VALLEY CENTER MUNICIPAL WATER DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

2026 UPDATE

May 2026

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Appendixes

LIST OF ACRONYMS

APWA	**American Public Works Association**
ASCE	**American Society of Civil Engineers**
BMP	**Best Management Practice**
CASA	**California Association of Sanitation Agencies**
CCTV	**Closed Circuit Television**
CIP	**Capital Improvement Program**
CIWQS	**California Integrated Water Quality System**
CMMS	**Computerized Maintenance Management System**
CMOM	**Capacity, Management, Operations, and Maintenance**
CPC	**California Plumbing Code**
CWDP	**Commercial Wastewater Discharge Program**
CWEA	**California Water Environment Association**
DEH	**Department of Environmental Health**
EMA	**Enhanced Maintenance Area**
ERP	**Emergency Response Plan**
FOG	**Fats, Oils, and Grease**
FSE	**Food Service Establishments**
GIS	**Geographic Information Systems**
GRD	**Grease Removal Device**
I/I	**Infiltration/Inflow**
LPCS	**Low Pressure Collection System**
LRO	**Legally Responsible Official**
LMCWRF	**Lower Moosa Canyon Water Reclamation Facility or "Moosa"**
MOP	**Manual of Practice**
NACWA	**National Association of Clean Water Agencies**
NASSCO	**National Association of Sewer Service Companies**
NGO	**Non-Government Organization**
NOV	**Notice of Violation**

O&M	**Operations & Maintenance**
OES	**Office of Emergency Services, State of California**
PACP	**Pipeline Assessment & Certification Program**
PLSD	**Private Sewer Lateral Discharge**
PM	**Preventive Maintenance**
POTW	**Publicly Owned Treatment Works**
QA/QC	**Quality Assurance/Quality Control**
R/R	**Rehabilitation or Repair/Replacement**
RWQCB	**Regional Water Quality Control Board**
SERP	**Spill Emergency Response Plan**
SSMP	**Sewer System Management Plan**
SSO	**Sanitary Sewer Overflow**
SWRCB	**State Water Resources Control Board**
UPC	**Uniform Plumbing Code**
VCMWD	**Valley Center Municipal Water District**
WDR	**Waste Discharge Requirements**
WVRWRF	**Woods Valley Ranch Water Reclamation Facility**
WWTP	**Wastewater Treatment Plant**

INTRODUCTION

The Valley Center Municipal Water District (VCMWD and/or District) is a special district in San Diego county, California, authorized by the California State Legislature under the Municipal Water District Act of 1911. VCMWD provides water, wastewater and recycled water services to the unincorporated area of Valley Center and unincorporated areas north of Escondido which are located in northern San Diego County.

The Sewer System Management Plan (SSMP) was prepared to document standards and procedures used to operate and maintain VCMWD's Wastewater Collection Systems. The primary goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of VCMWD's sanitary sewer systems, reduce and prevent spills, and contain and mitigate spills that do occur.

The SSMP is organized into eleven Elements as required in the State Water Resources Control Board (SWRCB) Order WQ 2022-0103-DWQ Statewide Sanitary Sewer Systems General Order (2022-0103 DWQ or Statewide General Order), included herein as Appendix A. The SWRCB requirements are included in the beginning of each section.

ELEMENT 1. SANITARY SYSTEM MANAGEMENT PLAN GOAL

Element 1 of the SSMP discusses the goals of the Plan, provides a general description of VCMWD's Wastewater Collection Systems and the schedule for Plan implementation and updates.

SWRCB Requirement: The primary goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the wastewater collection system(s) in order to reduce and prevent spills, also referred to as Sanitary Sewer Overflows (SSOs), and to contain and mitigate any SSOs that occur.

VCMWD has developed the following goals for the SSMP to be implemented to improve the management of the wastewater collection systems:

- To properly manage, operate, and maintain all parts of the wastewater collection systems;
- To provide adequate capacity to convey peak flows;
- To minimize the frequency of Sanitary Sewer Overflows (SSOs);
- To mitigate the impact of SSOs; and
- To meet all applicable regulatory requirements, including but not limited to notification and reporting of SSOs.

1.1 Regulatory Context

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

On May 2, 2006, the SWRCB adopted Wastewater Discharge Requirements Order # 2006-0003-DWQ (2006-0003-DWQ). This order mandated all federal and state agencies, municipalities, counties, districts, and other public entities ("Enrollees") that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated sewer to a Publicly Owned Treatment Works (POTW) facility in the State of California to comply with the terms of the Order.

The District submitted a Notice of Intent in 2006 for coverage under 2006-0003-DWQ. The District developed the SSMP pursuant to 2006-0003-DWQ requirements, which was approved by the Board of Directors on May 17, 2010 by Resolution No. 2010-20. The SSMP has been previously updated according to the schedules required in 2006-0003-DWQ and to address changes in the District's Collection Systems operations. The SSMP was last updated and adopted by the Board on August 15, 2022, by Resolution No. 2022-28.

On December 6, 2022, the SWRCB adopted 2022-0103 DWQ, which replaced 2006-0003-DWQ and became effective on June 5, 2023. The District is an Enrollee as the owner and operator of two sanitary sewer systems of which the District obtained approval for continuation of regulatory coverage by the SWRCB under the current Statewide General Order on May 22, 2023.

Additionally, sanitary sewer systems in the San Diego Region are regulated by San Diego Regional Water Quality Control Board (Regional Water Board) Order No. R9-2007-0005 (San Diego Region WDR), which establishes additional requirements beyond the Statewide General Order and applies to all sewage collection agencies enrolled under the Statewide General Order.

1.2 Sewer System Management Plan Update Schedule

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

The SSMP is a living document and will be updated within six (6) years of the last SSMP update as required by the Statewide General Order. In the event of an SSO event and/or changes to the sewer system, staff will review the event or system change and make recommendations for modifications to the SSMP, as appropriate. All modifications to the SSMP will be documented on the Change Log included in Appendix K. Within three (3) years of the last SSMP submittal, VCMWD staff, including system operators, will review the effectiveness of the SSMP through an Internal Audit. Findings and recommendations of the Audit will be used to make necessary modifications to the SSMP to correct deficiencies. The SSMP updates will be brought to the Valley Center Municipal Water District Board of Directors (Board) for approval and adoption.

1.3 Sewer System Asset Overview

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

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required by Attachment D, Section 4.1 of the Statewide General Order.

1.3.1 Valley Center Municipal Water District Sewer System Overview

VCMWD provides wastewater services through two sanitary sewer systems. The Woods Valley Ranch Water Reclamation Facility (WVRWRF or Woods Valley) service area serves customers in the Woods Valley Ranch subdivision located in the downtown area of central Valley Center. Lower Moosa Canyon Water Reclamation Facility (LMCWRF or Moosa) service area serves customers along the Interstate 15 corridor on the west end of the District, including the Hidden Meadows, Lawrence Welk, and Castle Creek areas. Roughly 90% of service connections in the sewer systems are residential accounts and 2% are commercial accounts.

VCMWD maintains the grinder pumps and STEP (septic tank effluent pumps) in the pressure sewer systems. Sewer laterals are the responsibility of the property owner per Section 170.3 Definitions "Building Wastewater," Section 171.5 Service Connections, and Section 172.1(e) Low Pressure Sewer Collection Systems, Ownership of Facilities.

Currently, VCMWD maintains 996 connected Equivalent Dwelling Units (EDUs) within the Woods Valley service area and 2,504 connected EDUs within the Moosa service area. Pursuant to the 2025 Urban Water Management Plan, which utilizes a conversion factor of 2.8 persons per EDU, the estimated service populations are 2,789 and 7,011, respectively, for a combined system total of 9,800 persons. Updated service area maps are provided in Appendix D.

VCMWD does not maintain any structures for diverting stormwater to the sewer systems. The County of San Diego maintains and operates all stormwater infrastructure within the unincorporated areas of the County.

A. Woods Valley Ranch Water Reclamation Facility

The Woods Valley service area collection system consists of 11.9 miles of 4-inch to 10-inch PVC gravity sewer pipe, 6.1 miles of low-pressure sewer pipe, 237 manholes, and 951 laterals.

B. Lower Moosa Canyon Water Reclamation Facility

The Moosa service area collection system consists of 23.1 miles of VCP and PVC gravity collection main varying in size from 6-inch to 18-inch, 506 manholes, and over 1,266[1] laterals. Portions of the Moosa collection system have been in service since the early 1970s.

C. Satellite Systems

There are several Satellite Systems served by the District. Satellite Systems represent residential areas where privately owned systems receive wastewater service from the District through privately owned laterals that feed into District owned laterals. Administrative Code Article 171.5 outlines the requirements for all connections or

[1] The previous SSMP identified the total number of laterals in the Moosa Collection System including both District owned and privately owned laterals that fed into District owned lateral(s). The updated number of laterals represents only District owned laterals connected to the Moosa Collections System.

private sewer system laterals, which must be approved by the District. Construction, maintenance, and operation of private laterals are the sole responsibility of the property owner.

D. Escondido Woods Sewer Service Area

A portion of VCMWD's service area, the 44-lot subdivision known as Escondido Woods (TM#4775), located within the boundaries of the District and north of the City of Escondido, receives wastewater collection services from collection system facilities owned and operated by the City of Escondido. This information is provided for reference only, for information related to the Escondido Woods sewer service area refer to the City of Escondido's SSMP.

ELEMENT 2. ORGANIZATION

Element 2 of the SSMP discusses the organization of responsible staff and chain of communication for managing the Plan.

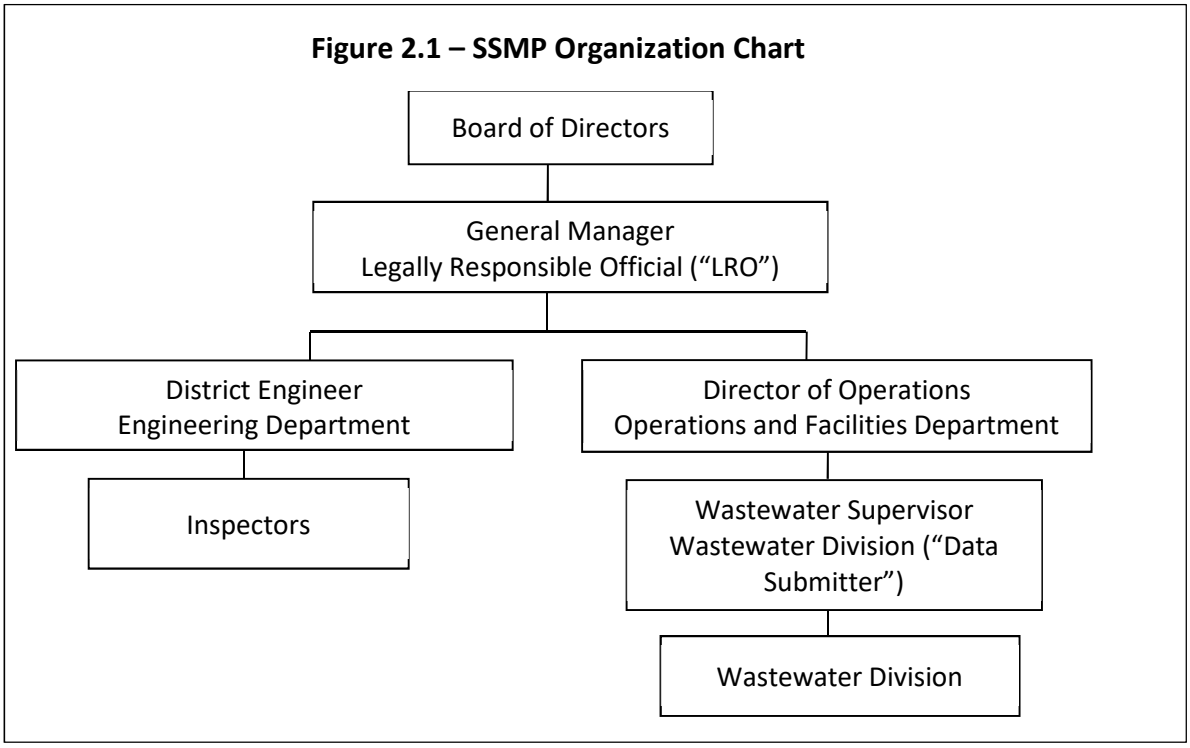
SWRCB Requirement: The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required by the General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific SSMP elements.
- Organizational lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- 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 as applicable such as County Health Office, County Environmental Health Agency, and/or State Office of Emergency Services (OES).

2.1 Organizational Lines of Authority

VCMWD is dedicated to providing safe and reliable wastewater service to the community. The organization and communication of VCMWD is critically important for the implementation of the SSMP. Figure 2.1 presents the SSMP Organization Chart which identifies VCMWD staff responsible for implementing, managing, and updating the SSMP.

Figure 2.1 – SSMP Organization Chart



2.1.1 Responsible Management, Administrative and Maintenance Positions

The Enrollee LRO and VCMWD staff responsible for the management, administration, and maintenance of implementing specific SSMP Elements are identified in Table 2.1 and all contact information is provided in Appendix B.

General Manager – Establishes policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, and runs day to day management of wastewater collection systems and facilities. The General Manager is the designated Legally Responsible Official ("LRO") of VCMWD.

District Engineer – Prepares all planning documents, manages capital improvement projects, coordinates all development and implementation of the SSMP, and documents all new and rehabilitated assets.

Inspectors – Ensure new and rehabilitated assets meet agency standards, work with field crews to handle emergencies when contractors are involved, and provide verbal reports to District Engineer.

Director of Operations – Manages all Divisions of the Operations and Facilities Department, which includes the Wastewater Division, oversees the operation of all VCMWD facilities, and procurement of all pumps and equipment.

Wastewater Supervisor – Serves as Chief Treatment Plant Operator and manages all wastewater operations and maintenance activities, provides relevant information to VCMWD management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews. The Wastewater Supervisor is the designated Data Submitter for VCMWD.

Wastewater Division – The Wastewater Division staff conduct preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

Reporting – See Appendix E for Procedures for Responding to an SSO.

Table 2.1 - Enrollee Contacts Responsible for SSMP

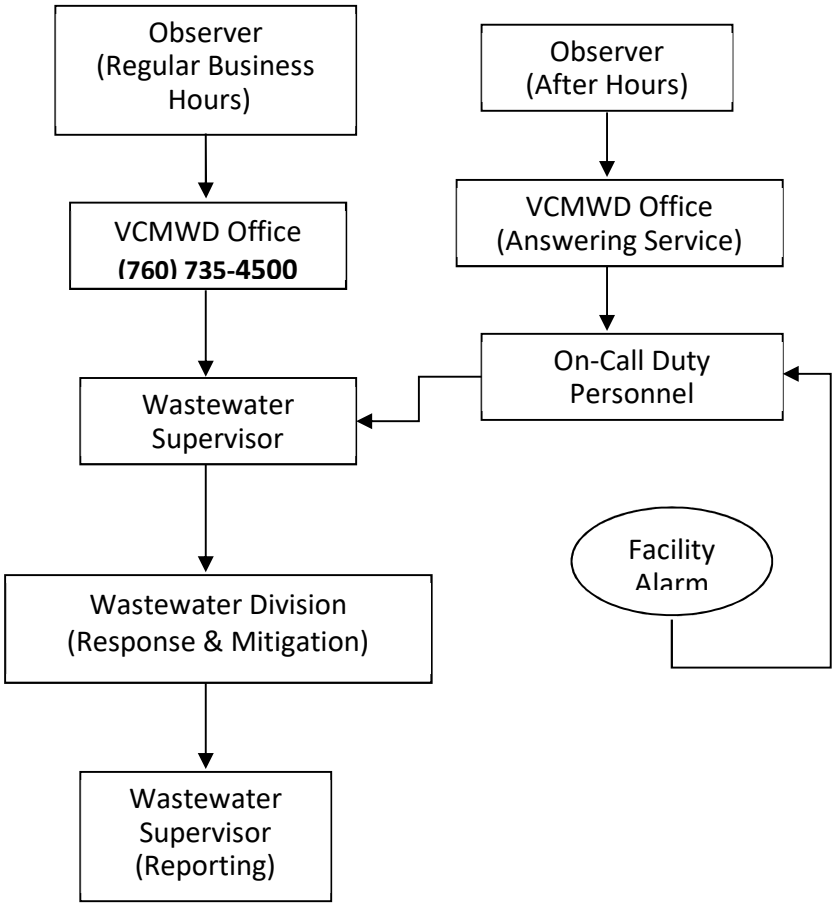
Element No.	SSMP Element	Summary of Element Purpose	Responsible Party	Telephone Number
1	**Goals**	Establish priorities of Enrollee and provide focus for Enrollee staff.	General Manager	(760) 735-4500
2	**Organization**	Document organization of Enrollee staff and chain of command/ communication for SSO response.	District Engineer	(760) 735-4500
3	**Legal Authority**	Ensure the Enrollee has sufficient legal authority to properly maintain and protect the integrity of the system.	District Engineer	(760) 735-4500
4	**Operations & Maintenance Program**	Minimize blockages and SSOs by properly operating and maintaining the system.	Wastewater Supervisor	(760) 735-4500
5	**Design & Construction Standards**	Ensure new facilities are properly designed and constructed.	District Engineer	(760) 735-4500
6	**Spill Emergency Response Plan (SERP)**	Provide timely and effective response to SSO emergencies and comply with regulatory reporting requirements.	Wastewater Supervisor Director of Operations	(760) 735-4500
7	**Fats, Oils & Grease (FOG) Control**	Minimize blockages and overflows due to FOG.	Wastewater Supervisor	(760) 735-4500
8	**System Evaluation and Capacity Assurance Plan**	Ensure that sewer system models are up-to-date, update capacity requirements, and determine if enhancements are necessary.	Wastewater Supervisor District Engineer	(760) 735-4500
9	**Monitoring, Measurement, and Program Modifications**	Evaluate effectiveness of SSMP, keep SSMP up-to-date, and identify necessary changes to SSMP Elements.	District Engineer	(760) 735-4500
10	**Program Audits**	Formally identify SSMP effectiveness, limitations, and necessary changes on a biennial basis.	District Engineer	(760) 735-4500
11	**Communication Plan**	Communicate with the public and satellite agencies.	District Engineer	(760) 735-4500

2.2 Chain of Communication

VCMWD has a well-developed Chain of Communication plan which identifies VCMWD staff members responsible for managing the SSO response, investigating the cause, and reporting the SSO to the appropriate agencies. The Chain of Communication plan also serves as a list of key VCMWD personnel for emergencies.

