled periodically as part of the operation and maintenance requirements for grease interceptors.
- J. Operation of grease interceptors with FOG and solids accumulation exceeding 25% of the total operating depth of the grease interceptor (25% Rule) is prohibited.

Section 13.11.070 FOG Pretreatment Required

All FSEs shall provide wastewater acceptable to the City, under the requirements and standards established herein before discharging to any public sewer. FSEs may be required to install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this chapter. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from FSEs prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and clean up areas of FSEs that are sources of FOG discharges shall be connected to the grease interceptor. Compliance shall be established as follows:

- A. New Construction of FSEs shall be required to install grease interceptors prior to the issuance of a certificate of occupancy.
- B. Existing FSEs Undergoing Remodeling or any Change in Operations may be required to install grease interceptors prior to the issuance of any building permit, certification of occupancy, final permit approval, or if none, prior to commencing the discharge of wastewater to the sewer system, unless a conditional waiver is obtained from the Program Manager, pursuant to this section.
- C. Existing FSEs are required to install a grease interceptor if the Program Manager makes a determination (by inspection, sampling or other means) that the existing FSE(s) currently is or has the reasonable potential to adversely impact the sewer system by causing or contributing to hot spots,

FOG-related blockages or interference with sewer system flows, or SSOs. Said FSE(s) shall install a grease interceptor within 180 days after receipt of official notification from the City unless said FSE obtains a conditional waiver in lieu of a grease interceptor as detailed below.

D. Conditional Waiver

1. Any existing FSE may obtain a conditional waiver from the Program Manager, in order to avoid compliance with the grease interceptor requirement. The FSE bears the burden of demonstrating, to the Program Manager's reasonable satisfaction, that the installation of a grease interceptor is not necessary and that acceptable alternatives such as, but not limited to, installation of a grease trap(s) or implementation of BMPs will be sufficient to prevent significant FOG discharges from the applicant FSE. Upon determination by the Program Manager that a conditional waiver may be granted, the FSE will be given notice in writing by the Program Manager that a waiver has been approved and that the FSE is relieved of the requirement to install a grease interceptor, so long as the waiver remains effective. The Program Manager may impose terms and conditions on the issuance of a waiver and may impose conditions of the FSE's business license in accordance with any approved waiver.
2. The conditional waiver shall be valid only so long as the FSE remains in compliance with all other requirements of this chapter, including, but not limited to, the requirements to apply for a new or renewed business license and to implement BMPs.
3. A conditional waiver may be suspended or revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the conditional waiver was based change so that the justification for the exception no longer exists. Appeal of any suspension or revocation may be had, as provided in this chapter.

E. Conditional Waiver of Interceptor Requirement with a Grease Cleaning Fee

An existing FSE may obtain a conditional waiver from the installation of a grease interceptor from the Program Manager, if the FSE demonstrates that it is impossible or impracticable to install, operate or maintain a grease interceptor. The FSE bears the burden of demonstrating, to the Program Manager's reasonable satisfaction, that the installation of a grease interceptor is not feasible or applicable. The Program Manager may issue a written waiver listing the conditions upon which said waiver is

granted, relieving the FSE from the requirement to install an interceptor, upon a determination of one or more of the following conditions:

1. The FSE can substantively demonstrate that it employs an alternative pretreatment technology that is equivalent or better than a grease interceptor in controlling its FOG discharge;
2. The FSE provides evidence through downstream visual monitoring of the sewer system, for at least three months, at its own expense, that no visible accumulation of FOG in its lateral and/or tributary downstream sewer lines is occurring;
3. There is no potential for FOG from the FSE to cause or contribute to SSOs;
4. The FSE discharges of FOG are negligible and have an insignificant impact to the sewer system;
5. The FSE may use or may be required to install grease traps, in lieu of installation of a grease interceptor, and/or may be required to pay a grease cleaning fee, when:
 - a. There is not adequate space for the installation and/or maintenance of a grease interceptor.
 - b. There is not adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection lines or the public sewer system.
 - c. No alternative pretreatment can be installed.

The maintenance requirements of all grease traps shall be complied with, as specified in the rules and regulations.

6. The FSE must agree to either hire a contractor to clean and inspect the sewer main, as may be established in the rules and regulations, or pay an annual grease cleaning fee to the City for the increased cost to clean the sewer system. The grease cleaning fee shall be established by resolution or ordinance of the City Council, and shall be based on the estimated annual increased cost of maintaining the sewer system for inspection and removal of FOG and other viscous or solidifying agents attributable to the FSE resulting from the lack of a grease interceptor or grease control device.

E. Revocation of Conditional Waiver

A conditional waiver may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the conditional waiver is based change so that the justification for the waiver no longer exists. The conditional waiver shall be valid so long as the FSE remains in compliance with the terms and conditions in the waiver.

The Program Manager's determination to revoke a conditional waiver shall be based upon, but not limited to, the evaluation of the following conditions:

1. Quantity of FOG discharge as measured or as indicated by the size of FSE based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions that may reasonably be shown to contribute to FOG discharges.
2. Adequacy of implementation of BMPs and compliance history.
3. Change in sewer size, grade, condition based on visual information, deposits of FOG in the sewer by the FSE, and the history of maintenance and sewage spills in the receiving sewer system.
4. Changes in operations that significantly affect FOG discharge.
5. Any other condition deemed reasonably related to the generation of FOG discharges by the Program Manager.

F. Period of Validity.

The conditional waiver shall be valid only so long as the FSE remains in compliance with all requirements of this chapter, including, but not limited to, the requirements to apply for a new or renewed business license and to implement BMPs. The conditional waiver may be suspended or revoked if any of the terms and conditions for its issuance are not satisfied. Appeal of any suspension or revocation may be had as provided in this chapter.

Section 13.11.080 FSE Compliance Required for Business License

Full compliance with the provisions of this chapter shall be required for the valid issuance of any FSE business license pursuant to title 5 of this code. The issuance, renewal or continued validity of a FSE business license may be subject to certain terms and conditions, as determined by the Program Manager based on the following:

1. The discharger's current or anticipated operating data;
2. The City's current or anticipated operating data;

3. Changes in the requirements of regulatory agencies which affect the City; or
4. A determination by the Program Manager that such any conditions are appropriate to further the objectives of this chapter.

Section 13.11.090 Best Management Practices Required

All FSEs shall implement BMPs in their operation to minimize the discharge of FOG to the sewer system. The requirements and guidelines for BMPs are to be followed, which may include kitchen practices and employee training that are essential to minimizing FOG discharges, and which may be specified in the rules and regulations. BMPs shall include, at a minimum, installation of drain screens, segregation and collection of waste cooking oil, and proper management, disposal of food waste into the trash or garbage, maintenance of kitchen exhaust filters and kitchen signage. All FSE shall provide employee training within 180 days of the effective date of this chapter, to all new employees within ten days of their employment, and to all employees twice each calendar year, on the BMPs. Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review upon request by the Program Manager or an authorized inspector.

Section 13.11.100 Commercial Properties

Property owners of commercial properties or their official designee(s) shall be responsible for the installation and maintenance of the grease interceptor(s) serving multiple FSEs that are located on a single parcel.

Section 13.11.110 Sewer System Overflows, Public Nuisance, Abatement Orders and Cleanup Costs

FSEs found to have contributed to a sewer blockage, SSOs or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, may be ordered to install and maintain a grease interceptor, and may be subject to a plan or business license conditions to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences. SSOs may cause injury to public health, safety, and welfare of life and threaten life and property and are hereby declared public nuisances. Furthermore, sewer lateral failures and SSOs caused by FSEs alone or collectively, are the responsibility of the private property owner and FSE, and individual(s) as a responsible officer or owner of the FSE. If the city must act immediately to contain and clean up an SSO caused by blockage of a private or public sewer lateral or system serving a FSE, or at the request of the property owner or operator of the FSE, or because of the failure of the property owner or FSE to abate the condition causing immediate threat of injury to the health, safety, welfare, or property of the public, the City's costs for such abatement may be entirely borne by the property owner and/or operator of the FSE, and individual(s) as a responsible officer or owner of the FSE(s) and shall constitute a debt

to the City and become due and payable upon the City's demand for reimbursement of such costs. The owner or operator of any FSE which has caused or contributed to a SSO shall immediately notify the County of Orange Health Department.

Section 13.11.120 Grease Interceptor Requirements

- A. All FSEs shall provide wastewater acceptable to the City, under the requirements and standards established herein, before discharging to any public sewer. Any FSE required to provide FOG pretreatment shall install, operate, and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this chapter.
- B. Grease Interceptor sizing and installation shall conform to California Plumbing Code currently in effect. Grease Interceptors shall be constructed in accordance with the design approved by the Program Manager and shall have a minimum of two compartments with fittings designed for grease retention.
- C. The grease interceptor shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease.
- D. Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.

Section 13.11.130 Grease Trap Requirements

- A. FSEs may be required to install grease traps in the waste line leading from drains, sink, and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.
- B. Sizing and installation of grease traps shall conform to the current edition of the California Plumbing Code, or as required by the Program Manager.
- C. Grease traps shall be maintained by removing accumulated grease on a daily basis, or as often as required or necessary to ensure efficient operating conditions.
- D. Grease traps shall be maintained free of all food residues and any FOG waste removed during the cleaning and scraping process.
- E. Grease traps shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating

device. Grease traps and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.

- F. Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.

Section 13.11.140 Grease Interceptor Maintenance Requirements

- A. Grease interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
- B. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the Program Manager pursuant to this section.
- C. No FOG that has accumulated in a grease Interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
- D. FSEs with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency for grease interceptors.
- E. The maintenance frequency for all FSEs with a grease interceptor shall be determined in one of the following methods:
 - 1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.
 - 2. All FSEs with a grease interceptor shall maintain their grease interceptor not less than every 6 months.
 - 3. Grease Interceptors shall be fully pumped out and cleaned quarterly when the frequency described in (1) has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in (1) and guidelines adopted pursuant to the FOG Control Program. The City may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the FOG

Control Program. Based on the actual generation of FOG from the FSE, the maintenance frequency may be increased or decreased.

4. The owner/operator of a FSE may submit a request to the program manager requesting a change in the maintenance frequency at any time. The FSE has the burden of responsibility to demonstrate that the requested change in frequency reflects actual operating conditions based on the average FOG accumulation over time and meets the requirements described in (1), and that it is in full compliance with the conditions of this chapter. Upon determination by the Program Manager that a requested revision is justified, the maintenance frequency shall be adjusted.
 5. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), the FSE shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the Program Manager may also increase the maintenance frequency of the grease interceptor from the current frequency.
- F. Wastewater, accumulated FOG, floating materials, sludge/solids, and other materials removed from the grease interceptor shall be properly disposed of off site by waste haulers, in accordance with all applicable federal, state and/or local laws.