Figure 2.2 illustrates the Chain of Communication and VCMWD's internal emergency response structure for SSO response and reporting, from initial observation through notification to the Regional Water Board and CalOES. Contact information for all entities is provided in Appendix B, and detailed reporting procedures are outlined in Element 6 – Spill Emergency Response Plan (SERP).

Figure 2.2 – VCMWD Chain of Communication



2.3 Narrative Description of SSO Response Chain of Communication

A public observer of an SSO would typically call VCMWD's main office. During regular business hours, Consumer Services forwards the call to the Wastewater Supervisor. The Wastewater Supervisor will mobilize the Wastewater Division to the site.

After hours, VCMWD's main office line is transferred to an answering service. Any emergency calls are directed to On-Call Duty Personnel. The Duty Personnel will contact the Wastewater Supervisor in the event an SSO call is received. The Wastewater Supervisor will mobilize the Wastewater Division to the site.

The Wastewater Supervisor will assess the SSO and call any additional staff required for response, cleanup, and containment, if necessary.

The Wastewater Supervisor will confirm that the SSO has been appropriately responded to and is responsible for submission of all required reports.

ELEMENT 3. LEGAL AUTHORITY

Element 3 of the SSMP discusses VCMWD's legal authority related to the Wastewater Collections Systems.

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

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

3.1 Administrative Code

VCMWD has the power to install wastewater collection facilities and to enact regulations related thereto, including the prohibition of connection of private sewer systems to VCMWD's main without prior approval in accordance with VCMWD's Administrative Code Articles 170, 171, and 172 (attached as Appendix C). Specific authorizations required by the Statewide General Order are listed as follows:

A. Prevention of Illicit Discharges

   Article 170.8 – Use of Public Wastewater System

B. Fats, Oils and Grease

   Per Article 171.5(d) – Service Connection, all privately owned restaurant facilities shall conform with VCMWD's Fats, Oils and Grease (FOG) requirements. The FOG requirements are outlined in VCMWD's Commercial Wastewater Discharge Program (CWDP) and included herein as Appendix H.

C. Properly Designed and Constructed

All wastewater collection facilities and connections to VCMWD's system shall be installed in accordance with VCMWD's Standard Design and Construction Specifications per Article 170.5 – Construction of Collection Facilities, Article 171.5(a) – Service Connection, and Article 172.1(e) – Low Pressure Wastewater Collection Systems.

D. Enforcement

Enforcement provisions of the wastewater requirements are provided in Article 170.10 – Penalties (see Appendix C).

E. Access for Maintenance

All VCMWD owned facilities are located within easements or rights-of-way dedicated to VCMWD, or property owned by the VCMWD. VCMWD does not provide maintenance for privately owned wastewater facilities, with the exception of the privately owned On-Site Low-Pressure Wastewater Collection (LPWC) facilities. Access to and maintenance of LPWC facilities is authorized in Article 172. Maintenance of the sewer lateral is the responsibility of the property owner per Article 171.5 – Service Connection.

Table 3.1 – Required Legal Authority

Requirement	Enrollee Code Reference
Public Sewers	
Ability to prevent illicit discharges into the wastewater collection systems.	VCMWD Administrative Code, Article 170.8
Ability to require that sewers and connections be properly designed and constructed.	VCMWD Wastewater Facility Design Manual, applicable VCMWD Standard Specifications, and Administrative Code Articles 170.5, 171.1, 171.5, and 172.1
Laterals	
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Enrollee.	VCMWD Administrative Code, Articles 170.3, 171.5, and 172.1
FOG Source Control	
Ability to limit the discharge of FOG and other debris that may cause blockage.	VCMWD Administrative Code, Articles 170.8, 171.5, 171.7 and *Commercial Wastewater Discharge Program* (see Appendix H).
Enforcement	
Ability to enforce any violation of the Enrollee's sewer ordinances.	VCMWD Administrative Code, Articles 170.8 and 170.10

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

Element 4 of the SSMP discusses the maintenance of required maps and preventative operations and maintenance activities of the sanitary sewer systems.

4.1 Updated Map of Sanitary Sewer Systems

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

VCMWD owns and operates two separate wastewater systems: The Lower Moosa Canyon Water Reclamation Facility and the Woods Valley Ranch Water Reclamation Facility. Maps of each facility service area are provided, as is a collection system map showing line size, pipe material, construction date and Record Drawing Number. The Moosa collection system is divided into five separate maps, plus an index map. Hard copies of the record drawings showing more detailed information of the pipeline and lift station facility installations are available from the Engineering Department Map Records. Digital copies of the record drawings are available via VCMWD's electronic document management system, GIS, and are also available on Cityworks for operator access in the field from portable computer equipment. The Engineering Department is responsible for maintaining the availability and accuracy of the record drawings and digital files. Procedures for updating the maps are in place to address discrepancies when they are found in the field, and also to address new facilities when they are added to the system. The Collection Systems maps are included in Appendix D.

4.2 Preventive Operation and Maintenance Activities

SWRCB Requirement: A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

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

4.2.1 Collection Systems Facilities

The following describes the existing collection system of each treatment facility:

A. Woods Valley Ranch Water Reclamation Facility Collection System Summary

The Woods Valley Ranch and Park Circle East/West collection system consists of 11.9 miles of 6-inch to 10-inch PVC gravity sewer pipe, 6.1 miles of Low-Pressure Sewer HDPE pipe, 237 manholes and 951 laterals. The system has been in service in 2007.

A total of approximately 4,650 feet of 4-inch to 8-inch force main is used to convey sewage from the lift station to the Woods Valley WRF. The force main systems were designed such that Air Vacuum/Air Release units, clean outs and isolation valves were required for the force main maintenance and emergencies.

The Woods Valley WRF Expansion Project, completed in 2017, expanded the existing Wood Valley Membrane Bioreactor Facility from a 75,000 gallons per day facility to a 275,000 gallons per day facility. The expansion consisted of a new collection system lift station, new headworks for the force main, LPCS, and the lift station inflows. The new headworks included a diversion structure and two new screenings units; a new concrete equalization (EQ) tank connected to the existing EQ tank; a new 200,000 gallon per day Aeromod system which includes aeration basins, clarifiers, digesters, and a blower system; and a new Tertiary area that includes flocculation tanks and two new cloth disc filters meeting Title 22 recycled water requirements. The existing effluent pumps were upgraded to handle the increased recycled water flows. Additionally, the Expansion Project included all yard piping, mechanical piping, and electrical work for the new facilities, which are designed to accommodate future expansion.

B. Lower Moosa Canyon Water Reclamation Facility Collection System Summary

The Moosa collection system consists of 21.6 miles of VCP and PVC gravity collection main varying in size from 6-inch to 18-inch, 506 manholes and over 2200 laterals. Portions of the Moosa collection have been in service since the early 1970s. Three sewer lift stations are included in the system along with one subdivision that is served by a LPCS This subdivision consists of approximately 180 lots, of which approximately 80 have been connected to the LPCS. VCMWD maintenance of the privately-owned on-site wastewater pumping facilities is included in an additional monthly service charge established for areas served by low pressure collection systems.

A total of approximately 2,600 feet of 4-inch force main is used to convey the lift station discharge to two separate manholes within the collection system. The force main systems were designed such that Air Vacuum/Air Release units and isolation valves were not required for the force main.

The low-pressure collection system consists of approximately 4.1 miles of pressurized PVC main ranging from 2 to 4 inches in diameter, along with a pre-treatment facility located just upstream of its connection to the gravity sewer. The system also includes approximately 26 isolation valves and 19 air vacuum/release valves.

4.2.2 Operation and Maintenance Activities

The following describes the scheduling system and preventative operation and maintenance activities conducted by staff and contractors, if necessary:

A. Sewer Pipeline Inspection and Cleaning Program

The Sewer Line Inspection and Cleaning Program consists of two (2) components:

Routine Inspection

- Inspect all sewer pipelines every 5 years (approximately 7 miles per year)
- Inspections conducted through sewer line video inspection program by VCMWD Wastewater System Operators.
- Inspection results are used to establish "Hot Spots" in system that require more frequent inspections and/or cleaning.

Targeted Cleaning

- Sewers are cleaned only if inspections indicate it is warranted.

B. Manhole Maintenance Program

The Operation and Maintenance program for manholes consists of scheduled inspection and repair on an as needed basis. Manholes are inspected every five years during sewer pipeline cleaning and videoing activities. Problem areas are identified and prioritized. Typical maintenance activities consist of the following:

- Replace worn-out frame and cover assemblies.
- Replace concrete collars.
- Locate and raise to grade after street improvements.
- Inspection of interior of manholes.

C. Food Service Establishments (FTE) Inspections

There are approximately 32 commercial establishments in the two service areas. The Commercial Wastewater Discharge Program (CWDP) adopted in 2007, focuses on 18 food service establishments with nine establishments in each Collection System. Establishments in each Collection System are identified on location maps included in Appendix H.

- Perform annual inspections per the CWDP.
- Follow up with establishment owner on recommendations from inspections.

D. Force Main/Valve Maintenance Program

Operation and Maintenance work of the Force Main System consists of the following:

- Verification of pump operations through electrical reading; and that flow and discharge pressures are within design limits each month. Out of limit pressures and flows could indicate potential blockage or breaks and are investigated.
- Annual valve exercise and maintenance schedule.

E. Low Pressure Collection System Maintenance

VCMWD personnel have converted a portion of the septic tank systems to grinder pump units. All new units in Rimrock and High Vista subdivisions will be grinder pump types. With this conversion to a Grinder Pump System, some minor differences in operation are anticipated. The following are typical operation and maintenance activities for these facilities:

- Jet LPCS lines on a 5-year schedule. In-line valves and cleanouts were installed in 2019 to allow for jetting the system.
- Annual valve exercise and maintenance schedule.
- Respond to Private on-site Low-Pressure Pump System failure alarms as required.
- Remove solids from on-site septic tanks on 5-year intervals.

New grinder pumps are being installed in the Woods Valley Ranch WRF service area. For these installations, only bullets 1 and 2 above are applicable.

F. Lift Station Maintenance and Operation Plan

Operation and maintenance performed by the Wastewater Division consist of the following:

- Clean wet wells utilizing pumper trucks on a quarterly basis to remove grease build-up that can cause pump failures and odor problems.
- Maintenance of Pumps and Motors per manufacturer recommendations.
- Assist the Pumps and Motors Division electrical personnel when repairing or replacing pumps.
- Exercise all valves at lift stations quarterly.

G. System Inspection / Video Inspection Maintenance and Operation Plan

Our current System Inspection program consists of two (2) different types of inspections which are performed regularly.

Visual Inspection:

- Visually inspect known problem areas and report any necessary work needed.
- Open manholes and visually inspect flow levels, condition of manholes, and all other operating problems detected.

Video Inspection:

VCMWD owns CCTV video inspection equipment and has trained staff on its operation.

- CCTV inspect sewer areas following any stoppage to locate and identify problems.
- CCTV inspect areas that were contracted for cleaning to evaluate quality of work by contractor.
- CCTV inspect areas for possible Capital Improvement Projects.
- CCTV inspect newly acquired sewer systems to evaluate conditions for acceptance.

  CCTV inspect entire gravity collection system over the course of every five years, approximately 7 miles per year.

H. Operation and Maintenance Performed by Contractors and Support Departments

Services provided by VCMWD's Operations and Facilities Department and, if noted, outside contractors consist of the following:

- Sewage vactor truck service (outside contractor).
- Routine inspection of mechanical equipment.
- Pump and Motor preventive maintenance.
- Electric and Electronic Controls, in consultation with Operations, establish set points for automated equipment at lift stations.
- Supervisory Control and Data Acquisition system maintenance.
- Exercise and service emergency generators installed on site.

Contact information for relevant VCMWD staff and contract service providers are listed in Appendix B.

4.3 Training

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

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

VCMWD maintains a well-trained work force by providing safety, technical and supervisory training.

4.3.1 Safety Training Program

Safety training is managed by the Safety & Regulatory Compliance Officer. In addition to weekly safety meetings, there are special training seminars held periodically covering issues including traffic control, trench safety, crane operation including hand signals, and material safety data sheets. VCMWD maintains and excellent safety record and monitors safety and training as part of the District's overall agency performance measure metrics.

4.3.2 Technical and Supervisory Training Program

Technical training for operation and maintenance of the collection system is provided through a combination of on-the-job learning and formal training. Wastewater operators and the Wastewater Supervisor support a culture of continuous learning by sharing knowledge and experience with newer staff. Employees also attend external seminars focused on collection system operations and maintenance. In addition, VCMWD actively participates in the California Water Environment Association (CWEA) and has hosted numerous CWEA seminars on-site. Advancement in the Wastewater Division requires certification in the field of Collection Systems Operation and Maintenance, issued by CWEA.

In addition to the above, Wastewater Division staff receive refresher training in the following areas each year:

- CCTV equipment operation and video inspection procedures.
- Confined Space entry.
- Overflow response procedures.
- Reporting procedures.

4.3.3 Spill Emergency Response Training

Training regarding operations and management of the sewer systems, including requirements of the Statewide General Order identified below are provided and available to sanitary sewer systems operations and maintenance staff and contractors:

- The requirements of Statewide General Order;
- The Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database reporting procedures for Data Submitters.

4.4 Equipment Inventory

SWRCB Requirement: An inventory of sewer systems equipment, including the identification of critical replacement and spare parts.

4.4.1 Operational Equipment and Replacement Inventory

VCMWD has all necessary spare equipment and critical parts available for use at all times. VCMWD generally operates with a uniform system of pumps, equipment, and parts to simplify the maintenance and replacement efforts. There is complete on-the-shelf redundancy for the five lift stations (Islands, High Vista, Orchard Run, Woods Valley Ranch, and Hidden Meadows).

VCMWD has the necessary equipment to work on the sewer lines or pumping stations. In addition to small tools, VCMWD has cleaning trucks, generators, by-pass pumps, trucks with hoists, and all the appurtenances needed to run smooth operations throughout VCMWD's sewer systems service areas.

4.4.2 Computerized Maintenance Management System

VCMWD is implementing a phased, multi-department deployment of Cityworks, its computerized asset management system. The Work Order module is complete and currently used by the Wastewater Division to generate scheduled inspection and preventive maintenance activities described in this chapter. Full implementation, including integration with GIS and other applications, is anticipated by Fiscal Year 2027 and will enable remote field data access. Upon completion of the Asset Management module, this section will be updated to reflect revised procedures. In the interim, departments maintain maintenance schedules using spreadsheets. Appendix I provides additional information on the Cityworks system.

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

Element 5 of the SSMP discusses the design, construction and performance standards for installation, repair and rehabilitation of VCMWD's wastewater systems.