Section 13.11.150 Monitoring and Reporting Conditions

- A. Monitoring for Compliance with this Chapter and Reporting Requirements
1. All FSEs shall meet the requirements and standards for monitoring and/or sampling necessary to comply with the purposes of this chapter before discharging to any public sewer. Requirements for monitoring and/or sampling may be specified and described in the rules and regulations.
 2. The Program Manager may require monitoring for compliance with this chapter in accordance with the rules and regulations in an effort to minimize the discharge of FOG to the sewer system.
 3. The Program Manager may require periodic reporting of the status of implementation of BMPs, in accordance with the FOG Control Program.
 4. Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other

reports deemed reasonably appropriate by the Program Manager to ensure compliance with this chapter.

B. Record Keeping Requirements

All FSEs shall be required to keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal off from the grease control device, disposal carrier and disposal site location for no less than two years. The FSE shall, upon request, make the manifests, receipts and invoices available to any City representative or inspector. These records may include:

1. A logbook of grease interceptor, grease trap or grease control device cleaning and maintenance practices.
2. A record of BMPs being implemented, including employee training.
3. Copies of records and manifests of wastehauling interceptor contents.
4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.
5. Records of any spills and/or cleaning of the lateral or sewer system.
6. Any other information deemed appropriate by the Program Manager to ensure compliance with this chapter.

C. Falsifying Information or Tampering with Process

it shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City, to destroy any record required to be maintained by this chapter, or to tamper with or knowingly render inoperable any grease control device, monitoring device or method or access point required under this chapter.

Section 13.11.160 Inspection and Sampling Conditions

- A. The Program Manager or his/her designee may inspect or order the inspection and sample the wastewater discharges of any FSE to ascertain whether the FSE is complying with all requirements of this chapter. The FSE shall allow City representatives or inspectors access to the FSE premises, during normal business hours, for purposes of inspecting the FSE's grease control devices or interceptor, reviewing the manifests, receipts and invoices relating to the cleaning, maintenance and inspection of the grease control devices or interceptor.

- B. The Program Manager or his/her designee shall have the right to place, or order the placement on the FSE's property, such devices as are necessary to conduct sampling or metering operations. Where a FSE has security measures in force, the FSE shall make necessary arrangements so that representatives of the City shall be permitted to enter without delay for the purpose of performing their specific responsibilities/inspections.
- C. In order for the Program Manager to determine the wastewater characteristics of the discharger for compliance with this chapter, the FSE shall make available for inspection and copying by the City all notices, monitoring reports, waste manifests, and records including, but not limited to, those related to wastewater generation, and wastewater disposal without restriction but subject to the confidentiality provision set forth in this chapter. All such records shall be kept by the FSE a minimum of two (2) years.

Section 13.11.170 Right of Entry

Persons or occupants of premises where wastewater is created or discharged shall allow the Program Manager or his/her designee, reasonable access to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling during all times the discharger's facility is open, operating, or any other reasonable time. No person shall interfere with, delay, resist or refuse entrance to City representatives attempting to inspect any facility involved directly or indirectly with a discharge of wastewater to the City's sewer system. If entry is refused, the Program Manager or his/her designee shall have recourse to the remedies provided by law to secure entry. In the event of an emergency involving an actual or imminent sanitary sewer overflow, City representatives may access FSEs, or adjoining businesses or properties which share a sewer conveyance system with a FSE, in order to prevent or remediate an actual or imminent SSO.

Section 13.11.180 Emergency Notification Requirements

- A. In the event a FSE is unable to comply with any of the requirements of this chapter due to a breakdown of equipment, accidents, or human error or the FSE has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of this chapter, the discharger shall immediately notify the City by telephone at the number specified in the rules and regulations. If the material discharged to the sewer has the potential to cause or result in sewer blockages or SSOs, the discharger shall immediately notify the local Health Department or County, and the City.
- B. Confirmation of this notification shall be made in writing to the program manager no later than five (5) working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the

problem, and what steps are being taken to prevent the problem from recurring.

- C. Such notification shall not relieve the FSE of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the City or any other damage or loss to person or property; nor shall such notification relieve the FSE of any fees or other liability which may be imposed by this chapter or other applicable law.

Section 13.11.190 Notification of Planned Changes

All FSEs shall notify the City at least 60 days in advance prior to any facility expansion/remodeling, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of the discharge. The FSE shall notify the City in writing of the proposed expansion or remodeling and shall submit any information requested by the City for evaluation of the effect of such expansion on the FSE's FOG discharge to the sewer system.

Section 13.11.200 Purpose and Scope of Enforcement Provisions

- A. The City finds that in order for it to comply with the laws, regulations, and rules imposed upon it by regulatory agencies and to ensure that the City's sewer facilities are protected and are able to operate with the highest degree of efficiency, and to protect the public health and environment, specific enforcement provisions must be adopted to govern the discharges to the City's system by FSEs.
- B. Any determination relating to a notice of violation will be made by the Program Manager, with a right of appeal by the FSE to a hearing officer designated by the director of public works, as set forth in this chapter.
- C. The City, at its discretion, may utilize any one, combination, or all enforcement remedies provided in this chapter in response to any violations of this chapter, or any other remedies as provided by law.

Section 13.11.210 Determination of Noncompliance

- A. Inspection Procedures
 1. Inspection of FSEs shall be conducted in the time, place, manner, and frequency determined at the sole discretion of the Program Manager.
 2. Noncompliance with BMPs, 25% Rule for grease interceptors, maintenance frequency requirements for grease interceptors, or any provisions of this chapter may be determined by an inspection of the FSE.

B. Noncompliance Fees

Any FSE determined to be in noncompliance with any provision of this chapter shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate the City for costs of additional inspections and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the noncompliance, and shall be in addition to and not in lieu of any civil or criminal penalties as may be assessed. Noncompliance fees shall be in the amount set by ordinance or resolution of the City Council.

Section 13.11.220 Compliance Schedule Agreement

- A. Upon determination that a FSE is not in compliance with this chapter, or needs to construct and/or acquire and install a grease control device or grease interceptor, the Program Manager may require the FSE to enter into a Compliance Schedule Agreement (CSA) pursuant to this section.
- B. The issuance of a CSA may contain terms and conditions including but not limited to requirements for installation of a grease control device, grease interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, payment of fees, or other provisions to ensure compliance with this chapter.
- C. The Program Manager shall not enter into a CSA until such time as all amounts owed to the City, including user fees, noncompliance sampling fees, or other amounts due are paid in full, or an agreement for deferred payment secured by collateral or a third party, is approved by the Program Manager.
- D. If compliance is not achieved in accordance with the terms and conditions of a CSA during its term, the Program Manager may issue an order suspending or revoking the FSE business license in accordance with the provisions of this chapter.

Section 13.11.230 Business License Suspension

- A. A hearing officer may suspend any FSE business license when it is determined that a FSE:
 - 1. Has failed to comply with the terms and conditions of a CSA order.
 - 2. Knowingly provided a false statement, representation, record, report, or other document to the City.

3. Refused to provide records, reports, plans, or other documents required by the City to determine discharge compliance, or compliance with this chapter, or knowingly destroyed such documents.
 4. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
 5. Refuses reasonable access to the FSE premises for the purpose of inspection and monitoring.
 6. Does not make timely payment of all amounts owed to the City for user charges, business license fees, inspection fees or any fees imposed pursuant to this chapter.
 7. Causes interference, sewer blockages, or SSOs with the City's collection, treatment, or disposal system.
 8. Violates grease interceptor maintenance requirements, any condition or limit imposed on the FSE's business license or any provision of this chapter or other applicable law.
- B. When the Program Manager has reason to believe that grounds exist for business license suspension, he/she shall give written notice thereof by certified mail to the FSE setting forth a statement of the facts and grounds deemed to exist, together with the time and place where the charges shall be heard by a hearing officer. The hearing date shall be not less than fifteen (15) calendar days nor more than forty-five (45) calendar days after the mailing of such notice.
1. At the suspension hearing, the FSE shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The hearing shall be conducted in accordance with procedures established by the Director of Public Works and approved by the City Attorney.
 2. The hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, and conclusions.
 3. The hearing officer shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the FSE or its legal counsel/representative at the FSE's business address.
- C. Effect.

1. Upon an order of suspension by the City becoming final, the FSE shall immediately cease and desist its discharge and shall have no right to discharge any wastewater containing FOG directly or indirectly to the City's system for the duration of the suspension. The FSE shall also have no right to conduct business in the City for the duration of the suspension. All costs for physically terminating and reinstating service shall be paid by the FSE.
2. Any owner or responsible management employee of the FSE shall be bound by the order of suspension, and are responsible to ensure that all employees of the FSE comply with any such order.
3. An order of permit suspension issued by the hearing officer shall be final in all respects on the sixteenth (16th) day after it is mailed to the FSE unless an appeal is filed with the City Clerk pursuant to this chapter regarding appeals to the City Council no later than 5:00 p.m. on the fifteenth (15th) day following such mailing.

Section 13.11.280 Business License revocation

- A. A hearing officer may revoke any business license when it is determined that a FSE:
 1. Knowingly provided a false statement, representation, record, report, or other document to the City.
 2. Refused to provide records, reports, plans, or other documents required by the City to determine discharge compliance, or compliance with this chapter, or knowingly destroyed such documents.
 3. Falsified, tampered with, or knowingly rendered inaccurate any monitoring device or sample collection method.
 4. Failed to comply with any terms and conditions imposed on the FSE's business license.
 5. Discharged effluent to the City's sewer system or conducted business while the FSE business license was suspended.
 6. Refused reasonable access to the FSE premises for the purpose of inspection and monitoring.
 7. Did not make timely payment of all amounts owed to the City for user charges, business license fees, inspection fees or any fees imposed pursuant to this chapter.

8. Caused interference, sewer blockages, or SSOs with the City's sewage collection, treatment, or disposal system.
9. Violated grease interceptor maintenance requirements, any condition or limit imposed on the FSE's business license or any provision of this chapter or other applicable law.

B. Notice and Hearing.

When the Program Manager has reason to believe that grounds exist for the revocation of a business license, he/she shall give written notice by certified mail thereof to the FSE setting forth a statement of the facts and grounds deemed to exist together with the time and place where the charges shall be heard by the hearing officer designated by the Director of Public Works. The hearing date shall be not less than fifteen (15) calendar days nor more than forty-five (45) calendar days after the mailing of such notice.

1. At the hearing, the FSE shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The revocation hearing shall be conducted in accordance with the procedures established by the Director of Public Works and approved by the City Attorney.
2. After the conclusion of the hearing, the hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, and conclusions.
3. The hearing officer shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the FSE or its legal counsel/representative at the FSE's business address.

In the event the hearing officer determines to not revoke the permit, he/she may order other enforcement actions, including, but not limited to, a temporary suspension of the business license or imposition of conditions on the business license, under terms and conditions that he/she deems appropriate.

C. Effect.

1. Upon an order of revocation by the hearing officer becoming final, the FSE shall permanently lose all rights to discharge any wastewater containing FOG directly or indirectly to the City's system and shall have no right to conduct business in the City. All costs for physical termination shall be paid by the FSE.

2. Any owner or responsible management employee of the FSE shall be bound by the order of revocation, and is responsible to ensure that all employees of the FSE comply with any such order.
3. Any future application for a business license at any location within the City by any person or entity which was previously subject to an order of revocation or suspension will be considered by the Program Manager after fully reviewing the records of the revoked or suspended business license, which records may be the basis for denial of a new business license application.
4. An order of business license revocation or other enforcement action issued by the hearing officers shall be final in all respects on the sixteenth (16th) day after it is mailed to the FSE unless an appeal is filed with the City Clerk pursuant to this chapter regarding appeals to the City Council, no later than 5:00 p.m. on the fifteenth (15th) day following such mailing.

Section 13.11.250 Damage to Facilities or Interruption of Normal Operations

- A. Any person who discharges any waste which causes or contributes to any sewer blockage, SSOs, obstruction, interference, damage, or any other impairment to the City's sewer facilities or to the operation of those facilities shall be liable for all costs required to clean or repair the facilities together with expenses incurred by the City to resume normal operations. A service charge of twenty-five percent (25%) of City's costs shall be added to the costs and charges to reimburse the City for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within forty-five (45) days of invoicing by the City.
- B. Any person who discharges waste which causes or contributes to the City violating its discharge requirements established by any regulatory agency, incurring additional expenses or suffering losses or damage to the facilities, shall be liable for any costs or expenses incurred by the City, including regulatory fines, penalties, and assessments made by other agencies or a court.

Section 13.11.260 Public Nuisance

Discharge of wastewater in any manner in violation of this chapter or of any order issued by the Program Manager, hearing officer or City Manager, as authorized by this chapter, is hereby declared a public nuisance and shall be corrected or abated as directed by the Program Manager or City Manager. Any violation of this chapter is likewise declared a public nuisance. Any person creating a public nuisance is guilty of a misdemeanor. No prosecution of any public nuisance action shall preclude the City from pursuing any other remedy for a violation of this chapter.

Section 13.11.270 Termination of service

- A. The City, by order of the Director of Public Works, may physically terminate sewer service to any property as follows:
 - 1. On a term of any order of suspension or revocation of a business license; or
 - 2. Upon the failure of a person not holding a valid business license to immediately cease the discharge, whether direct or indirect, to the City's sewer facilities after the notice and the completion of any process relating to permit suspension or revocation.
- B. All costs for physical termination shall be paid by the owner or operator of the FSE as well as all costs for reinstating service.

Section 13.11.280 Emergency Suspension Order

- A. The City may, by order of the City Manager, suspend sewer service when the City Manager determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the City's sewer facilities, or may cause the City to violate any state or federal law or regulation. Any discharger notified of and subject to an Emergency Suspension Order shall immediately cease and desist the discharge of all wastewater containing FOG to the sewer system.
- B. As soon as reasonably practicable following the issuance of an Emergency Suspension Order, but in no event more than five (5) business days following the issuance of such order, the City Manager shall hold a hearing to provide the FSE the opportunity to present information in opposition to the Emergency Suspension Order. Such a hearing shall not stay the effect of the Emergency Suspension Order. The hearing shall be conducted in accordance with procedures established by the City Manager and approved by the City Attorney. The City Manager shall issue a written decision and order within two (2) business days following the hearing, which decision shall be sent by certified mail to the FSE at that FSE's business address and/or to its legal counsel/representative at the address provided by such representative to the City. The decision of the City Manager following the hearing shall be final and not appealable, but may be subject to judicial review pursuant to Section 13.11.340. The City Manager's decision may approve, modify or rescind the Emergency Suspension Order, including an order that sewer service be terminated altogether, if necessary. All costs for physical

termination shall be paid by the owner or operator of the FSE as well as costs for reinstating service.

Section 13.11.290 Civil Penalties

- A. All users of the City's system and facilities are subject to enforcement actions administratively or judicially brought by the City, U.S. EPA, State of California Regional Water Quality Control Board, the County of Orange, District Attorney or City Attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A Section 6901 et seq.); (5) California Government Code, Sections 54739-54740; and this chapter.
- B. In the event the City is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the City, as caused by the discharge of any user of the City's system which is in violation of any provision of this chapter, the City shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected.
- C. Pursuant to the authority of California Government Code Sections 54739 - 54740, any person who violates any provision of this chapter shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of this chapter, prohibition, or effluent limit shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. The City Attorney of the City, upon request of the City Manager, shall petition the Superior Court to impose, assess, and recover such penalties, or such other penalties as the City may impose, assess, and recover pursuant to federal and/or state legislative authorization or this chapter.

D. Administrative Civil Penalties

1. Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, the City may issue an administrative complaint to any person who violates any provision of this chapter, prohibition, or effluent limit.
2. The administrative complaint shall be served by personal delivery or certified mail on the person and shall inform the person that a hearing will be conducted, and shall specify a hearing date within sixty (60) days following service. The administrative complaint will allege the act or failure to act that constitutes the violation of the City's regulations, the provisions of law authorizing civil liability to be imposed, and the proposed civil penalty. The matter shall be heard by the City Manager. The person to whom an administrative complaint has been issued may waive the right to a hearing, in which case a hearing will not be conducted.
3. At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence. The hearing shall be conducted in accordance with the procedures established by the City Manager and approved by the City Attorney.
4. If the City Manager designated a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the City Manager setting forth a brief statement of the facts found to be true, a determination of the issues presented, conclusions, and a recommendation.
5. Upon receipt of the written report by the hearing officer, or conclusion of the hearing if the City Manager conducted the hearing, the City Manager shall make his/her determination and should he/she find that grounds exist for assessment of a civil penalty against the person, he/she shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing.
6. If, after the hearing or appeal, if any, it is found that the person has violated reporting or discharge requirements, the City Manager or City Council may assess a civil penalty against that person. In determining the amount of the civil penalty, the City Manager or City Council may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any non-compliance, the nature and persistence of the violation, the length

of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.

7. Civil penalties may be assessed as follows:
 - a) In an amount which shall not exceed two thousand dollars (\$2,000.00) for each day for failing or refusing to furnish required reports;
 - b) In an amount which shall not exceed three thousand dollars (\$3,000.00) for each day for failing or refusing to timely comply with any compliance schedules established by the City;
 - c) In an amount which shall not exceed five thousand dollars (\$5,000.00) per violation for each day of discharge in violation of any waste discharge limit, or requirement issued, reissued, or adopted by the City;
 - d) In any amount which does not exceed ten dollars (\$10.00) per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the City;
8. An order assessing administrative civil penalties issued by the City Manager shall be final in all respects on the thirty-first (31st) day after it is served on the person unless an appeal and request for hearing is filed with the City Clerk, pursuant to this chapter regarding appeals to the City Council, no later than 5:00 p.m. on the thirtieth (30th) day following such mailing. An order assessing administrative civil penalties issued by the City Council shall be final upon issuance.
9. Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service or by registered mail to the person at his/her/its business or residence address, and upon other persons who appeared at the hearing and requested a copy of the order.
10. Any person aggrieved by a final order issued by the City Council, after granting review of the order of the City Manager, may obtain review of the order of the City Council in the Superior Court, pursuant to Government Code Section 54740.6, by filing in the court a petition for writ of mandate within thirty (30) days following the service of a copy of the decision or order issued by the City Council.

11. Payment of any order setting administrative civil penalties shall be made within thirty (30) days of the date the order becomes final. The amount of any administrative civil penalties imposed shall constitute a debt to the City.
12. No administrative civil penalties shall be recoverable for any violation for which the City has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740.

Section 13.11.300 Criminal Penalties

Any person who violates any provision of this chapter is guilty of a misdemeanor, which upon conviction is punishable by a fine not to exceed \$1,000.00 or imprisonment for not more than 6 months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to the penalties contained herein.

Section 13.11.310 Hearing on Administrative Decision, Action or Determination

- A. Any FSE affected by any administrative decision, action or determination made by the Program Manager or notice of violation issued by any City Inspector may file with the Director of Public Works a written request for a hearing on the decision, action or determination. The request must be received by the City within fifteen (15) days of mailing or posting of notice of the decision, action, or determination of the Program Manager to the person requesting the hearing. The request for hearing shall set forth in detail all facts in support of the request.
- B. A hearing officer shall, within fifteen (15) days of receiving the request for hearing, provide written notice to the person requesting the hearing of the hearing date, time and place. The hearing date shall not be more than thirty (30) days from the mailing of such notice by certified mail to the appellant unless a later date is agreed to by the person requesting the hearing. If the hearing is not held within said time due to actions or inactions of the person requesting the hearing, then the staff decision shall be deemed final.
- C. At the hearing, the person requesting the hearing shall have the opportunity to present information supporting its position concerning the challenged decision, action or determination. The hearing shall be conducted in accordance with procedures established by Director of Public Works and approved by the City Attorney.
- D. After the conclusion of the hearing, the hearing officer shall prepare a written report setting forth a brief statement of facts found to be true, a determination of the issues presented, conclusions, and a determination whether to uphold, modify or reverse the challenged decision, action or

determination. The hearing officer shall issue his/her decision and order within thirty (30) calendar days of the hearing. The written decision and order of the hearing officer shall be sent by certified mail to the person requesting the hearing or its legal counsel/representative at the address provided to the City in the request.

- E. The fee for a hearing pursuant to this section shall be set by resolution of the City Council.
- F. The order of the hearing officer shall be final in all respects on the sixteenth (16th) day after it is mailed to the person requesting the hearing unless an appeal is filed with the City Clerk pursuant to this chapter regarding appeals to the City Council no later than 5:00 p.m. on the fifteenth (15th) day following such mailing.

Section 13.11.320 Appeals to City Council

- A. Any FSE adversely affected by a decision, action, or determination made by any hearing officer or the City Manager, except as an appeal may be specifically restricted in this chapter, may, prior to the date that the hearing officer's order becomes final, file a written appeal with the City Clerk for hearing before the City Council accompanied by an appeal fee in the amount established by resolution or ordinance of the City Council. The request for hearing shall set forth in detail all the issues in dispute for which the appellant seeks determination and all facts supporting appellant's request.

No later than sixty (60) days after receipt of the request for hearing, the City Council shall either set the matter for a hearing, or deny the request for a hearing.

A hearing shall be held by the City Council within sixty-five (65) days from the date of determination granting a hearing, unless a later date is agreed to by the appellant and the City Council. If the matter is not heard within the required time, due to actions or inactions of the appellant, the hearing officer's order shall be deemed final.