5.1 Updated Design Criteria and Construction Standards and Specifications

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

Gravity wastewater collection lines are constructed in accordance with the latest edition of the Standard Specification for Public Works Construction (Greenbook). Low pressure collection lines are constructed in accordance with VCMWD's Standard Specifications for the Construction of Low-Pressure Sewer Collection Facilities. Rehabilitation of sewer facilities are completed in accordance with both the Greenbook and VCMWD's Standard Specifications, unless otherwise approved by the District Engineer. New state of the art materials and methods would be implemented for rehabilitation projects to reduce potential SSOs during construction. HDPE fused pipe is being used for bypass pipelines and replacement gravity mains in areas of difficult access.

5.2 Procedures and Standards

SWRCB Requirement: Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.2.1 Wastewater Inspection/Testing Requirements

VCMWD utilizes competent full-time construction inspectors for implementation of all wastewater facility construction. All new installations are cleaned, mandrel tested, air tested, and videoed prior to acceptance and approval for service. Manholes are air tested to determine water tightness compliance. All tie-ins to VCMWD's collection system are inspected by Engineering Inspection personnel.

5.2.2 Rehabilitation and Replacement Plan

The Woods Valley Ranch collection system was CCTV inspected after being conditionally accepted and placed into service. All deficiencies were rectified prior to final acceptance and the system is re-inspected every five (5) years. Identified deficiencies are addressed through routine maintenance. The District will continue evaluating system condition, estimating remaining useful life, and recommending rehabilitation or replacement as needed. Repair and replacement projects are funded through service and standby charges.

The Moosa collection system was fully CCTV inspected from 2004 to 2006 and is re-inspected every five (5) years. Identified deficiencies are addressed through routine maintenance. The District will continue evaluating system condition, estimating remaining useful life, and recommending rehabilitation or replacement as needed. An inflow and infiltration study is anticipated within the next five (5) years. Repair and replacement projects are funded through service and standby charges.

5.2.3 Review, Updates and Distribution

Design standards and construction specifications are updated as needed to reflect improved practices, updated codes, and enhanced detail, and are reviewed at least every ten years to ensure alignment with current standards and technology. The Engineering Department is responsible for reviewing, updating, distributing, and formally adopting the standards. Both Engineering and Operations ensure the standards support high-quality facilities, comply with state requirements, and provide safe, reliable service. VCMWD Standard Drawings are available on the District's website.

ELEMENT 6. SPILL EMERGENCY RESPONSE PLAN

Element 6 of the SSMP discusses VCMWD's Spill Emergency Response Plan (SERP), which is included in full in Appendix E.

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

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

6.1 Summary of the Spill Emergency Response Plan

1. Standardized Spill Response Procedures

   The SERP establishes the District's standardized procedures for responding to sanitary sewer overflows to ensure rapid containment, mitigation, notification and reporting of spills to the appropriate regulatory agencies in order to protect public health, water quality, and the environment. It defines roles, communication protocols, and response actions to minimize spill impacts and ensure compliance with SWRCB's notification, reporting, and recordkeeping requirements (see SERP Section 5).

2. Spill Categories

   The SERP further establishes spill categories based on discharge volume, location, and potential impact to public health and waters of the State, which guide required response actions, notifications, and regulatory reporting (see SERP Section 4).

3. Post-Spill Assessment

   A post-spill assessment evaluates the cause and response to an SSO to identify corrective actions, improve operational performance, and reduce the likelihood and impacts of future spills (see SERP Section 6).

4. Annual SERP Assessment

   The annual SERP assessment reviews the effectiveness of response procedures, training, and coordination to identify gaps and implement improvements that enhance emergency response readiness and regulatory compliance (see SERP Section 7).

6.2. Additional Response Procedures

1. Procedures for Responding to a Sanitary Sewer Overflow (Appendix F)

   This document provides a quick reference field guide for first responders and field crew responsible for identifying the type of spill and appropriate notifications for each type of spill.

2. Procedures for Responding to a Sewer Pump Failure (Appendix G)

   This document provides brief instructions on how to respond in the event of a failure at the District's lift stations or the privately-owned Low Pressure Wastewater Systems being maintained by VCMWD.

ELEMENT 7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

Element 7 of the SSMP discusses required procedures for and the necessary public education regarding a sewer pipe blockage control program.

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

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

7.1 Commercial Wastewater Discharge Program (CWDP)

VCMWD has identified fats, oils, and grease (FOG) from restaurants as the primary cause of sewer blockages and spills and has implemented a Commercial Wastewater Discharge Program (CWDP) to address this risk. The program provides restaurant owners with guidance on grease management, removal practices, and proper installation of traps or interceptors, and is used to evaluate all applicable discharges to the system. VCMWD also conducts public outreach to discourage residents from disposing of grease down sinks, promoting proper disposal in sealed containers with household trash. Overall, the CWDP focuses on mitigating FOG-related impacts to the collection system.

7.1.1 Identification & Sewer Cleaning

VCMWD has identified areas in the collection systems needing cleaning and/or inspections more frequently than normal due to the presence of roots, debris, grease, etc. These areas, referred to as 'Hot Spots,' are regularly inspected and cleaned when appropriate.

7.1.2 Source Control

Source control measures for each of the 'Hot Spots' identified in Section 7.1.1 consist of:

- Distribution of VCMWD's information for restaurant and homeowner grease control.
- Requirement for restaurants to install grease traps or grease interceptors (see Appendix H for more detailed information on the CWDP).

7.1.3 Facility Inspection

- Scheduled and unscheduled inspections on all interceptors and traps installed in VCMWD's Collection Systems facilities.
- Failed inspections require modifications and/or more regular inspection frequencies and may ultimately result in disconnection from VCMWD's systems.

ELEMENT 8. SYSTEM EVALUATION,CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

Element 8 of SSMP discusses VCMWD's capacity management efforts including system evaluation, capacity assurance and capital improvements.

SWRCB Requirements: The Plan must include procedures and activities for:

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

8.1 System Evaluation and Condition Assessment

SWRCB Requirements: The Plan must include procedures to:

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

The District continues to perform in-house cleaning and conducts CCTV video inspection of at least 20% of the gravity collection system each year to eliminate potential blockages, reduce outside service expenditures, locate inflow and infiltration sources, and monitor pipe conditions. Each year, Wastewater Division staff conduct collection system evaluations and develop a documented repair list from prior year's video monitoring.

Inspection schedules, including Visual and CCTV inspections and Inflow/ Infiltration evaluations, are discussed in Element 4, Preventative Operation and Maintenance section. Any deficiencies identified during the inspection and evaluation processes would be scheduled for immediate repair as discussed in Section 8.3. The Lower Moosa Canyon Water Reclamation Facility 2023 Master Plan Update provides the proposed replacement plan for aging infrastructure and evaluating overall capacity needs for future development.

System visual and CCTV inspections have revealed several locations of potential blockage due to roots, excessive interior corrosion, and areas potentially vulnerable to vandalism. Future capacity enhancement measures will focus primarily on reducing inflow and infiltration and preventing blockages through the previously described operation and maintenance programs of periodic visual and CCTV inspection, and when necessary, flushing and cleaning.

Replacement reserve for Lower Moosa Canyon is funded by a portion of VCMWD's service charges and wastewater capacity charges. Prioritization of improvements is identified in the Lower Moosa Canyon Water Reclamation Facility 2023 Master Plan Update.

8.2 Capacity Assessment and Design Criteria

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

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

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;

- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.2.1 Design Standards

VCMWD has established design criteria for wastewater collection facilities, both gravity and low-pressure wastewater collection systems. All wastewater collection facilities and connections to VCMWD's system are installed in accordance with VCMWD's Standard Design and Construction Specifications per Article 170.5 – Construction of Collection Facilities, Article 171.5(a) – Service Connection, and Article 172.1(e) – Low Pressure Wastewater Collection Systems.

Design standards and construction specifications are updated as needed to reflect improved practices, updated codes, and enhanced detail, and are reviewed at least every ten years to ensure alignment with current standards and technology. The Engineering Department is responsible for reviewing, updating, distributing, and formally adopting the standards. Both Engineering and Operations ensure the standards support high-quality facilities, comply with state requirements, and provide safe, reliable service. VCMWD Standard Drawings are available on the District's website. (See also Element 5, Section 5.2.3.)

8.2.2 Woods Valley Ranch Collection System

The Woods Valley Ranch collection system was designed to serve the 170 lot Woods Valley Ranch Subdivision and Golf Course Facilities. A preliminary design report dated May 26, 1998 (and later revised in June 1999 with final plan approval) prepared by Rick Engineering demonstrated compliance with VCMWD's wastewater design standards. The subdivision is built out and since the collection system was placed into service, no SSOs due to deficient hydraulic capacity have occurred. The collection system was expanded to serve the North and South Village area pursuant to the preliminary design report dated March 2014 prepared by Kennedy Jenks. The original Woods Valley Ranch collection system is not designed to serve any additional areas and pipe sizes have been determined sufficient for the intended use. The entire original collection system is a gravity sewer system.

The Woods Valley Ranch Wastewater Expansion Project (Expansion Project) was a joint Property Owner/Developer/District project to extend wastewater service to parcels owned by participating developers and property owners in the South and North Village areas of Valley Center. These areas are identified on the County General Plan as the higher density areas and are anticipated to have an ultimate average day wastewater demand of up to 475,000 gallons per day for a project ultimate demand of 3,000 EDUs. The extension of wastewater service to the area would be accomplished through voluntary property owner participation in multiple expansion phases as required to meet the requested wastewater capacity timing and demands.

The service area was expanded to serve VCMWD's North and South Village areas utilizing a hybrid gravity and low-pressure sewer collection system that is connected to the treatment facility at the headworks and does not utilize the existing collection system. The preliminary design report for the expansion ensures that the expanded headworks hydraulics would not have a detrimental effect on the existing collection system while confirming that there will be sufficient capacity in the expansion for future flows. Capacity Enhancement Measures include: 1) preventing blockages through the use of O&M programs of periodic visual and CCTV inspections and, only when necessary, flushing and cleaning, and 2) monitoring plant influent flows to detect potential inflow and infiltration, and addressing these as necessary.

Full development of the South and North Village area required construction of the Orchard Run Lift Station and will require additional wastewater capacity once the combined development in the entire service area exceeds the capacity generated by the Expansion Project. Phase 3 Facilities, consisting of an expansion to the WVRWRF and construction of additional seasonal storage and recycled water transmission main improvements are proposed to provide this additional capacity. A community facilities district (CFD) was formed to fund the Orchard Run Lift station and financially secure the construction of the Phase 3 Facilities through issuance of land secured debt financing. The indebtedness would be repaid from special tax revenues collected from properties within the CFD. A limited obligation improvement bond was issued by the CFD in Fiscal Year 2024-2025 to reimburse funds provided by the developer for the formation of the CFD and construction of the Orchard Run Lift Station which was completed and placed in service in June 2023. Construction of the remaining facilities will be scheduled to be based on the actual flow requirements of the new development within the service area.

8.2.3 Lower Moosa Canyon Collection System

Developers are required to provide an evaluation of the proposed wastewater facilities prior to conceptual approval of their proposed project. The following reports have been prepared for the major collection facilities added since 1990.

- May 1990: Rimrock Low Pressure Sewer System – W.C. Bowne
- February 1995: Moosa Collection System Study – NBS/Lowry
- April 1997: Service Area 3, Mountain Meadow Road South – MacDonald's-Stephens, Engineers, Inc.
- 1995: Treasures Subdivision, APEC Civil Engineering, Inc.
- October 2000: Islands Residential Sewer Study – RBF Consulting Engineers

Based on the results of the past studies and an overall review of the existing collection system capacity, the collection system was found to have sufficient capacity for the existing connections and approved developments. There have been no SSO events due to deficient hydraulic capacity.

Funding for replacement and upgrade of capital facilities identified in the Lower Moosa Canyon Water Reclamation Facility 2023 Master Plan Update is from a capital improvement charge levied on the Moosa sewer system customers.

8.3 Prioritization of Corrective Action

SWRCB Requirements: The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

Ongoing preventative maintenance and inspection of sewer systems facilities, including lift stations, manholes, valves, gravity and pressure lines, are the basis for prioritizing rehabilitation and replacement projects.

8.4 Capital Improvement Plan

SWRCB Requirements: The capital improvement plan must include the following items:

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

The District has completed or initiated condition assessments and preliminary engineering to identify priority pipeline segments and treatment plant repairs and upgrades, where facility age, deterioration, or inflow and infiltration history, or pose the greatest risks to public health or treatment plant process upgrades that reduce costs and ensure reliability of the sewer systems.

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

Element 9 of the SSMP discusses VCMWD's monitoring, measurement, and program modification. These efforts provide guidelines for monitoring the effectiveness of the SSMP program.

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

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

9.1 Maintenance of Plan Information and Activities

The Wastewater Division of the Operations and Facilities Department with assistance of the Engineering Department maintains all relevant information used to establish and prioritize appropriate SSMP activities. Data is entered into CIWQS by the Wastewater Division Supervisor. A prioritization process based on size of SSO is currently in place. Few SSOs have occurred to date, so the prioritization process may be refined in the future.

9.2 Plan Implementation and Effectiveness

The Wastewater Division of the Operation and Facilities Department and the Engineering Department are responsible for implementation of the SSMP. The Wastewater Division has overall responsibility for the operation and maintenance of the collection system, including but not limited to field inspections, maintenance, response to SSOs, and completion of needed repairs. The Engineering Department assists with preparation of the SSMP document with input from the Wastewater Division staff, maintains all records on the facility installation, design standards, and specifications, and management of CIP upgrades to the system when required.

9.3 Plan Assessment

The primary measure of SSMP effectiveness is improvement in the frequency and severity of sanitary sewer overflows over time. The following performance indicators would be used in evaluating the effectiveness of the program. They are available on the CIWQS site and are maintained by the Wastewater Division Supervisor.

a) Number of SSOs over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;

b) Volume distribution of SSOs;
c) Volume contained versus total volume;
d) Nature of SSO (i.e., root, grease, debris, pipe failure, pump station failure, capacity, contractor related, other);
e) Notification and Response time on SSO;
f) Inspections (visual and CCTV) completed versus planned;
g) Number and percentage of SSOs that reached surface water; and
h) Volume and percentage of SSO volume that reached surface water.

9.4 Plan Updates

As outlined in Element 10 - SSMP Audits Section, the SSMP will be reviewed every three years, to ensure compliance, implementation, and effectiveness of all elements of the SSMP. The Audit findings will be used to inform and update the SSMP, on a minimum six (6) year cycle in accordance with the General Order requirements. Proposed SSMP updates will be presented to the Board of Directors for approval prior to final implementation of the SSMP update and uploading of the document to CIWQS.

9.5 SSO Trend Analysis

All SSOs are reported to the Regional Water Board and all data reported for each SSO event is available through the California Integrated Water Quality System (CIWQS) database. Data reported since the CIWQS online system was initiated can be used to conduct a trend analysis during Internal Audits and to evaluate the effectiveness of the SSMP.