- B. The City Council shall grant all requests for a hearing on appeals concerning the suspension, revocation, or denial of a business license due to application of the provisions of this chapter. Whether to grant or deny the request for a hearing on appeals of other decisions of the hearing officer shall be within the sole discretion of the City Council.
- C. The appeal fee shall be refunded if the City Council denies a hearing or reverses or modifies, in favor of the appellant, the order of the hearing officer. The fee shall not be refunded if the City Council denies the appeal.

- D. After any appeal hearing, the City Council shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the hearing officer.
- E. The decision of the City Council shall be set forth in writing within sixty-five (65) days after the close of the hearing and shall contain a finding of the facts found to be true, the determination of issues presented, and the conclusions. The written decision and order of the City Council shall be sent by certified mail to the appellant at the appellant's business address and/or to its legal counsel/representative at the address provided to the City.

The order of the City Council shall be final upon its adoption. In the event the City Council fails to reverse or modify the hearing officer's order, it shall be deemed affirmed.

Section 13.11.330 Payment of Charges

- A. Except as otherwise provided, all fees, charges and penalties required to be paid pursuant to this chapter, whether established in this chapter or by other ordinance or resolution, are due and payable upon receipt of notice thereof. All such amounts are delinquent if unpaid forty-five (45) days after date of invoice.
- B. Any charge that becomes delinquent shall have added to it a penalty in accordance with the following:
 - 1. Forty-six (46) days after date of invoice, a basic penalty of ten percent (10%) of the base invoice amount, not to exceed a maximum of \$1,000.00; and
 - 2. A penalty of one and one-half percent (1.5%) per month of the base invoice amount and basic penalty shall accrue from and after the forty-sixth (46th) day after date of invoice.
- C. Penalties charged under this section shall not accrue to those invoices successfully appealed, provided the City receives written notification of said appeal prior to the payment due date.
- D. Payment of disputed charges is still required by the due date during City review of any submitted appeal.
- E. Collection of delinquent accounts shall be in accordance with the City's policy for collection of delinquent obligations owed to the City. Any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this chapter.

Section 13.11.340 Judicial Review

A. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the City hereby enacts this part to limit to ninety (90) days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus. Notwithstanding the foregoing, the time limits set forth in California Government Code Section 54740, or any successor provisions thereto, shall apply to any challenges to any civil penalty imposed pursuant to Section 13.11.290.

B. Definitions

As used in this Section, the following terms and words shall have the following meanings:

1. "Decision" shall mean and include adjudicatory administrative decisions that are made after hearing.
2. "Complete Record" shall mean and include the transcript, if any exists, of the proceedings, all pleadings, all notices and orders, any proposed decision by the City's officers, agents, or employees, the final decision, all admitted exhibits, all rejected exhibits in the possession of the City or its officers, agents or employees, all written evidence, and any other papers in the case.

C. Time Limit for Judicial Review. Except as provided in Section 13.11.290, judicial review of any decision of the city or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth (90th) day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is provision for reconsideration, the decision is final upon the expiration of the period during which such reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision the decision is final for the purposes of this Section on the date that reconsideration is rejected.

D. In making a final decision, the City shall provide notice to the party that Section 1094.6 of the Code of Civil Procedure governs the time within which judicial review must be sought.

Section 3: If any section, subsection, subdivision, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such invalidity shall not affect the validity of this entire Ordinance or any of the remaining portions hereof. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, subdivision, sentence, clause or phrase

hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sees, clauses or phrases be declared unconstitutional or otherwise invalid.

Section 4: A copy of this Ordinance shall be filed with the California Building Standards Commission and the California Department of Housing and Community Development by the Secretary of the Board in accordance with California Health & Safety Code Section 17958.7.

Section 5: Any provision of the La Habra Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, are repealed or modified to that extent necessary to affect the provisions of this Ordinance.

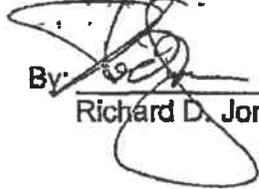
Section 6: The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner required by law. This ordinance shall become effective thirty (30) days from and after its passage.

PASSED, APPROVED AND ADOPTED BY THE LA HABRA CITY COUNCIL
THIS 23rd day of November, 2004.



Rose Espinoza, Mayor

APPROVED AS TO FORM:

By: 

Richard D. Jones, City Attorney

Attest:



Tamara D. Mason, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS.
CITY OF LA HABRA)

I, Tamara D. Mason, City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 1647 introduced at an adjourned regular meeting of the City Council of the City of La Habra held on the 1st day of November, 2004 and duly adopted at a regular meeting held on the 23rd of November, 2004, by the following vote:

AYES: COUNCILMEMBERS: SIMONIAN, GOMEZ, GARCIA, ESPINOZA
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: ANDERSON
ABSTAIN: COUNCILMEMBERS: NONE

Said ordinance has been published or posted pursuant to law.

Witness my hand and the official seal of the City of La Habra this 24th day of November, 2004.

Tamara D. Mason
Tamara D. Mason, City Clerk

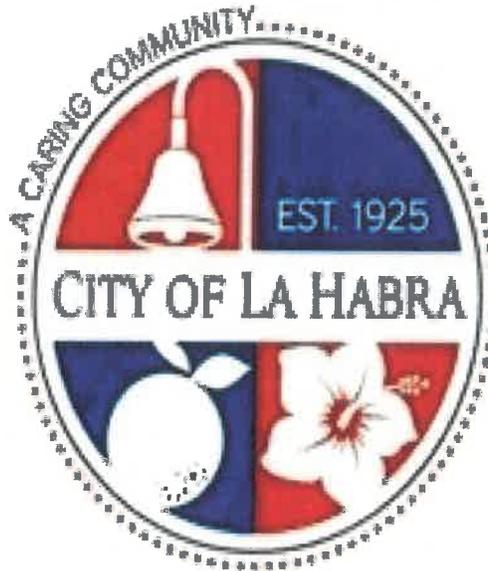
Appendix 6

City of La Habra

Sewer System Operations and Maintenance Program

SEWER SYSTEM MANAGEMENT PLAN OPERATION AND MAINTENANCE PROGRAM

PREPARED BY
CITY OF LA HABRA



PREPARED FOR
STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ
GENERAL WASTE DISCHARGE REQUIREMENTS

Revised December 2019

Background:

This Operation and Maintenance Program (OMP) is submitted as required by the State General Waste Discharge Requirements (WDR) Order No.2006-0003-DQW, Page 11 and 12, Section 13(iv) Operation and Maintenance Program.

It describes the OMP and assets the City of La Habra manages in its sanitary sewer system. It is one component of its overall Sewer System Management Plan (SSMP) required to be submitted as a future deliverable. The OMP is based on best practices that combine preventive, predictive and corrective maintenance strategies and established practices.

Overview:

The City of La Habra manages a gravity sewer system 125 miles in length made up of manhole structures and their connecting pipeline segments, varying in size and material composition. Sewer laterals that drain each privately owned parcel of property are not the responsibility of the City up to the point of connection and thus are not part of this plan.

The City typically uses in-house staff to perform the planned maintenance tasks at scheduled frequencies as part of its asset level of care program. Frequencies are established based on experience and attribute information to minimize risk of blockages or component failure, which could possibly lead to a sanitary sewer overflow (SSO).

Hard copy data files, electronic files and paper records are available for audit. Standard Operating Procedures (SOPs) and Standard Maintenance Procedures (SMPs) ensure consistency, and are available for some maintenance tasks and are continuing to be developed for others. The City has completed a Sewer Master Plan with GIS mapping and computerized data management capabilities in 2005. Mobile assets used to take care of the sewer system, such as, hydraulic jettors, service trucks, and other equipment, are not covered by this OMP but are covered by plans developed by the Fleet Maintenance Division.

Asset Inventory and Attribute Data:

Capital assets, minor components, and their parts are catalogued in data files and paper records. Source or attribute data for each of these is obtained from GIS, record drawings, sewer maps, plans and specifications and/or supplier data. Levels of care for each item are described in the tasks and frequencies information and as catalogued in the area service records.

Asset level of care information is as follows:

Preventive Maintenance (PM) Tasks:

The City has developed asset-specific maintenance tasks for the care of each asset throughout its life cycle. Major task groupings are:

- Sewer CCTV inspection
- Condition assessment
- Sewer cleaning
- Periodic Update of Sewer Atlas Drawings

PM frequencies:

As described above, the frequencies for preventive maintenance tasks are assigned to each asset or groups of assets.

Gravity Sewer Program:

Experience demonstrates that smaller diameter gravity sewers (from 6" to 12") are more prone to blockages than larger diameter sewers. The City has maintained a bi-annual cleaning of its small diameter sewers. Higher risk areas are on a higher frequency, quarterly, or 6-month cleaning schedule. These line segments, or "Hot Spots", have a history of blockages, due mostly to grease and roots, and are cleaned at these intervals in order to prevent blockages and SSOs. Lower risk areas are on a 24-month schedule. Effective cleaning methods currently utilize trucks capable of high pressure hydraulic washing of the pipe walls of accumulated debris followed by vacuum removal of debris where applicable.

Predictive Maintenance (Pd) Tasks:

Pd tasks (a subset of PM) are CCTV inspection and condition-assessment type tasks performed to determine if the planned preventive maintenance task should be performed as scheduled or rescheduled to a forward date if preventive maintenance, rehab or replacement is not needed. PM tasks are therefore performed based on asset condition and need rather than a strict time interval when maintenance may not be required. Pd tasks include, but are not limited to, the following:

- Closed Circuit TV (CCTV) video inspection of piping
- Visual inspection of the manhole structures and their flow channels
- Trending of flow monitoring data
- Ground surface inspection of rights of way and easements over the gravity sewers
- Odor and corrosion monitoring

The Pd program will continue to develop as technology expands.

CM Tasks:

Corrective maintenance (CM) tasks are initiated in response to a failure of an asset or component, either whole or in part. When managed assets critical to the process fail, they are scheduled for CM on an urgent or routine basis on a priority schedule. Some of these repairs may be capitalized as a follow-up activity depending on asset cost and life expectancy. These types of CM repairs include, but are not limited to:

- Emergency cleaning to eliminate a pipe blockage
- Spot repair, relining or replacement of a failed pipe
- Replacing a rattling or failed manhole cover
- Respond to, investigate and mitigate customer complaints
- Repair of earthquake damage and vandalism

CM tasks are documented on paper or through the use of GIS-related software by City staff or contractors performing the repairs at the time. CCTV or other failure analysis may also be done by City staff or contractors as a CM task after a problem occurs in order to diagnose the cause of the problem and recommend changes if indicated.

Findings may lead to spot repair of the pipe, root cutting, root foaming with an herbicide, re-cleaning for grease or debris removal on a periodic preventive basis, or scheduling a manhole-to-manhole pipe replacement or rehab in an urgent or lower priority planned manner. Major replacement or rehab may be capitalized outside of the annual operating budget.

Monitoring, Measurement and Program Modifications:

Findings as related to scheduled or non-scheduled tasks and work order tracking will be evaluated by City staff on a continuous basis in order to improve reliability and system performance. In assessing the success of the OMP, changes in frequency or task activities will be reviewed by the Sewer Services Tech V, and approved by the Manager. Recommended changes and/or instructions to City staff or contractors will follow. Items recommended for rehab or replacement through our Capital Improvement Program (CIP) will be sent by the Manager to the Engineering Division for funding and planning or for action in the agency wide CIP. Emergency rehab or replacement of the collection system infrastructure can be addressed via on-call emergency service contracts administered through the Manager.

The City's goal is to have a staff-driven process for improving its OMP. This process may be further explained as deemed necessary in its final SSMP.

Appendix 7
The City of La Habra
Sample Video Inspection Report



Inspection report

Date: 20090716	P.O.#	Weather:	Surveyed By: George	section number: 1	PSR:
Total Pipe Length:	Survey Customer:	System Owner:	Clean Date:	Pre-Cleaned: J Jetting	Map Grid #: D-2

Street: SIDON AVE	Flow Control:	Start MH: 2000
City: La Habra	Year Renewed	End MH: 2050
Location Code:	Tape/Media #: DVD 1	pipe length: 550.4 ft

Reason for Inspection: B Infiltration/inflow Investigation	Dia/Height: C Circular 8"/8"
Use of Sewer:	Material: VCP Vitrified Clay Pipe Pipe Length:
Drain. Area:	Lining Method:
	Category:

Remark:

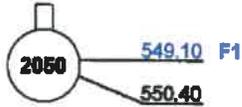
1:500	position	observation	grade
	2000 — 0.00	General Observation, Remark: START SURVEY	
	20.20	Crack Multiple from 07 to 11 o'clock within 8 inch YES S 3	
	40.30	Crack Longitudinal, at 09 o'clock, within 8 Inch: YES S 2	
	50.10	Broken Void Visible, from 09 to 03 o'clock, within 8 Inch: S 5 YES	
	58.00	Tap Factory Made Active, at 10 o'clock, 4", within 8 inch: YES	
	69.30	Deposits Attached Encrustation, 5 % of cross sectional area, from 02 to 04 o'clock, within 8 inch: YES M 2	
	85.70 S1	Deposits Attached Encrustation, 5 % of cross sectional area, from 07 to 05 o'clock, within 8 Inch: YES, start M 2	
	116.70	Tap Factory Made Active, at 10 o'clock, 4", within 8 inch: YES	
	179.00	Tap Factory Made Active, at 10 o'clock, 4", within 8 inch: YES	
	213.70	Deposits Attached Encrustation, 10 % of cross sectional area, from 07 to 05 o'clock, within 8 inch: YES M 2	



Inspection report

Date: 20090716	P.O.#	Weather:	Surveyed By: George	section number: 1	PSR:
Total Pipe Length:	Survey Customer:	System Owner:	Clean Date:	Pre-Cleaned: J Jetting	Map Grid #: D-2

1:500 position observation grade



Deposits Attached Encrustation, 5 % of cross sectional M 2
 area, from 07 to 05 o'clock, within 8 inch: YES, end
 General Observation, Remark: END SURVEY

QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI
6134	312R	19	183	212	3.17	2.01	2.08

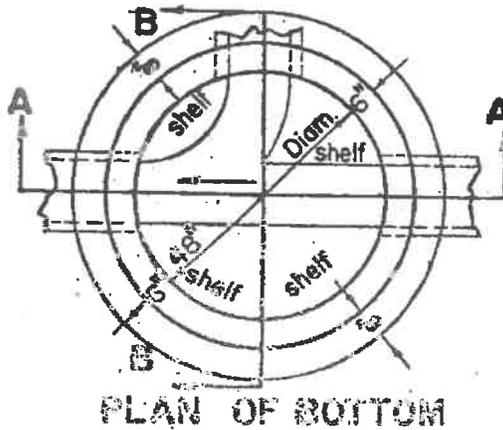
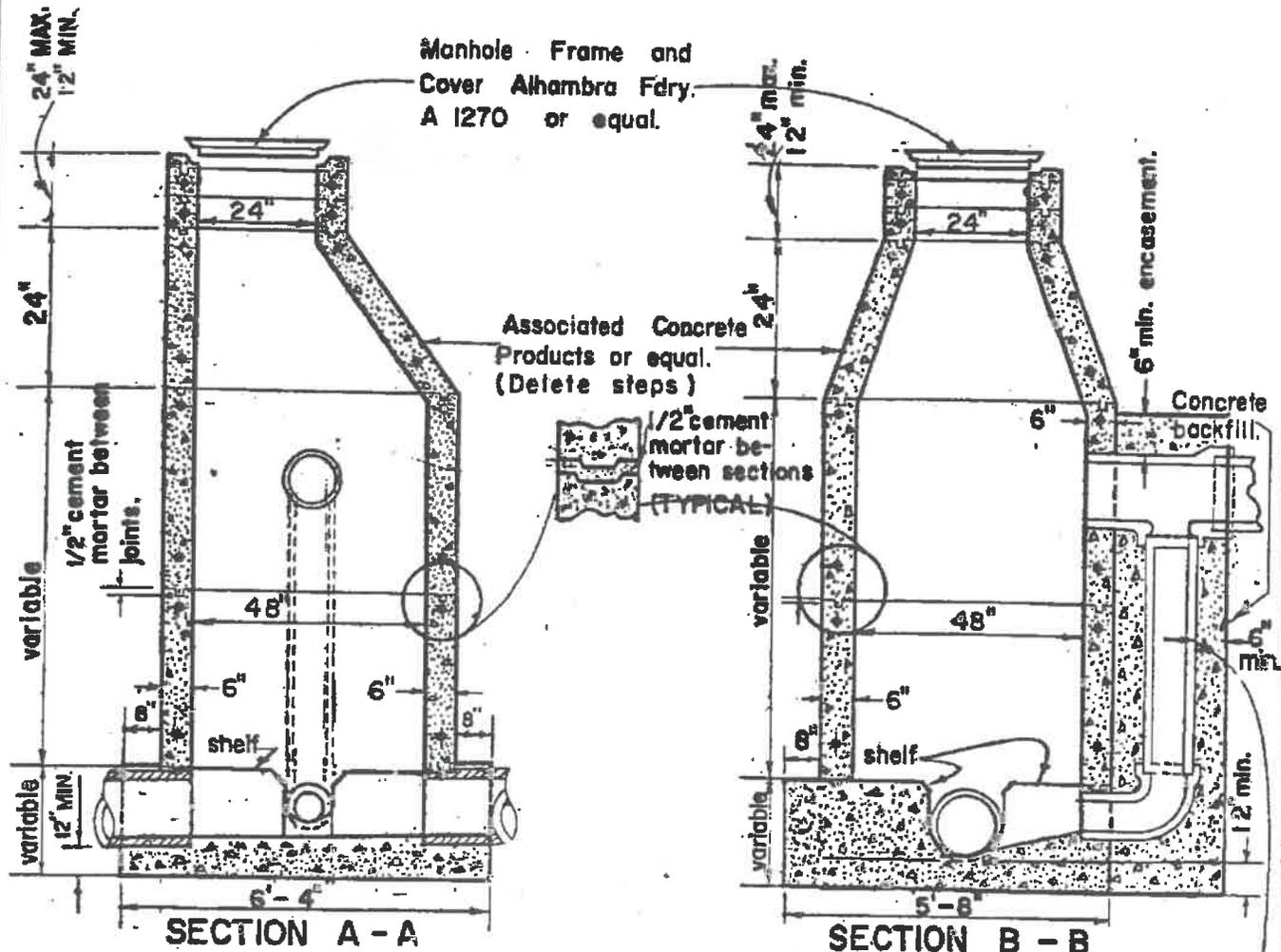
Appendix 8

City of La Habra

Sample Sewer Cleaning Report

Appendix 9
City of La Habra
Sample Sanitary Sewer Atlas Sheet

Appendix 10
City of La Habra
Standard Plans for Sanitary Sewers



SCALE: 1" = 3'

Same size as main

Concrete shall be class 520-C-2500 per Section 201 of Standard Specification for Public Works Construction.

NOTE
Manhole thickness may be 4" if reinforced with #4 wire mesh.

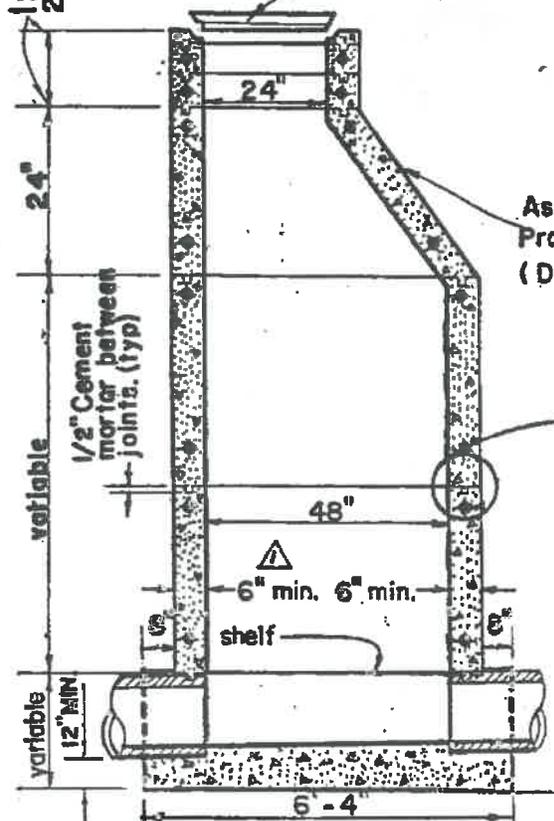
CITY OF LA HABRA

STANDARD CONCRETE DROP MANHOLE WITH ECCENTRIC CONE

APPROVED *H.D. [Signature]* DATE _____ STANDARD DETAIL **S-1**

12" min.
24" max.