Table 9.1 – SSMP Monitoring Performance Indicators, by SSMP Element

Element No.	SSMP Element	Summary of Element Purpose	Performance Indicators to Track Effectiveness	Responsible Party	Anticipated Timeframe
1	**Goals**	Establish priorities of Enrollee and provide focus for Enrollee staff	Regular review of goals based upon results of performance evaluations.	General Manager	Every 3 years
2	**Organization**	Document organization of Enrollee staff and chain of command/ communication for SSO response	Review of Organization Chart and all contact information, making any changes identified.	District Engineer	Every 3 years
3	**Legal Authority**	Ensure the Enrollee has sufficient legal authority to properly maintain and protect the integrity of the system.	Regular review of codes and/or ordinances for revisions, including schedule for identified updates.	General Manager	Every 3 years
4	**Operations & Maintenance Program**	Minimize blockages and SSOs by properly operating and maintaining the system.	- Total number and volume of SSOs - Number of repeat SSOs (from same location) - Number of lateral SSOs (if known for private laterals) - Number of main line SSOs - Total volume spilled - Total amount recovered - Total amount estimated to reach surface waters - Percent reaching surface water - Number of pipe failures - Total length of pipe CCTV'd - Total length of pipe hydro-cleaned - Total length of pipe repaired or replaced	Wastewater Supervisor	Every 3 years unless significant increase in SSOs occurs
5	**Design & Construction Standards**	Ensure new facilities are properly designed and constructed.	Regular review of new technologies and materials for collection systems assets.	District Engineer	Every 3 years

Element No.	SSMP Element	Summary of Element Purpose	Performance Indicators to Track Effectiveness	Responsible Party	Anticipated Timeframe
6	**Spill Emergency Response Plan (SERP)**	Provide timely and effective response to SSO emergencies and comply with regulatory reporting requirements.	- Average response time from call to arrival - Average response time from arrival to SSO stoppage and cleanup - Percent of total SSO volume contained or returned to sewer	Director of Operations Wastewater Supervisor	Handled immediately upon knowledge of SSO occurrence
7	**Fats, Oils & Grease (FOG) Control**	Minimize blockages and overflows due to FOG.	- Number of blockages due to FOG - Number of SSOs due to FOG - Number of FOG-producing facilities inspected	Wastewater Supervisor	Ongoing FOG program
8	**System Evaluation and Capacity Assurance Plan**	Ensure that sewer systems models are up-to-date, update capacity requirements, and determine if enhancements are necessary.	- Depth of flow - Average & Peak flows - Pump station capacity vs deep flow	Wastewater Operator Senior Technician	Check every 3 years and update if significant development has occurred.
9	**Monitoring, Measurement, and Program Modifications**	Evaluate effectiveness of SSMP, keep SSMP up-to-date, and identify necessary changes to SSMP Elements.	- Prepare and update performance results in Elements 4, 6 & 7 - Review and update callout forms as needed - Conduct annual review of CIWQS data	District Engineer	Every 3 years
10	**Program Audits**	Formally identify SSMP effectiveness, limitations, and necessary changes on a regular basis.	- Date of audit completion	District Engineer	SSMP will be self-audited every 3 years
11	**Communication Plan**	Communicate with the public and satellite agencies.	Place audit on Enrollee web page	District Engineer	Every 3 years

ELEMENT 10. SEWER MANAGEMENT PLAN INTERNAL AUDITS

Element 10 of the SSMP discusses VCMWD's audit plan, providing guidance for information to be reviewed in the audit.

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

10.1 SSMP Internal Audit Discussion

The Wastewater Division will initiate the audit process every three (3) years. A group of concerned stakeholders from the various departments will be invited to participate. The integral, non-optional participants include personnel from the Engineering Department, Wastewater Division, and the Pumps and Motor Division staff. Other staff members not involved with the operation and maintenance of the wastewater collection systems may be invited to participate in the audit process as well. This mix will provide a group of involved and objective, reviewers for the audit process. The audit process will be completed within three months and any recommendations for modifications will be reviewed and approved by the District Engineer and General Manager prior to approval. The approved audit will be uploaded to CIWQS in accordance with the General Order.

Internal Audits, at a minimum, shall include:

- Review of the overall effectiveness of the SSMP in preventing spills;
- Evaluate compliance with General Waste Discharge Order WQ-2022-01013-DWQ;
- Identify any SSMP deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the SSMP to correct deficiencies.

ELEMENT 11. COMMUNICATION PROGRAM

Element 11 of the SSMP element discusses VCMWD's communication program, providing guidance for information to be reviewed in Internal Audits.

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

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

11.1 SSMP Communications Discussion

The SSMP is available to the public on VCMWD's website at www.vcwmd.org under the Services>Wastewater Section. The public is invited to comment on the SSMP at any time through the links provided on the website or calling the VCMWD's office. Inquiries and comments should be directed to the Engineering Department.

The website will be the primary source for public information and input on the SSMP. The website will provide the public with the ability to review and comment on the SSMP and the SSMP performance reports, and any updates as needed. Through the triennial audit process, the Engineering Department and the Wastewater Division will review the SSMP for necessary revision and updates, and VCMWD's website will be the key resource for communicating to the public about the SSMP. The purpose of this section is to ensure that the public has the opportunity to be involved in the development and ongoing implementation of the SSMP.

In this SSMP, VCMWD maintains certain information that both informs and provides guidance to customers connecting to the collection systems. Two examples of such information are Appendix H-1 "Sample FOG Materials for Customers" and Appendix J "Understanding Your Low Pressure Wastewater Pump Collection System (LPCS)".

The District Engineer is responsible for the SSMP Communication Program.

The information and requirements set forth by VCMWD shall be posted on the VCMWD website at www.vcmwd.org.

APPENDIX A

State Water Resources Control Board
Statewide Waste Discharge Requirements
General Order for Sanitary Sewer Systems
WQ 2022-0103-DWQ

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General 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, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

Table of Contents

Table of Attachments

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements 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 waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for 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 Regional Water Board and take into account the environmental characteristics of sewer service areas and 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, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “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 [sanitary sewer overflow]. 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.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 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., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

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

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

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

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

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

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

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

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

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

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

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

6. PROVISIONS

6.1. Enforcement Provisions

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

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; 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.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

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

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

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

Beneficial Uses

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

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

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

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

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

Exfiltration

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

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

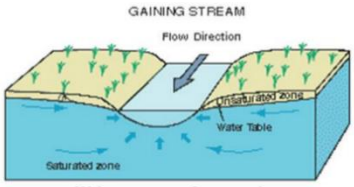
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

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

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

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

Private Sanitary Sewer System

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

Potential to Discharge, Potential Discharge

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

Receiving Water

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

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

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

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

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

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

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

Spill

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

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

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

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

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

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

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

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

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

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

1.1. Regulatory Context

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

1.2. Sewer System Management Plan Update Schedule

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

1.3. Sewer System Asset Overview

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

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

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

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

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

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

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

4. OPERATION AND MAINTENANCE PROGRAM

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

4.1. Updated Map of Sanitary Sewer System

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

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

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

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

4.3. Training

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

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

4.4. Equipment Inventory

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

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

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

5.2. Procedures and Standards

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

6. SPILL EMERGENCY RESPONSE PLAN

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

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

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

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

The procedures must include, at minimum:

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

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

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

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

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

8.2. Capacity Assessment and Design Criteria

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

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

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

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

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

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

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

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

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

10. INTERNAL AUDITS

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

11. COMMUNICATION PROGRAM

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

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

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

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

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

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

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

2.3.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

Environmental Laboratory Accreditation Program-Accredited Laboratories

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

2.3.4. Receiving Water Sampling Locations

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

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

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

Receiving Surface Water Sampling (RSW)[1]

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

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

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

2.4. Safety and Access Exceptions

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

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

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

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

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

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

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

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

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

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

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

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

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

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

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

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

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

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

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

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

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

3.3. Monthly Certified Spill Reporting for Category 3 Spills

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

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

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

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

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

3.5. Amended Certified Spill Reports for Category 3 Spills

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

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

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

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

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

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

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

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

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

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

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

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

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

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

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

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

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

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

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

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

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

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

APPENDIX B

Contact Information

Contact Information

The following is a list of VCMWD's management personnel and after hours contact information. All personnel can be contacted during office hours at (760) 735-4500 or through the general email account: VCWater@vcmwd.org

Valley Center MWD Management Staff	Cell Number
General Manager (Legally Responsible Official) – Lindsay Leahy lleahy@vcmwd.org	760-638-7477
District Engineer – Melody Rocco mrocco@vcmwd.org	760-717-3881
Director of Operations – Brian Lovelady blovelady@vcmwd.org	760-522-4046
Wastewater Division Supervisor – Rick Beath rbeath@vcmwd.org	760-419-7387
Project Manager – Jeson Nikrasch jnikrasch@vcmwd.org	760-638-9638

Agency Notifications

Office of Emergency Services	800-852-7550
Regional Water Quality Control Board	
CIWQS Online Reporting System URL: http://ciwqs.waterboards.ca.gov/ (contact VCMWD Engineer for login information)	
Email Notifications: rb9-wdr@waterboards.ca.gov	
Kate Buckley	619-516-1990
After Hours	858-822-8344
Fax	858-571-6972
County of San Diego Stormwater	888-846-0800
Burt Quick, Superintendent	760-510-2448

Support Services

Vactor Trucks	
DownStream Services, Inc.	760-746-2544 or 800-262-0999
Nat'l Plant Service	619-562-6600
Affordable Drain & Pipeline Services	858-689-4000

Pumper Trucks

Diamond Environmental Services	760-744-7191
Sunrise Pumping Service	866 592-2115
Liquid Environmental Solutions	866-694-7327

ELAP Certified Water Quality Sampling

Babcock	951-653-3351

APPENDIX C

Legal Authority
Administrative Code Articles

Article 170 Wastewater Service - Rules and Regulations

Sec. 170.1 Purpose. The purpose of these rules and regulations is to set forth the terms and conditions under which the District will provide wastewater disposal service to customers who connect to the District facilities. The Board shall have the right to interpret these rules and to rule on any point of contention which is not specifically covered herein.

Sec. 170.2 Statement of General Policy – Wastewater service planning and development shall be conducted based upon input from the various community and governmental planning entities and the public, but ultimately in compliance with applicable state law and enforceable local land-use policies. Actual wastewater service will be extended to properties able to obtain from the appropriate general purpose government written authorization demonstrating specific qualification for, and level of wastewater service for the specific property.

All costs associated with wastewater service planning, environmental review, permitting, design, development, construction, ongoing operation, maintenance and replacement will be born by the proponents and beneficiaries of the service.

Financial safeguards shall be implemented to protect the District's general revenues from any potential negative impacts associated with the development, operation and maintenance of the proposed wastewater systems.

Sec. 170.3 Definitions. Unless the context specifically indicates otherwise, the meaning of terms used shall be as follows:

"Board" or "Board of Directors" shall mean the governing body of the Valley Center Municipal Water District.

"BOD" (denoting Biochemical Oxygen Demand) shall mean quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory to five (5) days at 20 degrees C. expressed in milligrams per liter.

"Building Drain" shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building wastewater system, beginning five (5) feet outside the inner face of the building wall.

"Building Wastewater" shall mean the extension from the building drain to the public wastewater system or other place of disposal. It is the responsibility of the property owner to maintain the building wastewater system so no infiltration or inflow occurs.

"Combined Wastewater" shall mean a wastewater receiving both surface runoff and wastewater.

Per Ordinance No. 2006-03 Adopted 4/17/06 [Article 170]
Per Ordinance No. 2006-03 Adopted 4/17/06 [Sec. 170.2]

Sec. 170.3 Definitions (Cont'd.)

"District" shall mean the Valley Center Municipal Water District and its duly authorized representatives.

"EDU" shall mean equivalent dwelling unit; 1 EDU = 250 gallons/day, unless re-rated by District Engineer based on actual flow conditions.

"Garbage" shall mean solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.

"Gravity Wastewater System" shall mean the sanitary wastewater collection and transmission systems designed to collect raw aerobic wastewater. They would normally include 8" minimum sized mains flowing open to atmosphere, including manholes. The District's responsibility for these systems ends at the main.

"Industrial Wastes" shall mean the liquid wastes from industrial manufacturing processes, trade, labs of business as distinct from sanitary wastewater.

"Infiltration & Inflow" shall mean storm or groundwater that enters the wastewater system, either in private or public wastewater systems.

"Interceptor Tank" shall mean the portion of a pressure wastewater system where solid and floating material is trapped and only septic tank effluent is allowed into the sanitary wastewater system.

"Landowner" shall mean landowner or any authorized representative.

"Manager" shall mean the General Manager of Valley Center Municipal Water District, or his authorized deputy, agent or representative.

"Natural Outlet" shall mean any outlet into a water course, pond, ditch, lake or other body of surface or groundwater.

"On Lot Facility" that portion of the pressure wastewater collection system that is located on the property it serves. It usually consists of the interceptor tank(s), pumps, controls, and service line. The on lot facilities are owned by the property owner under agreement by Valley Center Municipal Water District.

"Person" shall mean any individual, firm, company, association, society, corporation or group.

Sec. 170.3 Definitions (Cont'd.)

"pH" shall mean the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

"Pressure Wastewater System" shall mean a sanitary wastewater system that is designed to transport wastewater under pressure. Each connection to this system requires a wastewater pump and is protected from the system by a check valve. A pressure wastewater system may be designed for septic tank effluent or ground wastewater. A pressure wastewater system may not always be pressurized. A pressure wastewater system includes interceptor tanks, pumps, electrical controls and service lines as well as collection and transmission mains.

"Properly Shredded Garbage" shall mean the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public wastewater system, with no particle greater than one-half (1/2) inch in any direction.

"Public Wastewater System" shall mean a wastewater system that is controlled by the Valley Center Municipal Water District.

"Sanitary Wastewater System" shall mean a wastewater system which carries wastewater, and to which storm, surface, and ground waters are not intentionally admitted, and can also be referred to as a “Sanitary Sewer”.

"Shall" is mandatory; "may" is permissive.

"Sludge" shall mean any discharge of wastewater or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.

"STEP Wastewater System" shall mean a pressure wastewater system using a District approved interceptor tank and pump system, a Septic Tank Effluent Pump, to transmit a solid free effluent through pressure and/or gravity lines.

"Storm Drain" shall mean a wastewater system which carries storm and surface waters and drainage, but excludes wastewater and industrial wastes, other than unpolluted cooling water.

Sec. 170.3 Definitions (Cont'd.)

"Suspended Solids" shall mean solids that either float on the surface of, or are in suspension in water, wastewater, or other liquids, which are removable by laboratory filtering.

"Transmission Main" shall mean a wastewater pipeline for the purpose of transporting treated, partially treated or raw wastewater from a wastewater service area to the treatment facilities. No wastewater service is available to properties or easements fronting on a designated transmission main.

"Treatment Facilities" shall mean a District owned, operated and maintained wastewater treatment system***.***

"Wastewater" shall mean a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments***,*** which can also be referred to as "sewage***"***.

"Wastewater Treatment Plant" shall mean any arrangement of devices and structures used for treating wastewater.

"Wastewater Facilities" shall mean all facilities for collecting, pumping, treating and disposing of wastewater.

"Wastewater System" shall mean a pipe or conduit for carrying ***wastewater***.

Sec. 170.4 Use of Public Wastewater Systems Required. Use of public wastewater systems is required in accordance with public health department requirements.

Sec. 170.5 Construction of Collection Facilities. In general, wastewater collection mains shall be paid for by property owners and/or developers (applicant) who require them as a condition of development. All wastewater collection facilities to be owned, operated and maintained by VCMWD shall be designed and constructed in accordance with the District's Wastewater Facility Design Manual, applicable District standard specifications, and Article 190 of this Code.

Sec. 170.6 Construction of Treatment Facilities. In general, treatment facilities shall be paid for by property owners and/or developers who require them as a condition of development. All wastewater treatment facilities to be owned, operated and maintained by VCMWD shall be designed and constructed in accordance with the District's Wastewater Facility Design Manual, applicable District standard specifications and Article 190 of this Code.

Per Ordinance No. 98-07 Adopted 7/20/98 [Sec. 170.5]
Per Ordinance No. 98-07 Adopted 7/20/98 [Sec. 170.6]

Sec. 170.7 Building Wastewater System and Connection.

(a) No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public wastewater system or appurtenances thereof without first obtaining a written permit from the District.

(b) There shall be two (2) classes of building wastewater system permits:

l. For residential and commercial service, and

2. For service to establishments producing industrial wastes.

In either case, the owner or his agent shall make application on a special form furnished by the District. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the District. An inspection fee for an industrial building wastewater permit shall be paid to the District at the time the application is filed.

(c) All costs and expenses incident to the installation and connection of the building wastewater system shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the installation of the building wastewater system.

(d) Old building wastewater systems may be used in connection with new buildings only when they are found, on examination and test by the District, to meet all requirements of this ordinance.

(e) Whenever possible, the building wastewater system shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public wastewater system, wastewater carried by such building drain shall be lifted by an approved means and discharged to the building wastewater system at the applicant's expense.

(f) No person shall make connection of roof downspouts, exterior foundation drains or other sources of surface runoff or groundwater to a building wastewater system or building drain which in turn is connected directly or indirectly to a public sanitary wastewater system.

(g) The connection of the building wastewater system into the public wastewater system shall conform to the requirements of the building and plumbing code and other applicable rules and regulations of the District. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials must be approved by the District before installation.

Sec. 170.7 Building Wastewater System and Connection (Cont'd)

(h) The applicant for the building wastewater system permit shall notify the District when the building wastewater system is ready for inspection and connection to the public wastewater system. The connection shall be made under the supervision of the District.

Sec. 170.8 Use of the Public Wastewater Systems

(a) No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, swimming pool drainage, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any public wastewater system.

(b) No person shall discharge or cause to be discharged any of the following described waters or wastes to any public wastewater system.

1. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas, or any other material defined as hazardous or toxic waste.

2. Any waters or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant, including but not limited to cyanides in excess of two (2) mg/l as CN in the wastes as discharged to the public wastewater system.

3. Any waters or wastes having a pH lower than 5.5, or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel operating the public wastewater system.

4. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in or other interference with the proper operation of the wastewater systems, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch, manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders and paper towels.

Sec. 170.8 Use of the Public Wastewater Systems (Cont'd.)

(c) No person shall discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely in the opinion of the District that such wastes can harm either the wastewater system, wastewater treatment process, or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the District will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the wastewater system, materials of construction of the wastewater systems, nature of the wastewater treatment process, capacity of the wastewater treatment plant, degree of treatability of wastes in the wastewater treatment plant, and other pertinent factors. The substances prohibited are:

1. Any liquid or vapor having a temperature higher than one hundred fifty (150) degrees F sixty-five (65) degrees C.

2. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) mg/l or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred fifty (150) degrees F.

3. Any solid waste that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-fourths (3/4) horsepower or greater shall be subject to the review and approval of the District.

4. Any waters or wastes containing strong acid iron pickling wastes, or concentrated plating solutions whether neutralized or not.

5. Any waters or wastes containing iron, chromium, copper, zinc, and similar objectionable or toxic substances; or wastes exerting an excessive chlorine requirement, such degree that any such material received in the composite wastewater stream at the wastewater treatment facility exceeds the limits established by the District for such materials.

6. Any waters or wastes containing phenols or other taste or odor producing substances, in such concentrations exceeding limits which may be established by the District as necessary, after treatment of the composite wastewater stream, to meet the requirements of the State, Federal, or other public agencies of jurisdiction for such discharge to the receiving waters.

7. Any radioactive wastes or isotopes of such halflife or concentration as may exceed limits established by the District in compliance with applicable State or Federal regulations.

8. Any waters or wastes having a pH in excess of (9.5).

9. Materials which exert or cause:

   A. Unusual concentrations of inert suspended solids (such as, but not limited to, Fullers, earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate).

   B. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).

   C. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the public wastewater system.

   D. Unusual volume of flow or concentration of wastes.

10. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

    Any brines, or brine discharges from water softening units in industries, commercial establishments and private dwellings.

(d) If any waters or wastes are discharged, or are proposed to be discharged to the public wastewater systems which waters contain the substances or possess the characteristics enumerated in this Article, and which in the judgment of the District may have a deleterious effect upon the wastewater

system, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the District may:

1. Reject the wastes.

2. Require pretreatment to an acceptable condition for discharge to the public wastewater system.

3. Require control over the quantities and rates of discharge.

4. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or wastewater charges under the provisions of this article.

If the District permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the District, and subject to the requirements of all applicable codes, ordinances, and laws.

(e) Fats, oils, grease and sand interceptors shall be provided, in accordance with the District's Commercial Wastewater Discharge Program, when, in the opinion of the District, they are necessary for the proper handling of liquid wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All sand interceptors shall be of a type and capacity approved by the District, and shall be located as to be readily and easily accessible for cleaning and inspection on an annual basis, or more frequently as warranted by specific site conditions.

(f) Where preliminary treatment or flow-equalizing facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

(g) When required by the District, the owner of any property served by a building wastewater system carrying industrial wastes shall install a suitable control manhole together with such necessary meters and other appurtenances in the building wastewater system to facilitate observations, sampling and measurement of the wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the District. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

Per Ordinance No. 2007-14 Adopted 11/05/07 [Sec.170.8(e)]

Sec. 170.8 Use of the Public Wastewater Systems (Cont'd.)

(h) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater", published by the American Public Health Association, and shall be determined and the control manhole, provided, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public wastewater system to the point at which the building wastewater system is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the public wastewater system and to determine the existence of hazards to life, limb and property. The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls of a premise is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids and analyses are obtained from 24-hour composites of all outfalls whereas pH's are determined from periodic grab samples.

(i) No statement contained in this article shall be construed as preventing any special agreement or arrangement between the District and any industrial concerned whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment thereof, by the industrial concern.

Sec. 170.9 Protection from Damage. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the public wastewater system.

Sec. 170.10 Penalties. Any person found to be violating any provisions of this ordinance shall be served by the District with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations, or be subject to all applicable penalties.

Sec. 170.11 Project Facility Availability (PFA) and Commitment (PFC) Letters. Upon receipt of Wastewater (Sewer) Project Facility Availability or Wastewater (Sewer***)*** Project Facility Commitment form, the processing fee and applicable deposits as listed in Section 171.10, the District will complete the appropriate information as required for the project.

Per Ordinance No. 97-06 Adopted 12/15/97 {Sec. 170.11]

Article 171 Wastewater Service Requirements

Sec. 171.1 General. Certain areas of the District are served by wastewater treatment facilities designed to collect, treat, and dispose of wastewater from developments within each facility's respective service area. The following rules apply to these systems:

(a) Requirements. Each applicant for service shall sign an application and furnish a legal description and a plot map of the property to be served. It shall be the applicant's responsibility to deliver wastewater (sewage) to the service point selected by the District at the elevation selected by the District. Service will be granted only where adequate collection lines have been installed. Where such facilities are not available, arrangements for construction of necessary facilities must be made in accordance with this code before service can be obtained. Separately owned properties may not be serviced through a single service lateral, with the exception of condominium or townhouse developments where the homeowners' association is empowered to contract for utilities.

(b) Wastewater Connection Inspection Fee. Each applicant shall pay an inspection fee to cover the cost of District inspection of the connection of the private wastewater line to the wastewater service lateral.

(c) Wastewater Connection Inspection Deposit. In addition to the wastewater connection inspection fee, each applicant shall submit the inspection deposit with the District at the time of application for wastewater service. The deposit will be returned after the wastewater lateral is inspected and approved by the District. It is the applicant's responsibility to call for an inspection at least 24 hours before backfilling. The deposit will be forfeited if inspection is not completed prior to occupancy or change of ownership, whichever occurs first. The District reserves the right to excavate any wastewater laterals that have been backfilled without District approval; and any costs incurred by the District due to excavation, etc., will be charged to the deposit. Should the deposit be inadequate, the applicant will be billed for the difference.

Sec. 171.2 Wastewater Capacity Charge. The applicant shall be required to pay the wastewater capacity charge in full before a service connection will be made. This wastewater capacity charge is for capital costs of the collection and treatment systems and is determined for each service area. Wastewater capacity charges and applicable deposits are refundable only if a wastewater application has not been used to obtain a building permit, if no connection to the District system has been made, and if the District has not built or committed itself to any facilities because of the application for which the fee was paid. The wastewater capacity charge shall be based on the number of equivalent dwelling units (EDUs), as described in the "Sewer Facility Design Manual" and allocated to the property to be served. The number of EDUs allocated to a parcel shall be in accordance with the

Per Ordinance No. 2004-05 Adopted 4/26/04 [Sec. 171.2]
Per Ordinance No. 2005-12 Adopted 11/7/05 [Sec. 171.1(b)&(c)]
Per Ordinance No. 2007-04 Adopted 1-29-2007 (Article 171)

Sec. 171.2 Wastewater Capacity Charge (Cont'd.)

type of improvement and its corresponding EDU demand, as indicated in the average daily demand schedule of the approved Sewer Facility Design Manual. The minimum wastewater capacity charge for any separate ownership shall be equal to the charge for a single family dwelling.

(a) Lower Moosa Canyon Water Reclamation Facility Service Area. The wastewater capacity charge for the Lower Moosa Canyon WRF shall be $8,935 per Equivalent Dwelling Unit (EDU). The charge may be collected in full at the time of application or in three incremental payments as follows:

1. Payment 1: Prior to issuance of a Project Facility Availability (PFA) Letter the applicant shall pay a deposit of $750 per EDU. For parcels being subdivided as a Major Subdivision, the applicant may enter into a wastewater service lien agreement for the full amount of the Wastewater Capacity Charge in lieu of this initial deposit. Applicant's requesting service for parcels included in Assessment District 93-1 with an assessment lien for the desired capacity shall also be issued a PFA Letter in lieu of this initial deposit.

2. Payment 2: Prior to issuance of a Project Facility Commitment (PFC) letter, the applicant shall pay a total of $4,000 per EDU, less any previously paid wastewater capacity deposits for the project.

3. Payment 3: Prior to connection to the wastewater system or issuance of an Agency Clearance Letter, the applicant shall pay a total of $8,935 per EDU, less any previously paid wastewater capacity deposits for the project, plus a deposit of $500 for future capacity reservation fees.

Sec. 171.3 Wastewater Capacity Reservation Fee (Lower Moosa Canyon Water Reclamation Facility Service Area).

(a) Wastewater Commitments Issued after July 1, 2004. Applicants are expected to complete development plans and connect to the wastewater system within two (2) years of receiving a wastewater commitment. Because treatment capacity is available and maintained for each wastewater commitment and the District incurs operation and maintenance costs to maintain that capacity, a Wastewater Capacity Reservation Fee shall be charged. The charge shall be implemented two years after the issuance of the Project Facility Commitment (PFC) letter if the applicant's project has not connected to the sewer system by that time. The Wastewater Capacity Reservation Fee shall be equivalent to 50% of the current monthly wastewater service fee. The fees shall be applied against previously collected wastewater capacity deposits.

Per Ordinance No. 2004-05 Adopted 4/26/04 [Sec. 171.3(a)]
Per Ordinance No. 2012-03 Adopted 4/16/12 [Sec. 171.2(a)]

Sec. 171.3 Wastewater Capacity Reservation Fee (Lower Moosa Canyon WRF Service Area) (Cont'd.)

(a) Wastewater Commitments Issued after July 1, 2004 (Cont'd.)

If the applicant has not connected within three (3) years of the date of the original PFC letter, the commitment shall be terminated and the balance of the deposit refunded unless applicant requests the commitment be extended and all accrued capacity reservation fees are paid in full. Commitments may be extended on a year by year basis in this manner.

After the capacity charge is fully paid, the Capacity Reservation Fee would be deducted from the Capacity Reservation Fee deposit until connection is made. Depending upon when actual connection is made, additional Capacity Reservation Fee deposits may be required to sustain the capacity commitment. Once connection to the wastewater system is completed, the customer account would be established and regular monthly wastewater service billing would commence. Any remaining balance would then be refunded to the customer. Capacity reservation fees would not be charged earlier than two (2) years after the date of the original PFC letter.

(b) Meadows Development. Applicants for wastewater service for parcels located within the original Meadows Development (consisting of a total of 1,094 EDUs) shall be required to pay a Capacity Reservation Fee as set forth in Article 171.10, to offset a portion of the cost of operating the treatment plant below its capacity. Applicants subject to this sub-section are not subject to the provisions of sub-section171.3a.

Sec. 171.4 Unusual Service Fee. Any and all units that have unusual wastewater characteristics shall have rates established upon study and recommendation by the General Manager and approved by the Board of Directors.

Per Ordinance No. 2004-05 Adopted 4/26/04 [Sec. 171.3(a)(b)]

Sec. 171.5 Service Connection.

(a) All connections or wastewater system laterals shall be of an approved watertight pipe material with watertight joints. A cleanout of the size of the pipe or lateral shall be installed near the easement or right-of-way line and shall be approved by the District. Construction, maintenance, and operation of the lateral shall be the sole responsibility of the property owner.

(b) The use of a wastewater system connection shall be limited to the units, uses, and estimated flows covered by the service application. Before connecting any additional units or changing flows, the property owner must make application to the District for such service and pay such additional fees as may be applicable. Periodic inspections of the premises may be made by the District; and if a violation is found, the charge for service shall be made by the District to cover the period, as determined by the District, during which unauthorized service was obtained by the property owner. The District shall also charge the property owner for all costs and for all investigating use of a wastewater as a storm drain or area drain.

(c) The use of automatic water conditioners is prohibited if the wastewater service is concurrently being provided to the property owner by the District. If there is an existing automatic water conditioner when the property owner applies for wastewater service, the water conditioner must be eliminated prior to connecting to the District line. Water conditioner service may be substituted by the customer in lieu of an automatic water conditioner unit. This restriction is mandatory in order to protect the District's system and utilization of reclaimed water.

(d) All commercial facilities (such as restaurants, service stations, etc.) connected to the District's wastewater system are required to prevent grease from being disposed of into its wastewater system. The District may require a grease trap be installed to meet and satisfy the requirements as stated in the District's Commercial Wastewater Discharge Program.

Per Ordinance No. 2007-10 Adopted 7/16/2007 [Sec. 171.5(a)]
Per Ordinance No. 2007-14 Adopted 11/05/07 [Sec.171.5(d)]

Sec. 171.6 Monthly Charges. The customer shall be required to pay a monthly wastewater service charge as follows: Unless otherwise indicated, the said charge will be due and payable monthly. Billing will be made on the District's water bills and shall follow the water billing rules and regulations for delinquencies, charges, and other rules and regulations.

(a) Low Pressure Wastewater Collection System. Properties connected to the Low Pressure wastewater collection systems are subject to the additional fees and charges described in Article 172.

(b) Lower Moosa Canyon Water Reclamation Facility. The monthly wastewater service charge shall be equal to the monthly service fee shown in Section 171.10 times the number of EDUs connected to the collection system. The number of EDUs connected shall be in accordance with the type of improvement and its corresponding EDU demand as indicated in the average daily demand schedule of the approved Sewer Facility Design Manual.

(c) Lower Moosa Canyon Facility Capital Improvement Charge. The monthly Capital Improvement Charge shall be determined and collected as described in §171.10(b)3. The charge provides a means needed to extend the service life of the existing facilities, provide greater operational redundancy, and enhance reliability and operational efficiencies to accommodate changes in the waste stream characteristics and flow. The charge is proposed to be added to the monthly wastewater bill.

(d) Woods Valley Ranch Water Reclamation Facility. For the purposes of Woods Valley Ranch Service Areas, the term "Sewer" is a term of art and will be used to maintain the legal force and effect of prior Board actions. The term "sewer" is synonymous with the term "wastewater" as used in other sections of this Article.

1. Sewer Service Charges - The sewer service charge shall be determined and collected as described in §171.12 for properties in Service Area 1 and Section 171.14 for properties in Service Area 2. The current sewer service charges are summarized in Section 171.10 (c).
2. Sewer Standby Fee – A sewer standby fee shall be determined and collected as describe in Section 171.13 for properties in Service Area 1 and Section 171.15 for properties in Service Area 2. The current sewer service charges are summarized in §171.10 (c).

Per Ordinance No. 2024-01 Adopted 01/02/24 [Sec. 171.6 (added subsection c)]
Per Ordinance No. 2021-10 Adopted 07/19/2021 [Sec 171.6]

Sec. 171.6 Monthly Charges (Cont'd.)

3. Wastewater Excess Usage Charge - A Wastewater Excess Usage Charge on commercial properties shall be determined and collected as described in Section 171.10(c)4. The charge provides a means to recover capital, service and administration costs associated with wastewater usage in excess of the property's wastewater capacity allocation. The charge is proposed to be billed to the commercial customer on their monthly water bill and should be sufficient to recover all costs associated with providing wastewater service.

Sec. 171.7 Unusual Service Surcharge. Units that cause abnormal operation and/or maintenance to be expended will be surcharged by adding EDUs to the monthly bill to cover the excess cost. Examples include frequent pumping of sludge, grease, or scum and abnormal number of service calls required. Any and all units that have unusual wastewater characteristics shall have rates established upon study and recommendation by the District.

Sec. 171.8 Discontinuance of Wastewater Services. When a customer does not receive water service, the service charges may be terminated only upon physical disconnection by the District of the customer's lateral from the District's line. Such disconnection may be ordered by the customer upon vacation of the premises and upon payment of the District charge for this work. Such disconnection may also be made by order of the District for failure of the customer to pay any sums due the District for wastewater service charges or wastewater capacity fees. Wastewater service shall be deemed discontinued for customers receiving water from the District during any period in which water service is shut off.

Sec. 171.9 Pressure Wastewater System Discharge into Gravity Wastewater System. Pressure wastewater collection systems may be discharged into the gravity system only upon approval by the District. They must be designed by a qualified engineer with satisfactory experience in design and operation of similar systems and must not create odors, hazardous conditions, damage the gravity wastewater facilities, or impede the treatment process. Each landowner must pay the wastewater capacity fee plus any inspection costs for installation of onsite facilities. Otherwise, these systems must comply with applicable Pressure Wastewater Collection Systems sections of this Code, including monthly charge.

Per Ordinance No. 2022-01 Adopted 01/03/2022 [Sec 171.6 (c) 3.]
Per Ordinance No. 2021-10 Adopted 07/19/2021 [Sec 171.6]
Per Ordinance No. 2021-02 Adopted 04/19/2021 [Sec. 171.10(a)(1)]
Per Ordinance No. 2020-08 Adopted 7/6/20 [Sec. 171.10(a)(1)]

Sec. 171.10 Wastewater Charges. Fees referenced in Articles 170 and 171 are summarized below:

(a) General Fees.