Manhole Frame and
Cover Alhambra Fdry.
A 1270 or equal

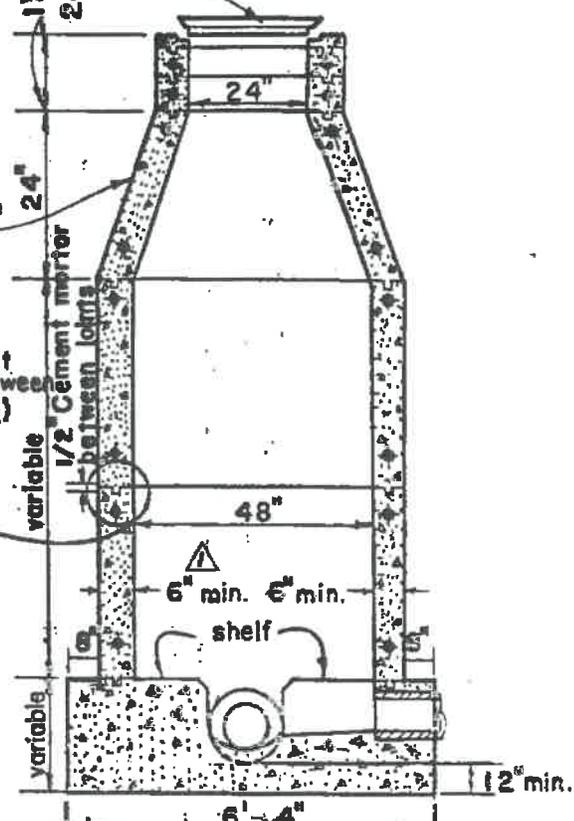


SECTION A-A

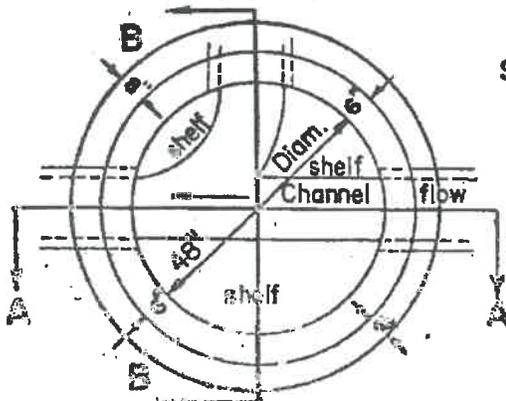
Associated Concrete
Products or equal
(Delete steps)

1/2" Cement
mortar between
joints. (typ)

12" min.
24" max.



SECTION B-B



PLAN OF BOTTOM

SCALE: 1" = 3'

NOTE

Manhole thickness may be 4" if reinforced with #4 wire hoop.

Concrete shall be class 520-C-2500
Per Section 201 of Standard Specification
for Public Works Construction.

Tie into Existing Sewer Manhole shall
be accomplished by core drilling.

②	5/14/72	Revised Concrete Mix	R.S. RAD
△	5/14/72	Revised M.H. Thickness	R.S. RAD
REV	DATE	DESCRIPTION	BY APD

Rev. 12-16-83

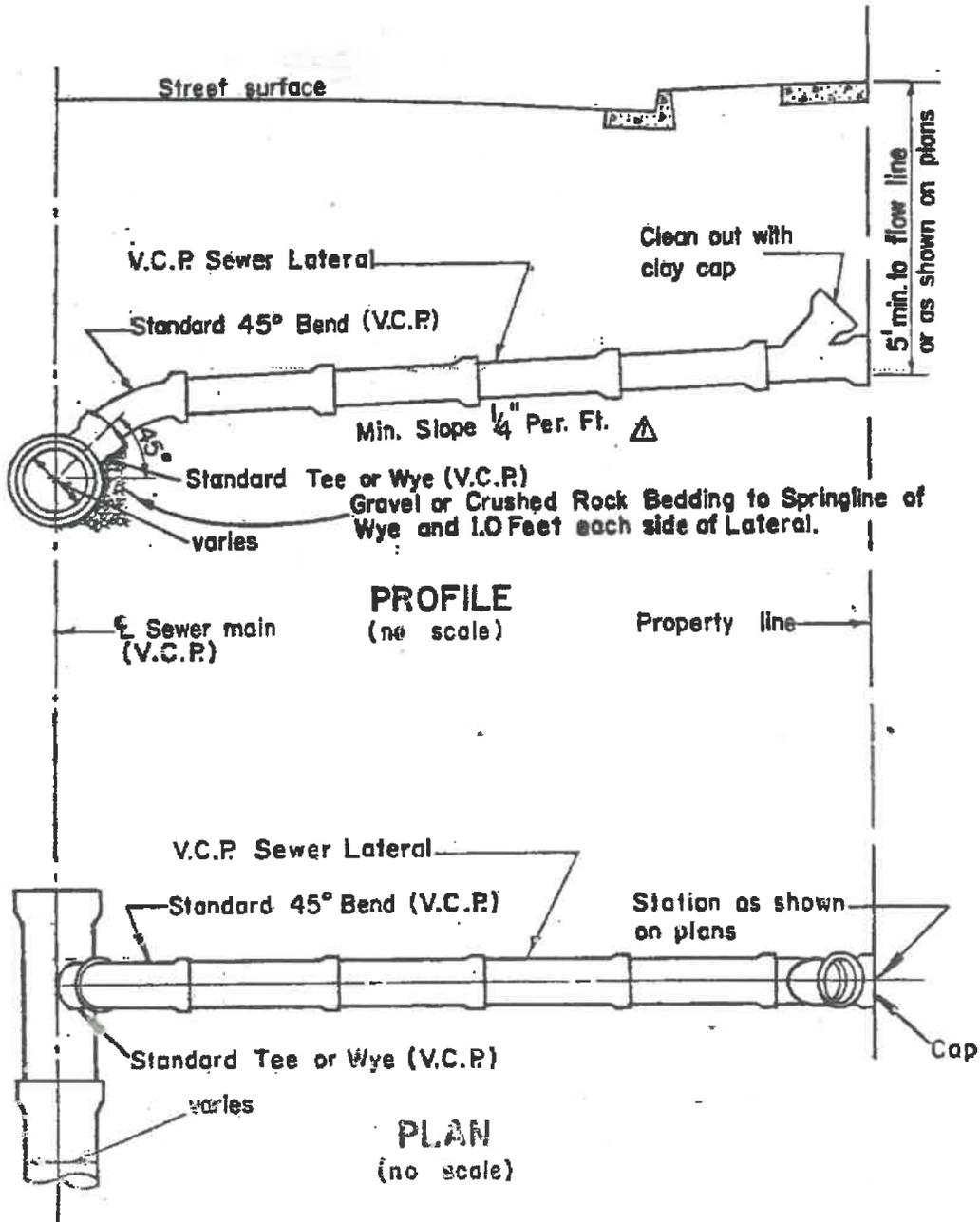
CITY OF LA HABRA

STANDARD CONCRETE MANHOLE WITH ECCENTRIC CONE

APPROVED *[Signature]* DATE 3-11-59

STANDARD DETAIL

S-2



REV. 2/21/86

NOTE: USE 6" V.C.P. FOR ALL BUILDINGS UNLESS OTHERWISE DIRECTED BY CITY ENGINEER.

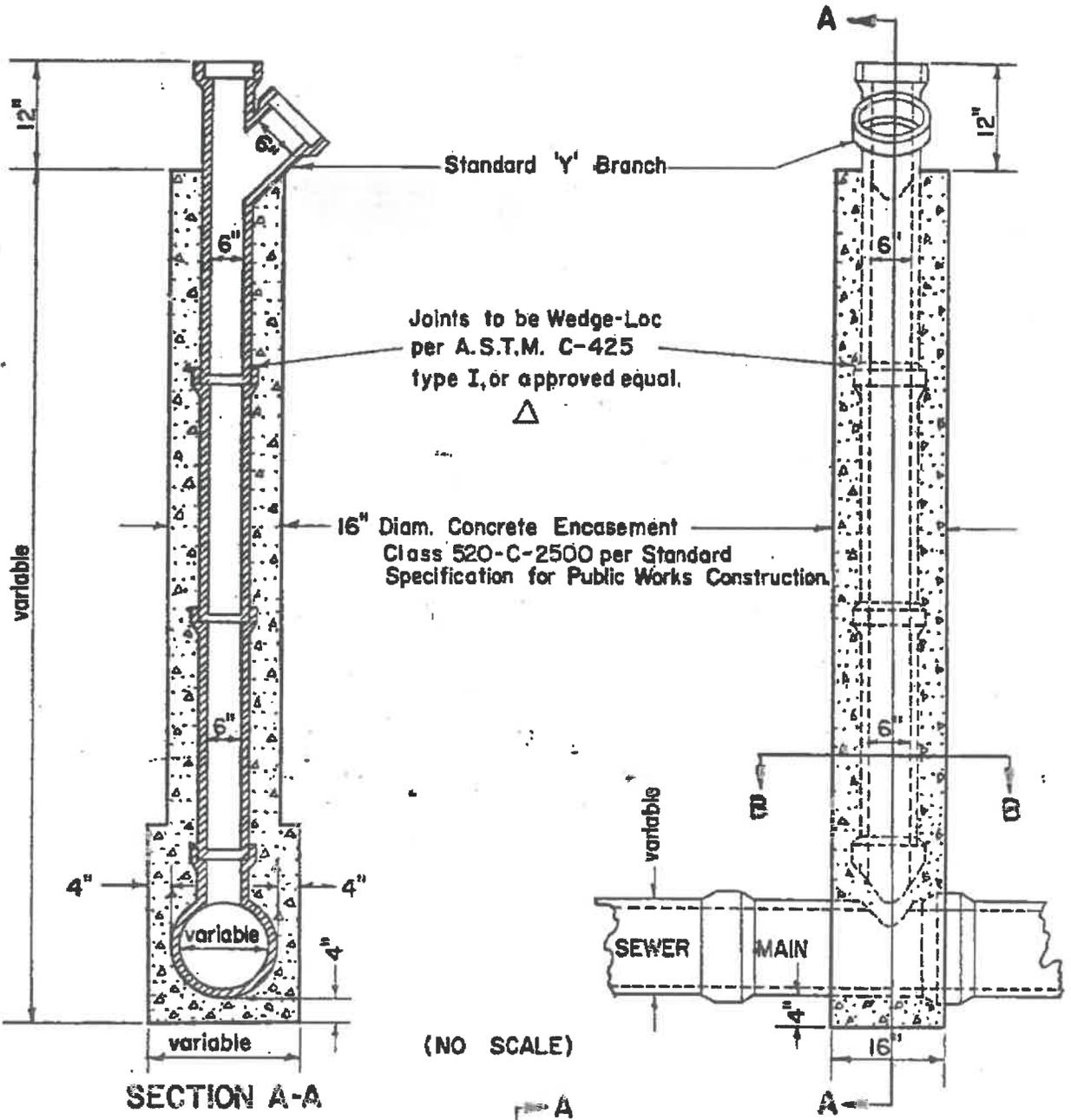
JOINTS TO BE WEDGE-LOC PER. A.S.T.M. C-425 TYPE I BAND SEAL, OR APPROVED EQUAL.

△	10-24-61	Added min slope & note	W.H.H.
REV.	DATE	DESCRIPTION	BY
			APD.