1.	Processing fees for:	
	a. Project Facility Availability (PFA)	$193.00
	b. Project Facility Commitment (PFC)	$193.00

(b) Lower Moosa Canyon Water Reclamation Facility.

1.	Wastewater Capacity Charge *[Sec. 171.2]*	$8,935.00/EDU
	Deposit (issuance of PFA)	$750.00/EDU(1)(2)
	Deposit (issuance of PFC)	$3,250.00/EDU(3)
	Balance (*due prior to connection or issuance of Agency Clearance Letter*)	$4,935.00/EDU(3)
2.	Monthly Wastewater Service Fee:	$68.10/EDU
3.	Monthly Moosa Capital Improvement Charge:	$12.00/EDU
4.	Wastewater Capacity Reservation Fee:	
	A. Commitments issued after July 1, 2004 *[Sec. 171.3(a)]*	50% of current Monthly Service Fee
	B. Meadows development *[Sec. 171.3(b)]*	$675.00/EDU
5.	Capacity Reservation Fee Deposit	$500.00/EDU(4)
6.	Wastewater Connection Inspection Fee	$150.00/lateral
7.	Wastewater Connection Inspection Deposit	$1,250.00/lateral

(1)Unless property to be served is included in Assessment District 93-1.
(2)Major Subdivision Developments may enter into a wastewater service lien agreement for the full wastewater capacity charge in lieu of the initial PFA deposit.
(3)Amount may vary depending on prior deposits and any unpaid capacity reservation fees.
(4)Paid with balance of wastewater capacity fee.

Per Ordinance No. 2025-11 Adopted 12/15/2025 [Sec. 171.10 (b)2 & 3.]
Per Ordinance No. 2024-13 Adopted 12/16/2024 [Sec. 171.10 (b)2.]
Per Ordinance No. 2024-04 Adopted 04/01/24, *effective July 1, 2024* [Sec. 171.10 (a)1.]
Per Ordinance No. 2024-01 Adopted 01/02/24 [Sec. 171.10 (added 3. *Capital Improvement Charge*)]
Per Ordinance No. 2023-04 Adopted 06/05/23 [Sec. 171.10 (a)1.]
Per Ordinance No. 2023-01 Adopted 01/03/23 [Sec. 171.10 (b)2.]
Per Ordinance No. 2005-12 Adopted 11/7/05 [Sec. 171.10(b)(5)]
Per Ordinance No. 2005-12 Adopted 11/7/05 [Sec. 171.10(b)(6)]
Per Ordinance No. 2012-03 Adopted 4/16/12 [Sec. 171.10(b)(1)]
Per Ordinance No. 2017-10 Adopted 11/20/17 [Sec. 171.10(b)(2)]
Per Ordinance No. 2020-15 Adopted 11/16/20 [Sec. 171.10(b)(2)]
Per Ordinance No. 2021-10 Adopted 07/19/2021 [Sec 171.10]
Per Ordinance No. 2022-01 Adopted 01/03/2022 [Sec 171.10 (b) 2.]
Per Ordinance No. 2022-07 Adopted 05/16/2022 [Sec 171.10 (a) 1.]

Sec. 171.10 Wastewater Charges (Cont'd.)

(c) Woods Valley Ranch Water Reclamation Facility.

1. Sewer Service Charge – Service Areas 1 and 2

A.	Monthly Sewer Service Charge (collected on the property tax roll)	$113.85/EDU
B.	Annual Sewer Service Charge (collected on the property tax roll)	$1,366.20/EDU
C.	Monthly Sewer Service Charge (collected on monthly water bill for mid-year connections when paying Sewer Standby Fee)	$67.99/EDU

2. Sewer Standby Fee – Service Areas 1 and 2

A.	Annual Sewer Standby Fee (collected on the property tax roll)	$550.32/EDU

3. Grinder Pump Maintenance Charge (see §172.2)

4. Wastewater Excess Usage Charge $39.66/HCF
(Monthly discharge amount greater than 7.0 HCF times the number of EDUs of wastewater capacity allocation)

Per Ordinance No. 2025-11 Adopted 12/15/2025 [Sec. 171.10 (c)1.]
Per Ordinance No. 2024-13 Adopted 12/16/2024 [Sec. 171.10 (c)1.]
Per Ordinance No. 2022-01 Adopted 01/03/2022 [Sec 171.10 (c) 4.]

Sec. 171.11 Woods Valley Ranch Water Reclamation Facility Wastewater Service Area – The service area of the Woods Valley Ranch Water Reclamation Facility ("WVRWRF") consists of the following:

(a) Woods Valley Sewer Service Area ("Service Area 1"). Service Area 1 is comprised of the 270 lot Woods Valley Ranch Subdivision and the 163 acre Woods Valley Country Club as shown in the County of San Diego Tentative Map TM 5004.

(b) Woods Valley Ranch Water Reclamation Facility Service Area 2 ("Service Area 2"). Service Area 2 is comprised of the parcels that received wastewater capacity from the Woods Valley Ranch Wastewater Expansion Project and are included in Assessment District 2012-1 ("AD 2012-1") that is generally located in or adjacent to the North and South Village Areas.

(c) Capacity Allocation Transfer Policy.

1. Purpose. This policy provides for the transfer of existing wastewater capacity and the corresponding Assessment from properties within Assessment District No. 2012-1 ("AD 2012-1") to or from properties within the Woods Valley Ranch Water Reclamation Facility Service Area 2 (the "Service Area").

   Capacity in the treatment plant and seasonal storage facilities ("Treatment Capacity") can be transferred to or from eligible properties across the Service Area without restriction. However, collection system capacity ("Collection Capacity") can only be transferred to or from eligible properties within the same Benefit Area of AD 2012-1 (each, a "Benefit Area"). Benefit Areas are identified in the Assessment Engineer's Report dated April 13, 2015 prepared by Koppel & Gruber Public Finance.

2. Legal Requirements. All capacity transfers will require amendments to the Wastewater Service Agreement of the property owner desiring to transfer capacity and of the property owner desiring to acquire capacity providing for the transfer of the capacity and assessment, possible annexation to AD 2012-1 and final approval of the Board of Directors. For capacity transfers to properties for which there is not an existing Wastewater Service Agreement, a new Wastewater Service Agreement must be entered into by the owner of the property receiving such capacity transfer. The amendment to an existing Wastewater Service Agreement or preparation of a new Wastewater Service Agreement to memorialize the capacity transfer would be prepared by the District's legal counsel and the terms and conditions of such agreement will vary depending on the parcel ownership and Benefit Area in which the parcel receiving the capacity is located.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.11]

(c) Capacity Allocation Transfer Policy (Cont'd)

The process to transfer any AD 2012-1 Assessment will be governed by the applicable provisions of the California Constitution and the assessment district law and may require notifications, preparation of an amended assessment engineer's report, an assessment ballot process and public hearing for approval. The assessment ballot process will apply only to those properties receiving new or additional capacity reservation commitments from such transfers resulting in a new special benefit or a higher special benefit to be received by such properties and a corresponding new assessment or higher assessment. Due to the complexity of the process to transfer capacity and the corresponding Assessment from one property to other property, capacity transfers will, except as provided below, be completed on an annual basis and scheduled to be completed by the end of the fiscal year so the new or increased assessments on properties receiving a capacity transfer can be included on the following fiscal year's tax roll.

However, circumstances may require a more timely completion of the capacity transfer process. In which case, at the discretion of the General Manager, capacity transfers may be completed at other times of the year subject to the property owners waiving certain notification, public hearing, assessment ballot and other Constitutional or statutory rights or requirements by agreement.

3. Approval and Eligibility. The transfer of Treatment Capacity and/or Collection Capacity requires approval of the District Engineer. Collection Capacity availability will need to be verified by the District Engineer for all capacity transfers. Improvements creating additional Collection Capacity or the extension of collection facilities may be required to ensure that such capacity is available for the property receiving the capacity transfer. Property owners releasing only Treatment Capacity shall continue to be responsible for the corresponding Collection Capacity that cannot be transferred.

   The increase of an existing Assessment or the levy of a new Assessment on property receiving a transfer of capacity and/or the release of an Assessment lien on property from which such capacity is transferred requires approval of the Board of Directors. The increase of an existing Assessment or the levy of a new Assessment shall not be unreasonably withheld provided such increase of an existing Assessment or levy of a new Assessment is determined by the District's Assessment Engineer to represent the special benefit received by such property receiving such transfer of capacity and such property is eligible to receive wastewater service as provided below and has sufficient market value to support the resulting Assessment as determined by the General Manager.

(c) Capacity Allocation Transfer Policy (Cont'd)

Property eligible to receive sewer service from the WVRWRF shall include:

A. Property located in the North or the South Village Area as defined by the County of San Diego,

B. Other property approved for sewer service by the Board of Directors pursuant to Section 170.2 of the District's Administrative Code.

4. Procedure. The capacity transfer process consists of the following conditions and steps:

A. All available capacity at the WVRWRF is currently assigned to specific parcels within AD 2012-1. No additional capacity at the WVRWRF will be available without completion of an expansion project. Only the current capacity allocated to the specific parcels within AD 2012-1 and not allocated to developed units is available for transfer and only if such capacity is released by the owner of such parcels.

B. Staff shall prepare a Capacity Transfer Cost Allocation Report outlining the cost of capacity and reimbursement for releasing capacity each fiscal year.

C. District shall accept requests to release capacity and requests to acquire capacity on an on-going basis throughout the fiscal year. Staff shall maintain a list of the requests and the date the requests are received.

D. Capacity transfers shall be processed on a first in, first out basis subject to available capacity being offered for release.

E. Capacity releases shall be processed on a first in, first out basis subject to the capacity requests received. The District does not buy back capacity. Property owners offering capacity for release shall continue to be responsible for the payment of all annual assessments and charges associated with the capacity offered for release until such time as the capacity transfer is completed.

F. Capacity Transfer Agreements are prepared and executed. The owner of property receiving capacity advances the required costs.

G. Property owner releasing capacity is reimbursed after Board approval of the transfer.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.11]

(c) Capacity Allocation Transfer Policy (Cont'd)

H. The District's Assessment Engineer shall amend the Assessment Engineer's Report and the District staff shall record an Addendum to the existing Notice of Assessment recorded against the property from which the capacity is transferred and an Addendum to the existing Notice of Assessment recorded against the property to which the capacity is to be transferred if such property is located within AD 2012-1 or a Notice of Assessment if such property is required to be annexed to AD 2012-1, in each case, to reflect the approved capacity transfer.

5. Capacity Transfer Costs. The property owner receiving capacity shall pay the capacity transfer costs, and assume the obligation to pay the balance of the AD 2012-1 Assessment for the capacity being transferred as outlined in the Annual Capacity Transfer Cost Allocation Report.

The Capacity Transfer Cost shall be based on the current value of all funds paid toward the capacity in the Benefit Area in which the property is located, including but not limited to the following:

A. Contributed Funds - Expansion Project costs contributed by the project participants and not funded from project debt proceeds; the Clean Water State Revolving Fund Loan and the AD 2012-1 Limited Obligation Improvement Bond issue,

B. WVRWRF System Development Charge,

C. Any additional costs for Collection Capacity needed to provide wastewater service (this portion is not reimbursed to property owner releasing capacity),

D. The portion of the annual assessment installment for FY 2016-17, that was applied to the debt service reserve to be used for the final SRF loan and bond payment (full amount less the portion funding administrative expenses),

E. The full amount of the annual assessment installments since FY2016-17, excluding the current fiscal year, less the portion funding debt service interest and administrative expenses.

F. The full amount of the annual assessment installment for the current fiscal year, the fiscal year in which the transfer is approved and becomes effective.

Sec. 171.11 Woods Valley Ranch Water Reclamation Facility (Cont'd)

(c) Capacity Allocation Transfer Policy (Cont'd)

6. Compensation for Released Capacity. The current property owner releasing capacity, unless otherwise approved, shall be reimbursed the funds received for the capacity transfer (with the exception of any additional funds needed to provide collection system capacity) less the portion attributed to the Collection Capacity, if any, for transfer to a different Benefit Area.

   Staff costs for processing the capacity transfers and corresponding Assessment are considered an administrative cost of AD 2012-1 and are funded from the administrative cost item included in the AD 2012-1 annual assessment.

Sec. 171.12 Woods Valley Sewer Service Area (Service Area 1) - Sewer Standby Fee. (For the purposes of this section, the term "Sewer" is a term of art and will be used to maintain the legal force and effect of prior Board actions.)

(a) Properties Subject to the Sewer Standby Fee. The owner(s) of each parcel of Undeveloped Property within Service Area 1 shall be required to pay a sewer standby fee (the "Sewer Standby Fee") for the availability of sewer service to such parcel. For purposes of this Section 171.12, a parcel of "Undeveloped Property" shall mean any parcel within Service Area 1 for which a Certificate of Occupancy or sewer permit has not been issued. The "Woods Valley Sewer Service Area" shall be that property shown in the diagram of such sewer service area contained in the Valley Center Municipal Water District Woods Valley Standby Sewer Service Area Engineer's Report prepared by Berryman & Henigar dated May 20, 2002 (the "Engineer's Report" or subsequent approved revision).

(b) Rate of Maximum Annual Sewer Standby Fee. The maximum annual Sewer Standby Fee ("Maximum Annual Sewer Standby Fee Per EDU") for Fiscal Year 2002-2003 is hereby fixed at $1,196.86 per equivalent dwelling unit (EDU). For purposes of this Section 171.12, EDU is the standard measurement of wastewater discharged into the Service Area 1 wastewater collection system equal to the anticipated annual discharge from a detached single family residence. The Maximum Annual Sewer Standby Fee Per EDU for each subsequent Fiscal Year, commencing on July 1, 2003, shall be increased by five percent (5%) or the increase in the Consumer Price Index for All Items, All Urban Customers, San Diego MSA (CPI-U), whichever is greater.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.11 & 12]

Sec. 171.12 Woods Valley Sewer Service Area (Service Area 1) - Sewer Standby Fee.

(c) Fixing of the Annual Sewer Standby Fee.

1. Annual Sewer Standby Fee for Fiscal Year 2002-2003. The Annual Sewer Standby Fee Per EDU for Fiscal Year 2002-2003 shall be $600.00 per EDU.

2. Annual Sewer Standby Fee for Fiscal Year 2003-2004 and Thereafter. For Fiscal Year 2003-2004 and thereafter, the annual Sewer Standby Fee (the "Annual Sewer Standby Fee") for any parcel of Undeveloped Property shall equal the number of EDU's assigned to such parcel multiplied by the lesser of (i) the Annual Sewer Standby Fee Per EDU calculated pursuant to Section 171.12(c)3 or (ii) the Maximum Annual Sewer Standby Fee Per EDU calculated pursuant to subsection (b) above.

3. Sewer Standby Fee Annual Report. For Fiscal Year 2003-2004 and thereafter, the general manager of the District shall prepare or cause to be prepared a report (the "Sewer Standby Fee Annual Report") which shall contain a description of each parcel of Undeveloped Property within Service Area 1 and the amount of the Annual Sewer Standby Fee computed in conformity with the provisions of this subsection (c). The Sewer Standby Fee Annual Report shall be filed with the Secretary of the Board of Directors.

   Upon receipt of the Sewer Standby Fee Annual Report, the Board of Directors may, by resolution, adopt the Sewer Standby Fee Annual Report and continue the Sewer Standby Fee; provided, however, the Annual Sewer Standby Fee for any parcel of Undeveloped Property may not exceed the Maximum Annual Sewer Standby Fee Per EDU multiplied by the number of EDU's assigned to such parcel.

Per Ordinance No. 2021-08 Adopted 06/07/21 [Sec. 171.12 (c)3.]
Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.12]

Sec. 171.12 Woods Valley Sewer Service Area (Service Area 1) - Sewer Standby Fee (Cont'd)

(d) Manner of Collection of the Annual Sewer Standby Fee.

1. Primary Collection Method. The Annual Sewer Standby Fee shall be collected on the tax roll in the same manner, by the same persons, and at the same time as, together and not separately from, general taxes The Annual Sewer Standby Fee shall be delinquent at the same time and thereafter subject to the same delinquency penalties as the general taxes.

   On or before August 10 of each year, commencing in 2003, following the final determination upon the Annual Sewer Standby Fee, the Secretary of the District shall file or cause to be filed with the Auditor of the County of San Diego a copy of the Sewer Standby Fee Annual Report, together with a statement endorsed on such report over his or her signature that such report has been finally adopted by the Board of Directors and the Auditor shall enter the amounts of the Annual Sewer Standby Fee against the respective lots or parcels of land within Service Area 1 as they appear on the current assessment roll. If any such lot or parcel is not described in the current assessment roll, the Auditor may enter the description on the assessment roll together with the amounts of the Annual Sewer Standby Fee, as shown in the report.

2. Alternative Collection Method. As an alternative to the collection of the Sewer Standby Fee on the tax roll, the Water District may for any Fiscal Year elect to have the Sewer Standby Fee collected (a) by direct billing from the Water District to the owners of the properties subject to the levy of the Sewer Standby Fee or (b) pursuant to Health and Safety Code Section 5472.5 either (i) with the rates for any other utility service furnished by a department or agency over which the Board of Directors does not exercise control with the written consent and agreement of such department or agency or (ii) with a publicly or privately owned public utility with the written consent and agreement of such utility.

Per Ordinance No. 2021-08 Adopted 06/07/21 [Sec. 171.12 (d)1. – 2.]
Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.12]

Sec. 171.13 Woods Valley Sewer Service Area (Service Area 1) - Annual Sewer Service Charge. (For the purposes of this section, the term "Sewer" is a term of art and will be used to maintain the legal force and effect of prior Board actions.)

(a) Properties Subject to the Annual Sewer Service Charge. The owner(s) of each parcel of Developed Property in Service Area 1 shall be required to pay an annual sewer service charge (the "Annual Sewer Service Charge"). For purposes of this Section 171.13, "Developed Property" shall mean any parcel located within Service Area 1 for which a Certificate of Occupancy or a sewer permit has been issued and "Woods Valley Sewer Service Area" shall mean that property shown in the diagram of such sewer service area contained in the Valley Center Municipal Water District, Woods Valley Standby Sewer Service Area Engineer's Report, prepared by Berryman & Henigar dated May 8, 2002 or subsequent approved revision.

(b) Annual Proceeding to Fix Sewer Service Charge. For Fiscal Year 2003-2004 and each fiscal year thereafter, the General Manager shall prepare or cause to be prepared a report (the "Sewer Service Charge Annual Report") which shall contain a description of each parcel of Developed Property within the Woods Valley Sewer Service Area and the amount of the Annual Sewer Service Charge (the "Annual Sewer Service Charge") computed in conformity with the provisions of subsection (d) below. The Sewer Service Charge Annual Report shall be filed with the Secretary of the Board of Directors.

The Secretary shall cause notice of the filing of the Sewer Service Charge Annual Report and of the time and place of a public hearing on such report to be published pursuant to Health and Safety Code Section 5473.1.

At the time and place set for the public hearing, the Board of Directors shall hear and consider all objections or protests, if any, to the Sewer Service Charge Annual Report. The public hearing may be continued from time to time. If the Board of Directors finds that protest has been made by the owners of a majority of the separate parcels of property described in the Sewer Service Charge Annual Report, the Board of Directors may not order that the Sewer Service Charge be collected on the tax roll.

Upon the conclusion of the public hearing, the Board of Directors may, by resolution, fix the Annual Sewer Service Charge or overrule any and all objections and shall make its determination upon each Annual Sewer Service Charge. The determination of the Board of Directors shall be final.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.13]

Sec. 171.13 Woods Valley Sewer Service Area - Annual Sewer Service Charge (Cont'd.)

(c) Method of Collection of the Annual Sewer Service Charge.

1. Primary Collection Method. The Annual Sewer Service Charge for each future Fiscal Year shall be collected on the tax roll in the same manner, by the same persons, and at the same time as, together and not separately from, general taxes unless a majority protest to the Sewer Service Charge Annual Report shall have been filed for any such Fiscal Year. The Annual Sewer Service Charge shall be delinquent at the same time and thereafter subject to the same delinquency penalties as the general taxes.

   On or before August 10 of each year, commencing in 2003, following the final determination upon the Annual Sewer Service Charge, the Secretary of the District shall file or cause to be filed with the Auditor of the County of San Diego a copy of the Sewer Service Charge Annual Report, together with a statement endorsed on such report over his or her signature that such report has been finally adopted by the Board of Directors and the Auditor shall enter the amounts of the Annual Sewer Service Charge against the respective lots or parcels of land within the Woods Valley Sewer Service Area as they appear on the current assessment roll. If any such lot or parcel is not described in the current assessment roll, the Auditor may enter the description on the assessment roll together with the amounts of the Annual Sewer Service Charge, as shown in the report.

2. Alternative Collection Method. If a majority protest to the Sewer Service Charge Annual Report is made pertaining to the Annual Sewer Service Charge for any Fiscal Year, one twelfth of such Annual Sewer Service Charge as fixed by the Board of Directors shall be billed each month on the monthly water bill and shall be subject to the rules and regulations affecting water bills including, but not limited to, delinquent penalties for nonpayment.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.13]

(d) Fixing of the Annual Sewer Service Charge.

1. Aggregate Sewer Revenue Requirement. Commencing with Fiscal Year 2003-2004, the Board of Directors of the District shall determine the estimated cost of operation and maintenance of the Woods Valley Ranch Water Reclamation Facility allocable to Service Area 1 and the Service Area 1 on-site wastewater collection system, together with an operating reserve not to exceed 50% of the estimated cost of operation and maintenance, plus an annual expense for depreciation and a capital replacement reserve contribution (collectively, the "Aggregate Sewer Revenue Requirement").

2. Allocation. The Aggregate Sewer Revenue Requirement, less estimated recycled water revenue, shall be divided by the total number of EDU's assigned by the general manager to the parcels within Service Area 1. The general manager shall assign EDU's to parcels of both Developed Property and Undeveloped Property (as defined in Section 171.12(a)). Each parcel within Service Area 1 shall be classified as Developed Property or Undeveloped Property. The number of EDU's assigned to a parcel of Undeveloped Property shall be based upon the proposed use of such parcel as shown on TM 5004. The number of EDU's assigned to a parcel of Developed Property shall be based upon the actual use of such parcel. Each single family residential parcel of Developed Property within the residential area of TM 5004 will be assigned 1.0 EDU. The 3 non-residential lots located on the 163 acre non-residential portion of TM 5004 shall be assigned a total of 10.0 EDU's. The resulting quotient shall equal the annual sewer cost per EDU (the "Annual Sewer Cost Per EDU" as used in this Section 171.13).

3. Computing the Annual Sewer Service Charge for Any Parcel. The Annual Sewer Service Charge for any parcel of Developed Property for any Fiscal Year shall be equal to the number of EDU's assigned to such parcel multiplied by the Annual Sewer Cost Per EDU for such Fiscal Year determined pursuant to subsection 2. above.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.13]

Sec. 171.14 Woods Valley Ranch Water Reclamation Facility Service Area 2 – Sewer Standby Fee.

(a) Properties Subject to the Sewer Standby Fee. The owner(s) of each parcel of Undeveloped Property within the Woods Valley Ranch Water Reclamation Facility Service Area 2 ("Service Area 2") shall be required to pay a sewer standby fee (the "Sewer Standby Fee") for the availability of sewer service to such parcel. For purposes of this Section 171.14, a parcel of "Undeveloped Property" shall mean any parcel within Service Area 2 for which a Certificate of Occupancy or sewer permit has not been issued. The "Woods Valley Ranch Water Reclamation Facility Service Area 2" shall be that property shown in the Service Area Diagram of Service Area 2 contained in the Woods Valley Ranch Water Reclamation Facility Service Area 2 Updated Sewer Standby Fee Engineer's Report Fiscal Year 2015/2016 prepared by Koppel & Gruber Public Finance and dated February 17, 2015 (the "Engineer's Report") or subsequent approved revision.

(b) Rate of Maximum Annual Sewer Standby Fee. The maximum annual Sewer Standby Fee ("Maximum Annual Sewer Standby Fee Per EDU") for Fiscal Year 2015-2016 is hereby updated and fixed at $550.32 per equivalent dwelling unit (EDU). For purposes of this Section 171.14, EDU is the standard measurement of wastewater discharged into the Service Area 2 wastewater collection system equal to the anticipated annual discharge from a detached single family residence. The Maximum Annual Sewer Standby Fee Per EDU for each subsequent Fiscal Year, commencing on July 1, 2016, shall be increased annually by a factor equal to the annual change in the published San Diego Consumer Price Index - All Urban Customers (SDCPI-U) or 3%, whichever is greater.

(c) Fixing of the Annual Sewer Standby Fee.

1. Annual Sewer Standby Fee for Fiscal Year 2015-2016. The Annual Sewer Standby Fee per EDU for Fiscal Year 2015-2016 shall be $550.32 per EDU.

2. Annual Sewer Standby Fee for Fiscal Year 2016-2017 and Thereafter. For Fiscal Year 2016-2017 and thereafter, the annual Sewer Standby Fee (the "Annual Sewer Standby Fee") for any parcel of Undeveloped Property shall equal the number of EDU's assigned to such parcel multiplied by the lesser of (i) the Annual Sewer Standby Fee Per EDU calculated pursuant to Section 171.14(c)3 or (ii) the Maximum Annual Sewer Standby Fee Per EDU calculated pursuant to subsection (b) above.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.14]

Sec. 171.14 Woods Valley Ranch Water Reclamation Facility Service Area 2 – Sewer Standby Fee (Cont'd)

(c) Fixing of the Annual Sewer Standby Fee (Cont'd).

3. Sewer Standby Fee Annual Report. For Fiscal Year 2016-2017 and thereafter, the general manager of the District shall prepare or cause to be prepared a report (the "Sewer Standby Fee Annual Report") which shall contain a description of each parcel of Undeveloped Property within Service Area 2 and the amount of the Annual Sewer Standby Fee computed in conformity with the provisions of this subsection (c). The Sewer Standby Fee Annual Report shall be file with the Secretary of the Board of Directors.

   Upon receipt of the Sewer Standby Fee Annual Report the Board of Directors may, by resolution, adopt the Sewer Standby Fee Annual Report and continue the Sewer Standby Fee; provided, however, the Annual Sewer Standby Fee for any parcel of Undeveloped Property may not exceed the Maximum Annual Sewer Standby Fee Per EDU multiplied by the number of EDU's assigned to such parcel.

Per Ordinance No. 2021-08 Adopted 06/07/21 [Sec. 171.14 (c)3.]
Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.14]

Sec. 171.14 Woods Valley Ranch Water Reclamation Facility Service Area 2 – Sewer Standby Fee (Cont'd)

(d) Manner of Collection of the Annual Sewer Standby Fee.

1. Primary Collection Method. The Annual Sewer Standby Fee for each Fiscal Year shall be collected on the tax roll in the same manner, by the same persons, and at the same time as, together and not separately from, general taxes. The Annual Sewer Standby Fee shall be delinquent at the same time and thereafter subject to the same delinquency penalties as the general taxes.

   On or before August 10 of each year, following the final determination upon the Annual Sewer Standby Fee, the Secretary of the District shall file or cause to be filed with the Auditor of the County of San Diego a copy of the Sewer Standby Fee Annual Report, together with a statement endorsed on such report over his or her signature that such report has been finally adopted by the Board of Directors and the Auditor shall enter the amounts of the Annual Sewer Standby Fee against the respective lots or parcels of land within Service Area 2 as they appear on the current assessment roll. If any such lot or parcel is not described in the current assessment roll, the Auditor may enter the description on assessment roll together with the amounts of the Annual Sewer Standby Fee, as shown in the report.

2. Alternative Collection Method. As an alternative to the collection of the Sewer Standby Fee on the tax roll, the Water District may for any Fiscal Year elect to have the Sewer Standby Fee collected (a) by direct billing from the Water District to the owners of the properties subject to the levy of the Sewer Standby Fee or (b) pursuant to Health and Safety Code Section 5472.5 either (i) with the rates for any other utility service furnished by a department or agency over which the Board of Directors does not exercise control with the written consent and agreement of such department or agency or (ii) with a publicly or privately owned public utility with the written consent and agreement of such utility.

Per Ordinance No. 2021-08 Adopted 06/07/21 [Sec. 171.14 (d)1. – 2.]
Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.14]

Sec. 171.15 Woods Valley Ranch Water Reclamation Facility Service Area 2 - Sewer Service Charge.

(a) Properties Subject to the Sewer Service Charge. The owner(s) of each parcel of Developed Property in the Woods Valley Ranch Water Reclamation Facility Service Area 2 ("Service Area 2") shall be required to pay an annual sewer service charge (the "Sewer Service Charge"). For purposes of this Section 171.15, "Developed Property" shall mean any parcel located within the Service Area 2 for which a Certificate of Occupancy or a sewer permit has been issued. The "Woods Valley Ranch Water Reclamation Facility Service Area 2" shall be that property shown in the Service Area Diagram of Service Area 2 contained in the Engineer's Report for Sewer Service Charge Woods Valley Ranch Water Reclamation Facility Service Area 2 prepared by EFS Engineering, Inc. and dated February 13, 2013 (the "Engineer's Report") or subsequent approved revision.

(b) Rate of Maximum Annual Sewer Service Charge – Parcels Not Requiring Grinder Pumps. The maximum annual Sewer Service Charge ("Maximum Annual Sewer Service Charge Per EDU – No Grinder Pump") for Fiscal Year 2013-2014 for parcels not requiring grinder pumps is hereby fixed at $1,079.37 per equivalent dwelling unit (EDU). For purposes of this Section 171.15, EDU is the standard measurement of wastewater discharged into the Service Area 2 wastewater collection system equal to the anticipated annual discharge from a detached single family residence. The Maximum Annual Sewer Service Charge Per EDU – No Grinder Pump for each subsequent Fiscal Year, commencing on July 1, 2014, shall be increased annually by a factor equal to the annual change in the published San Diego Consumer Price Index - All Urban Customers (SDCPI-U) or 3%, whichever is greater.

(c) Rate of Maximum Annual Sewer Service Charge – Parcels Requiring Grinder Pumps. The maximum annual Sewer Service Charge ("Maximum Annual Sewer Service Charge Per EDU – Grinder Pump Required") for Fiscal Year 2013-2014 for parcels requiring grinder pumps is hereby fixed at $1,079.37 per equivalent dwelling unit (EDU) plus the applicable Grinder Pump Maintenance Charge determined pursuant to the following paragraph. The Maximum Annual Sewer Service Charge Per EDU – Grinder Pump required for each subsequent Fiscal Year, commencing on July 1, 2014, shall be increased annually by a factor equal to the annual change in the published San Diego Consumer Price Index - All Urban Customers (SDCPI-U) or 3%, whichever is greater.

The Grinder Pump Maintenance Charge shall be calculated based upon the total EDUs served and the overall pump configuration as determined pursuant to the following chart:

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.15]

Sec. 171.15 Woods Valley Ranch Water Reclamation Facility Service Area 2 - Sewer Service Charge (Cont'd).

(c) Parcels Requiring Grinder Pumps (Cont'd)

Grinder Pump Monthly Maintenance Charge Schedule								
EDUs per Pump →	1	2	3	4	5	6	7	8
Estimated Service Life (years)	10	8.5	7.2	6.5	6	5.6	5.25	5
Maintenance Cost Multiplier	1.00	1.15	1.30	1.45	1.50	1.65	1.75	1.80
Pump Unit Configuration	**Monthly Grinder Pump Maintenance Charge**							
Simplex (1 pump)	$46.83	$53.85	$60.88					
Duplex (2 pumps)		$107.71	$121.76	$135.81	$140.49	$154.54	$163.91	
Triplex (3 pumps)					$210.74	$231.81	$245.86	
Quadplex (4 pumps)					$280.98	$309.08	$327.81	$337.18

(d) Annual Proceeding to Fix the Sewer Service Charges. For Fiscal Year 2014-2015 and each fiscal year thereafter, the General Manager shall prepare or cause to be prepared a report (the "Sewer Service Charge Annual Report") which shall contain a description of each parcel of Developed Property within Service Area 2 and the amount of the annual Sewer Service Charge (the "Annual Sewer Service Charge") computed in conformity with the provisions of subsection (f) below. The Sewer Service Charge Annual Report shall be filed with the Secretary of the Board of Directors.

The Secretary shall cause notice of the filing of the Sewer Service Charge Annual Report and of the time and place of a public hearing on such report to be published pursuant to Health and Safety Code Section 5473.1.

At the time and place set for the public hearing, the Board of Directors shall hear and consider all objections or protests, if any, to the Sewer Service Charge Annual Report. The public hearing may be continued from time to time. If the Board of Directors finds that protest has been made by the owners of a majority of the separate parcels of property described in the Sewer Service Charge Annual Report, the Board of Directors may not order that the Sewer Service Charge be collected on the tax roll.