CITY OF LA HABRA
SEWER CONNECTION

APPROVED *A.D. Harrison* DATE 3-11-59

STANDARD DETAIL S-3



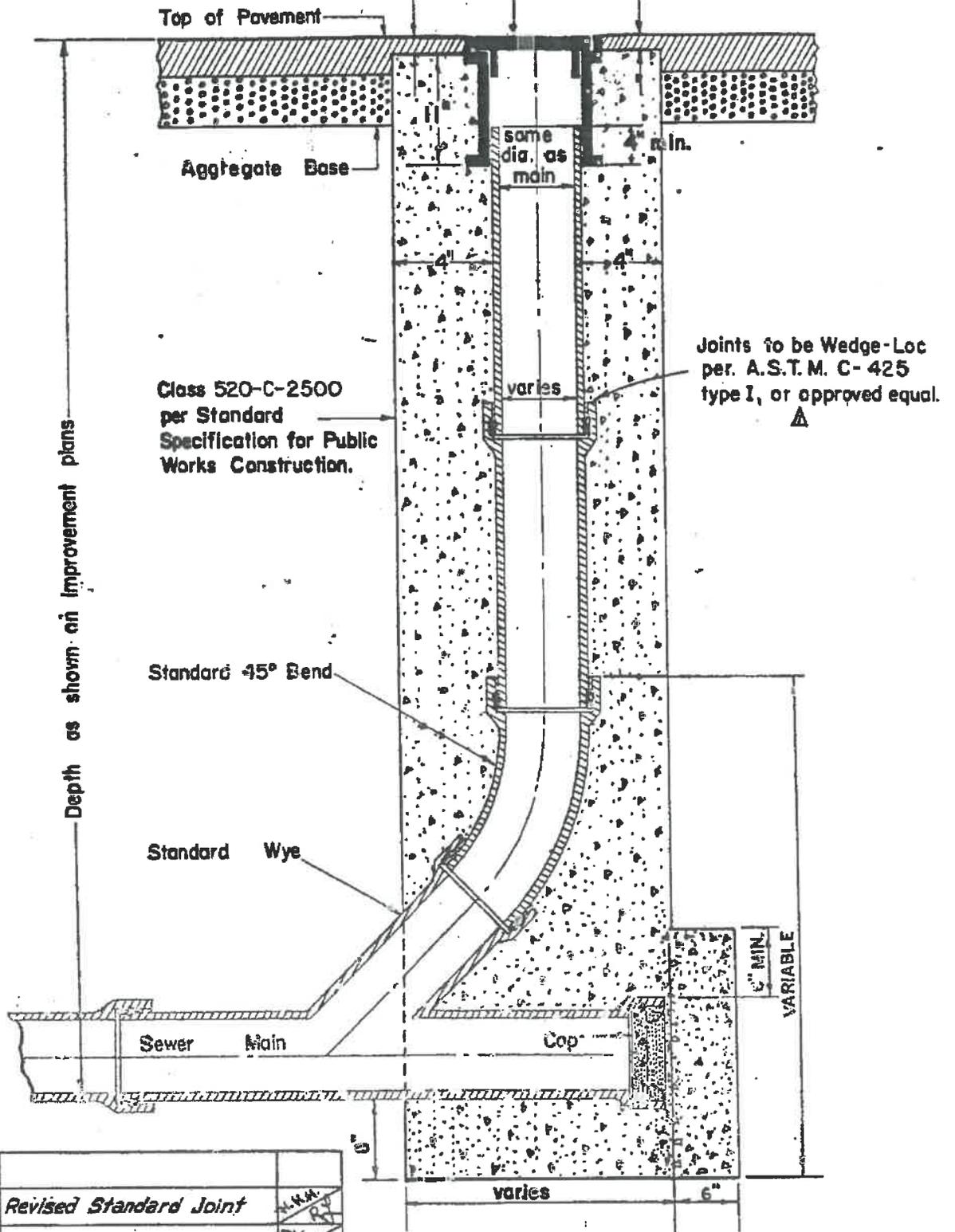
△	10-25-61	Revised Standard Joint	H.M.
REV	DATE	DESCRIPTION	BY
			AP

CITY OF LA HABRA
STANDARD SEWER CHIMNEY

APPROVED *A. J. Stinson* DATE 3-11-59

STANDARD DETAIL S-4

ALHAMBRA FOUNDRY Frame
and Cover No. A-1240
MORITZ FOUNDRY No. M-1240
or equal.



REV.	DATE	DESCRIPTION	BY	APP.
Δ	10-25-61	Revised Standard Joint	H.M.M.	R.T.

CITY OF LA HABRA

STANDARD SEWER LAMPHOLE & CLEAN-OUT

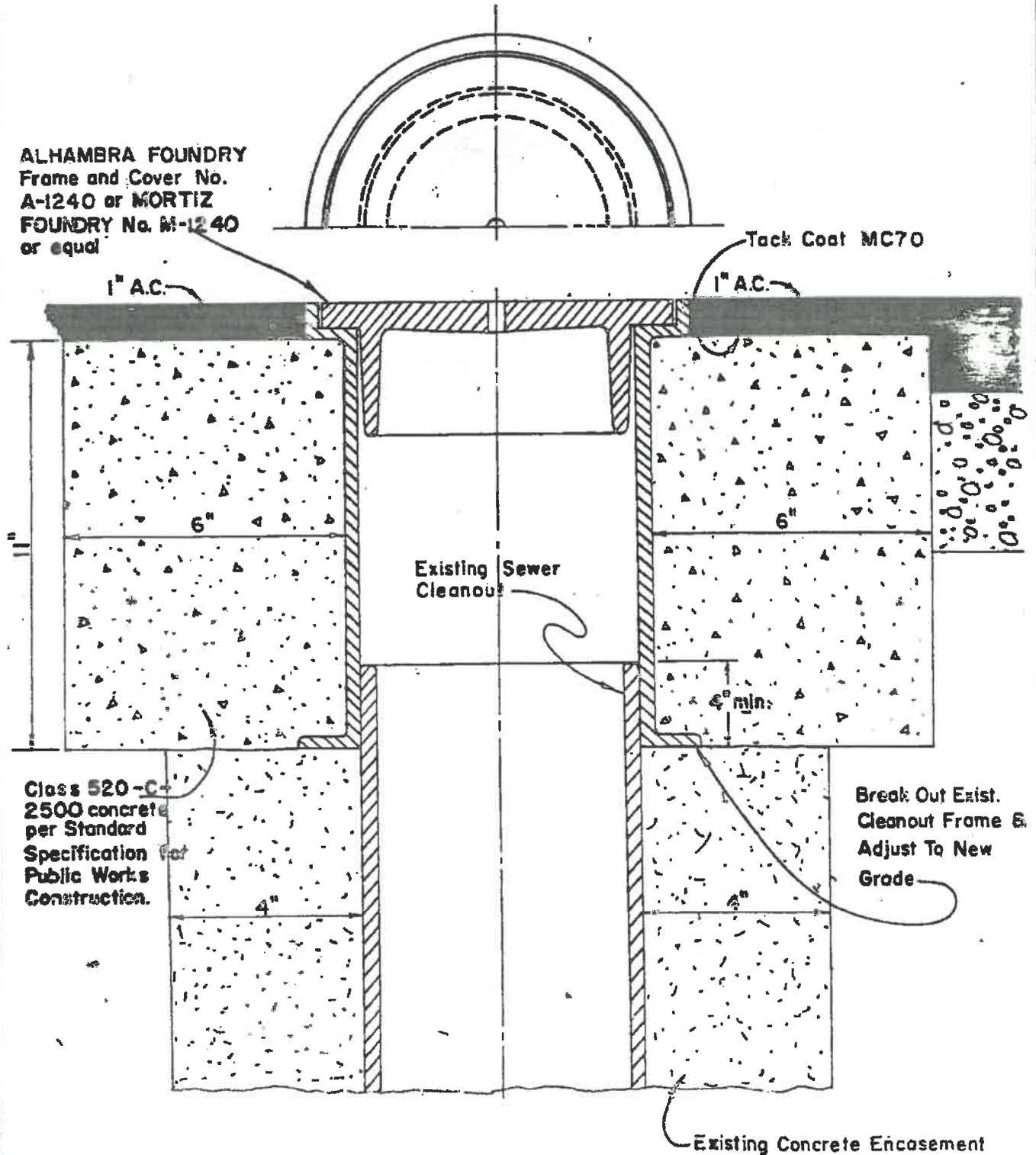
APPROVED *H.D. Sturges* DATE 5-11-59

STANDARD DETAIL

S-5

REV. 5-11-78

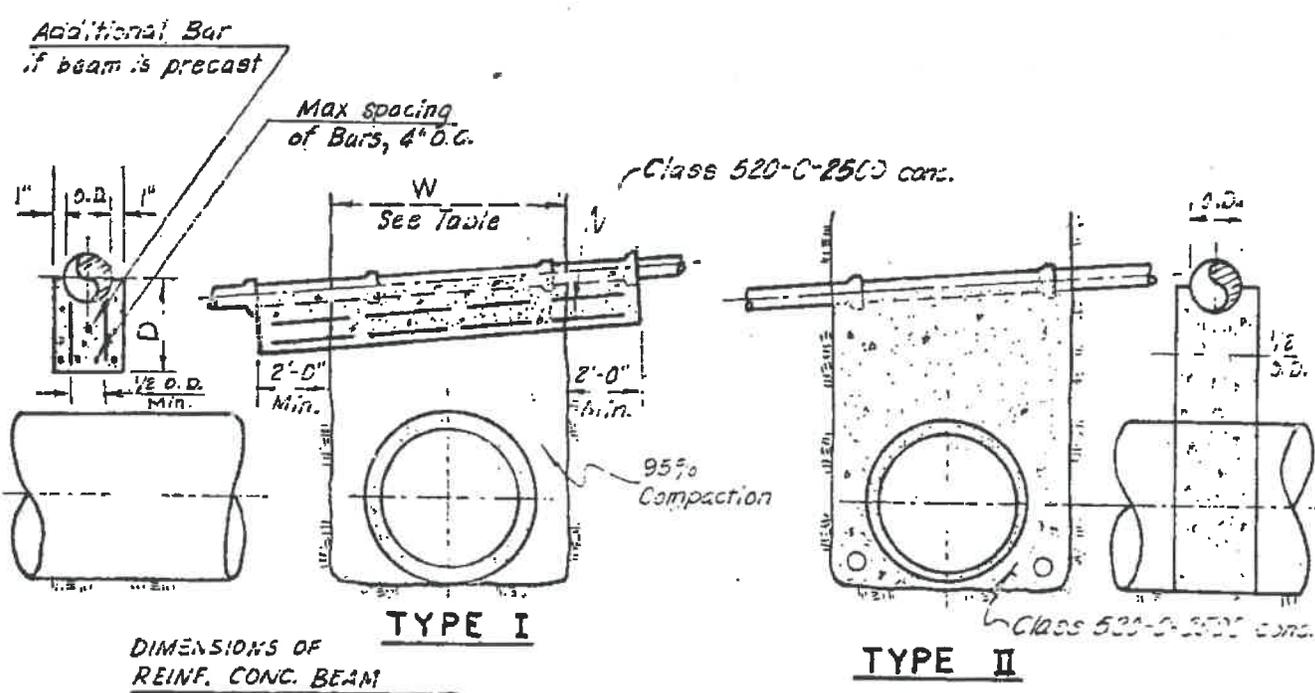
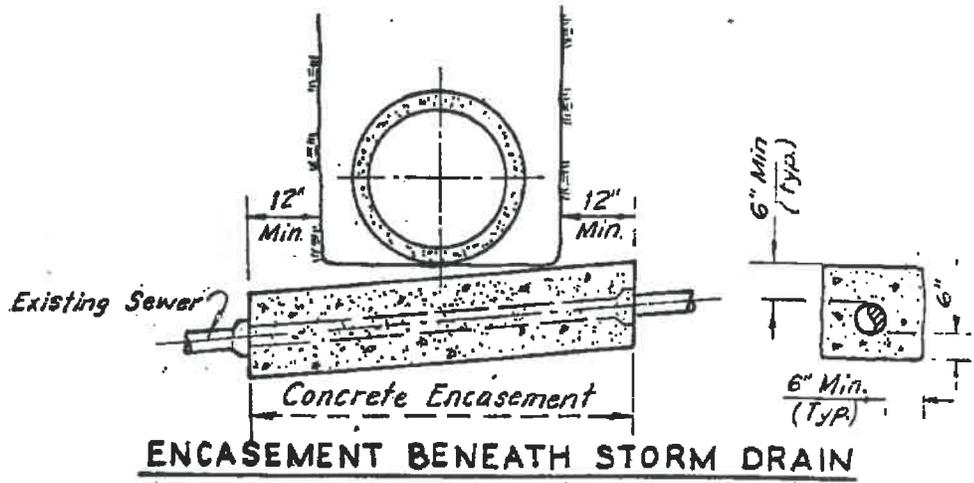
ALHAMBRA FOUNDRY
Frame and Cover No.
A-1240 or MORTIZ
FOUNDRY No. M-1240
or equal



CITY OF LA HABRA
SEWER CLEANOUT ADJUSTMENT

APPROVED *Red. Bernardino* DATE 5-11-71

STANDARD DETAIL S-6



DIMENSIONS OF REINF. CONC. BEAM

W	Depth of Cover			
	0' to 8'-0"		8'-1" to 16'-0"	
	D	Bar No.	D	Bar No.
4'	8"	4	8"	4
5'	8"	4	9"	5
6'	8 1/2"	5	10 1/2"	5
7'	9"	5	11 1/2"	6
8'	10"	5	12 1/2"	6
9'	11"	6	13 1/2"	6
10'	12"	6	15"	7

SUPPORT DETAILS OVER STORM DRAINS

NOTES:

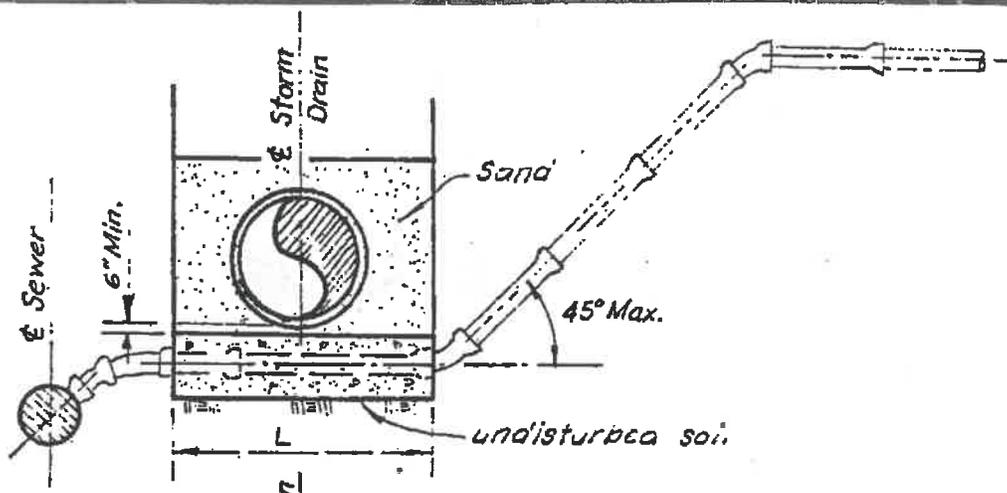
1. TYPE I OR II MAY BE USED AT CONTRACTOR'S OPTION.
2. ALL CONCRETE TO BE CLASS 520-C-2500 PER SECTION 201 OF STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION.
3. COMPACTION SHALL BE CERTIFIED PRIOR TO CONSTRUCTING CONCRETE SUPPORT TYPE I.

R-5-11-78

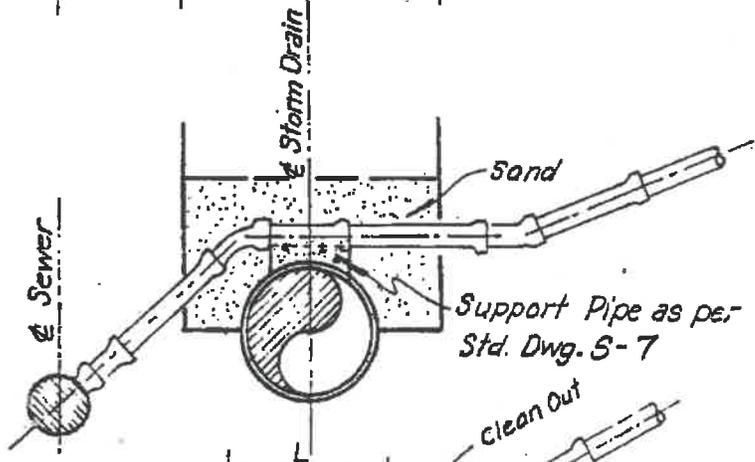
CITY OF LA HABRA

SEWER SUPPORT ACROSS TRENCHES

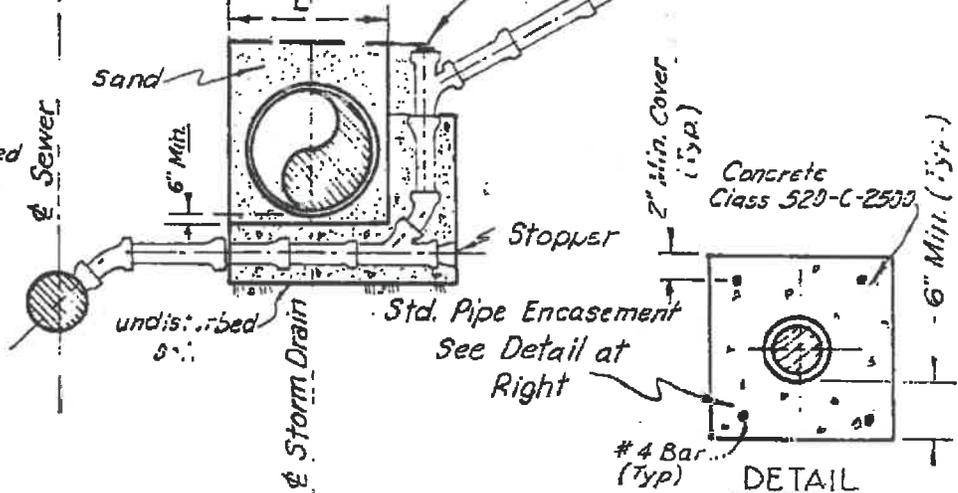
TYPE I



TYPE II



TYPE III



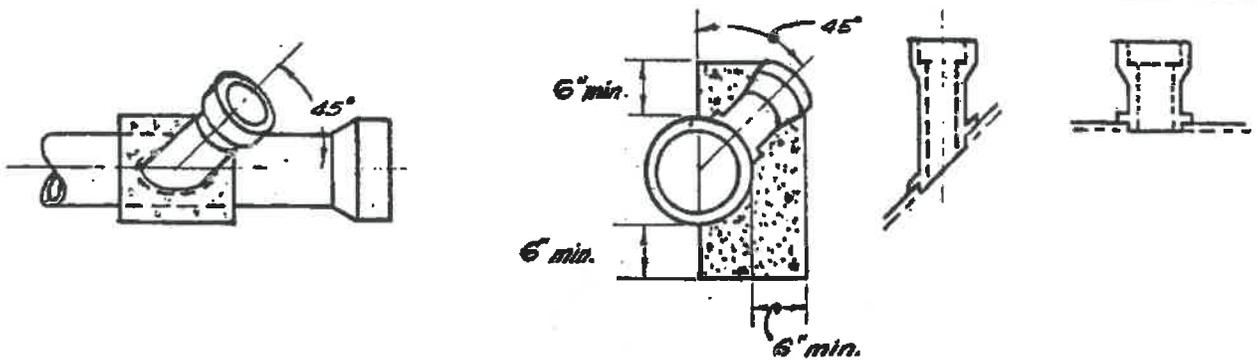
NOTE:
Type III only to be used when other methods are unworkable.

NOTES:

1. Minimum slope for sewer laterals shall be 1/4" per ft.
2. L = width of storm drain trench plus extension at both sides to first pipe joint at or beyond trench.
3. Laterals to be 5 ft. minimum depth at property line.

CITY OF LA HABRA

SEWER HOUSE LATERAL AT UTILITY INTERSECTION



SADDLE CONNECTION

NOTES:

Saddle Connection.

- 1. The sewer line shall be scored to the approximate shape of the collar wye or tee fitting. The Contractor shall either cut a neat opening, with a circular ceramic saw, of 6" or make a small hole not larger than ONE (1) inch in diameter in the center of the scored area with a pointed tool, similar to a mason's pick, or chip with a chisel or short handle hammer, in a spiral fashion to the scored line.*
- 2. The Contractor shall secure the collar wye saddle to the sewer with an Epoxy Resin provided by the Pipe Manufacture.*
- 3. The Contractor shall encase the saddle connection with class 520-C-2500 concrete after the connection is approved by the City.*
- 4. The Contractor shall keep clay chips, dirt, epoxy, mortar and concrete out of the sewer saddle and shall perform a cleaning and balling of the reach saddled if directed to do so by the City.*
- 5. The Contractor shall repair or replace any damaged pipe as directed by the City.*

CITY OF LA HABRA
SEWER CONNECTION

APPROVED *[Signature]* DATE 11-9-77

STANDARD DETAIL

S-9