Upon the conclusion of the public hearing, the Board of Directors may, by resolution, fix the Annual Sewer Service Charge or overrule any and all objections and shall make its determination upon each Annual Sewer Service Charge. The determination of the Board of Directors shall be final.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.15]

Sec. 171.15 Woods Valley Ranch Water Reclamation Facility Service Area 2 - Sewer Service Charge (Cont'd).

(e) Method of Collection of the Annual Sewer Service Charge.

1. Primary Collection Method. The Annual Sewer Service Charge for each future Fiscal Year shall also be collected on the tax roll in the same manner, by the same persons, and at the same time as, together and not separately from, general taxes unless a majority protest to the Sewer Service Charge Annual Report shall have been filed for any such Fiscal Year. The Annual Sewer Service Charge shall be delinquent at the same time and thereafter subject to the same delinquency penalties as the general taxes.

   On or before August 10 of each year, commencing in 2014, following the final determination upon the Annual Sewer Service Charge, the Secretary of the District shall file or cause to be filed with the Auditor of the County of San Diego a copy of the Sewer Service Charge Annual Report, together with a statement endorsed on such report over his or her signature that such report has been finally adopted by the Board of Directors and the Auditor shall enter the amounts of the Annual Sewer Service Charge against the respective lots or parcels of land within the Service Area 2 as they appear on the current assessment roll. If any such lot or parcel is not described in the current assessment roll, the Auditor may enter the description on assessment roll together with the amounts of the Annual Sewer Service Charge, as shown in the report.

2. Alternative Collection Method. If a majority protest to the Sewer Service Charge Annual Report is made pertaining to the Annual Sewer Service Charge for any Fiscal Year, one twelfth of such Annual Sewer Service Charge as fixed by the Board of Directors shall be billed each month on the monthly water bill and shall be subject to the rules and regulations affecting water bills including, but not limited to, delinquent penalties for nonpayment.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.15]

Sec. 171.15 Woods Valley Ranch Water Reclamation Facility Service Area 2 - Sewer Service Charge (Cont'd).

(f) Fixing of the Annual Sewer Service Charge.

1. Aggregate Sewer Revenue Requirement. Commencing with Fiscal Year 2014-2015, the Board of Directors of the District shall determine the estimated cost of operation and maintenance of the Woods Valley Ranch Water Reclamation Facility allocable to Service Area 2 and the Service Area 2 on-site wastewater collection system, together with an operating reserve not to exceed 50% of the estimated cost of operation and maintenance, plus an annual expense for depreciation and a capital replacement reserve contribution (collectively, the "Aggregate Sewer Revenue Requirement").

2. Allocation. The Aggregate Sewer Revenue Requirement shall be divided by the total number of EDU's assigned by the general manager to the parcels within the Service Area 2. The general manager shall assign EDU's to parcels of both Developed Property and Undeveloped Property (as defined in Section 171.14(a)). Each parcel within the Service Area 2 shall be classified as Developed Property or Undeveloped Property. The number of EDU's assigned to a parcel of Undeveloped Property shall be based upon the number of EDU's allocated to such parcel pursuant to the Wastewater Service Agreement applicable to such parcel. The number of EDU's assigned to a parcel of Developed Property shall be based upon the actual use of such parcel. Each single family residential parcel of Developed Property within Service Area 2 will be assigned 1.0 EDU. The resulting quotient shall equal the annual sewer cost per EDU (the "Annual Sewer Standby Fee Per EDU" as used in Section 171.14 or the "Annual Sewer Cost Per EDU" as used in this Section 171.15).

3. Computing the Annual Sewer Service Charge for Any Parcel. The Annual Sewer Service Charge for any Fiscal Year for any parcel of Developed Property not required to be serviced by grinder pumps shall be equal to the number of EDU's assigned to such parcel multiplied by the Annual Sewer Cost Per EDU for such Fiscal Year determined pursuant to subsection 2. above. The Annual Sewer Service Charge for any Fiscal Year for any parcel of Developed Property that is required to be served by a grinder pump or grinder pumps, shall be equal to the number of EDU's assigned to such parcel multiplied by the Annual Sewer Cost Per EDU for such Fiscal Year determined pursuant to subsection 2. above plus the applicable Grinder Pump Maintenance Charge computed pursuant to subsection (c) above.

Per Ordinance No. 2018-17 Adopted 10/15/18 [Sec. 171.15]

Article 172 Low Pressure Wastewater Collection Systems (LPCS)

Sec. 172.1 General. Certain areas of the District have been identified to be served by Low Pressure Wastewater Collection Systems ("LPCS"). The following rules apply to the installation, ownership, operation and maintenance of the on-site facilities required for LPCS:

(a) Requirements. The following is required for each Applicant for wastewater service in areas identified for LPCS service.

1. Application for LPCS service shall be signed by the property owner, hereinafter referred to as "Applicant".

2. Applicant shall furnish a plot plan of the property to be served in accordance with the District's design guidelines and standard specifications for on-site low pressure wastewater collection facilities.

3. Service will be granted only where 1) treatment capacity has been reserved for the property and 2) adequate collection facilities have been installed. Where such facilities are not available, arrangements for construction of necessary facilities must be made in accordance with this Code regarding line extensions before service can be provided.

4. All On-Site LPCS Units shall include procurement and installation by the District of a radio wireless alarm system as specified in the design guidelines to notify the District's wastewater operators and the property owner in the event of an alarm condition with the On-Site LPCS Facility. Procurement and Installation of the wireless system is included in the Administration and Inspection fee for residential LPCS Units.

5. The following requirements shall apply to commercial and industrial land use applications:

   A. On-site LPCS Unit installations shall be processed as a Special Project pursuant to Administrative Code Article 180.

   B. On-Site LPCS Units shall be a minimum Duplex Grinder Pump Unit; a larger unit may be required depending on allocated capacity.

   C. On-Site LPCS Units shall include a flow meter for confirming capacity requirements.

   D. Administration, inspection, material and installation costs, including procurement and installation of the radio alarm system and flow meter by the District shall be funded on a time and material basis by the Applicant as part of the Special Project account expenses.

Per Ordinance No. 2007-05 Adopted 3/5/07 [Article 172]
Per Ordinance No. 2020-12 adopted 07/20/20 [172.1(a)4 & 5]

Sec. 172.1 General. (Cont'd)

(b) Inspection and Administration Fee. Each Applicant shall submit the LPCS administration and inspection fee, as set forth in Section 172.2, at the time of application for wastewater service. Application for water and LPCS service is required to be made at the same time for property requiring wastewater service. It is the customer's responsibility to call for all inspections at least 24 hours in advance. No inspection can be made until all fees are paid, all required paperwork has been received, and the location for the on-site low pressure wastewater facilities have been reviewed and approved by the District. No final inspection will be made or release given until a legible record drawing showing the on-site facilities has been received.

(c) Service Location. District staff will review the plot plan with the Applicant and determine the best location for the service facilities. It shall be the Applicant's responsibility to connect to the service point selected by the District at the elevation selected by the District. Any changes of location during construction must be approved by District and shown on the final plot plan before District approval to operate system.

(d) One Ownership. Separately owned properties may not be serviced through a single private service lateral, with the exception of a condominium or townhouse development where the homeowners' association is empowered to contract for utilities.

(e) Ownership of Facilities. In order to assure the integrity of the low pressure wastewater collection system, the Applicant shall agree to install, own, operate and maintain the on-site LPCS facilities determined by the District to be necessary to provide adequate and reliable service, in accordance with the District's design guidelines and standard specifications, including, but not limited to:

Interceptor tank assembly (*only used with Septic Tank Effluent Pump "STEP" Systems*);

Emergency Storage Tank (only with Grinder Pump Systems);

Pump Vault Assembly, including pump, motor pump controls, and suction and discharge connections;

Alarm control panel and connecting wires;

Pressure discharge line between tank and service lateral connection point;

Per Ordinance No. 2000-12 Adopted 9/18/00 [Sec. 172.1(b)]
Per Ordinance No. 2020-12 Adopted 7/20/20 [Sec. 172.1(e)]

(e) Ownership of Facilities (Cont'd.)

Radio for Wireless Alarm Notification System;

Flow Meter Assembly (Commercial/Industrial installations only), and

Other valves and appurtenances required for these items.

The following facilities shall be installed, owned and maintained by the Applicant: 1) gravity wastewater line between the house and the on-site LPCS facility, and 2) electrical power supply to the on-site facility.

(f) Maintenance of On-site LPCS Facilities.

1. District shall provide the following specific repair and maintenance services for the onsite LPCS facilities in a timely manner. Any additional work or repairs required are the responsibility of the applicant and are not included in the services provided for by the monthly low pressure wastewater collection system maintenance fee.

   A. 24 hour on call status;

   B. Investigate alarm/unit malfunction notification;

   C. Repair or replacement of defective components, or upgrade of functioning components, excluding items listed in Section 172.1(f)(2);

   D. Periodic pumping of interceptor tank (STEP Systems only) and inspection of the onsite LPCS facilities; and

   E. District shall exercise reasonable care to protect the area and improvements around the on-site LPCS facilities and shall endeavor to leave the premises and improvements in the same condition as found. District shall not be responsible for any damages to landscaping, paving or other site improvements which are installed on Applicant's property in violation of the District's design guidelines and standard specifications.

2. The following specific items are excluded from the services provided by the District:

   A. Repair or replacement of any component of the onsite LPCS facility due to the negligence of the applicant;

Per Ordinance No. 2000-12 Adopted 9/18/00 [Sec. 172.1(f)(1)&(2)]

(f) Maintenance of On-site LPCS Facilities (Cont'd.)

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B. Repair or replacement of the gravity wastewater line or electrical line from the house to the on-site LPCS facilities;

C. Repair or replacement of the discharge line from the Pump Vault Assembly to the District's Low Pressure Collection System;

D. Repair or replacement of the Interceptor Tank or Emergency Storage Tank;

E. Repair or replacement of the Pump Vault; and

F. Replacement of landscaping, paving or other site improvements installed in violation of the District's standard specifications, which may be damaged in the execution of repair or maintenance activity.

3. The Applicant's responsibilities are as follows:

A. Applicant shall pay a monthly low pressure wastewater collection system maintenance fee, as set forth in Section 172.2, for specific maintenance services provided by the District.

B. The Applicant remains ultimately responsible for the proper operation and maintenance of the on-site LPCS facilities. Maintenance and repair of facilities not provided by the District will be the responsibility of the Applicant. Applicant shall be responsible for performing the work identified in Section 172.1(f)(2) above. Applicant agrees to perform the work in accordance with the District's standards and specifications and notify the District prior to commencing work. A licensed contractor is required for Items A through E. The District shall inspect the work to verify compliance with the District's standards and specifications.

C. Applicant shall notify the District by phone (760) 735-4500 or other such number as designated by the District, immediately upon any indication of improper operation or malfunction of the on-site LPCS facilities; i.e., audible and/or visual alarm activation, wastewater spills, unusual noises coming from the on-site pump unit or odors from any part of the on-site LPCS facilities.

Per Ordinance No. 2000-12 Adopted 9/18/00 [Sec. 172.1(f)(2)&(3)]
Per Ordinance No. 2020-12 Adopted 7/20/20 [Sec. 172.1(f)(3)C]

Sec. 172.1 General (Cont'd.)

(f) Maintenance of On-site LPCS Facilities (Cont'd.)

D. Applicant shall instruct other persons having access to the property, tenants, groundskeeper, etc., in the proper operation and notification procedures applicable to the on-site LPCS facilities.

E. Applicant shall not, without prior notification and approval of the District, make any adjustments or repairs to the on-site LPCS facilities.

F. The Applicant shall grant the District access to the on-site LPCS facilities for maintenance and inspection purposes.

(g) Properties with "Pressure Sewer Maintenance Agreements". Prior to September 18, 2000, and after January 1, 1995 property owners were required to enter into separate Pressure Sewer Maintenance Agreements with the District. The terms and conditions of the Pressure Sewer Maintenance Agreement have been incorporated into this Article. Owners of property being served by a LPCS on January 1, 1995 were given the option to accept or reject the District maintenance program for the on-site system, as described in the Pressure Sewer Maintenance Agreement.

(h) Property Owners Declining the Maintenance Program. Owners of property described in Section 172.1(g) above, declining to enter the maintenance program, shall be responsible for the maintenance and repair of their on-site LPCS until such time as property ownership is transferred. Upon transfer of the water and wastewater service to the new property owner, the on-site LPCS facilities shall be included in the maintenance program in accordance with this Article. The new property owner shall be subject to the applicable fees and charges described in this Article. Prior to being accepted into the maintenance program, the on-site LPCS facilities shall be inspected to determine if the facilities are in good working condition and in compliance with the current District standard specifications. The property owner will be responsible for any costs associated with the inspection and subsequent repairs that may be necessary to meet this criteria. A maintenance acceptance inspection deposit, as set forth in Section 172.2(b), shall be collected upon application to be included in the maintenance program or transfer of wastewater service.

(i) Construction of On-site LPCS Facilities. Each Applicant for wastewater service must construct their on-site LPCS facilities in accordance with the current District design guidelines and standards specifications at no expense to the District. The Applicant shall use a licensed contractor.

Per Ordinance No. 2000-12 Adopted 9/18/00 [Sec. 172.1(f)(2)&(3)]
Per Ordinance No. 2000-12 Adopted 9/18/00 [Sec. 172.1(g)&(h)]

Sec. 172.2 Low Pressure Wastewater Collection System Charges:

(a) General

1. Administration & Inspection Fee - $1,200.00 per LPCS unit per Section 172.1(b). (Residential LPCS Units Only; Commercial/Industrial LPCS Unit costs funded by Applicant on time and material basis through Special Project Account pursuant to Article 180).

2. Timing of Monthly Charges - Monthly service charges applicable in paragraphs (b) and (c) and District maintenance of the on-site LPCS would begin upon connection of the on-site facilities to the wastewater system service lateral and an acceptable final inspection of the facilities.

(b) Lower Moosa Canyon WRF Service Area

1. Monthly Service Fee - same as specified for the Lower Moosa Canyon wastewater service area shown in Section 171.10 - Monthly Wastewater Service Fee.

2. Additional Monthly Low-Pressure Wastewater Collection System Maintenance Fee of $58.87 per EDU (per Sec. 172.1(f)(3)).

3. Maintenance Acceptance Inspection Deposit - $150.00 (per Sec. 172.1(h)).

(c) Woods Valley Ranch WRF Service Area

1. Annual Grinder Pump Maintenance Charges, described in subparagraphs 3. and 4. below, shall be collected on the property tax roll pursuant to Administrative Code Section 171.15 – Woods Valley Ranch Water Reclamation Facility Service Area 2 – Sewer Service Charge.

2. Mid-Year Service Connections – Sewer Service Charge and Grinder Pump Maintenance Charge for connections made during the fiscal year shall be prorated monthly and collected on the water meter bill until the end of the fiscal year, after which time the charges shall be levied on the property tax roll.

3. Grinder Pump Maintenance Charges for Simplex Grinder Pump Units (one EDU) shall be $706.44 annually and prorated to $58.87 for monthly billing for mid-year connections.

Per Ordinance No. 2025-11 Adopted 12/15/2025 [Sec. 172.2 (b)2. and (c)3.]
Per Ordinance No. 2024-13 Adopted 12/16/2024 [Sec. 172.2 (b)2. and (c)3.]
Per Ordinance No. 2023-01 Adopted 01/03/2023 [Sec. 172.2 (b)2. and (c)3.]
Per Ordinance No. 2022-01 Adopted 01/03/2022 [Sec. 172.2 (b) 2.]
Per Ordinance No. 2021-10 Adopted 07/19/2021 [Sec. 172.2 (c)]
Per Ordinance No. 2020-12 Adopted 7/20/2000 [Sec. 172.2]
Per Ordinance No. 2020-15 Adopted 11/16/2000 [Sec. 172.2(b)(2)]

Sec. 172.2 Low Pressure Wastewater Collection System Charges (Cont'd.)

(c) Woods Valley Ranch WRF Service Area (Cont'd.)

4. Grinder Pump Maintenance Charges for Duplex Grinder Pump Units shall be in accordance with the following schedule and prorated monthly for mid-year connections as indicated for the EDU capacity allocated to the property served by the Grinder Pump Unit.

DUPLEX GRINDER PUMP MAINTENANCE CHARGES FY 2026-27		
EDUS	MONTHLY	ANNUALLY
1	$72.45	$869.40
2	$88.35	$1,060.20
3	$103.42	$1,241.04
4	$117.85	$1,414.20
5	$131.55	$1,578.60
6	$144.52	$1,734.24
7	$156.74	$1,880.88
8	$168.08	$2,016.96
9	$178.82	$2,145.84
10	$188.82	$2,265.84
11	$198.08	$2,376.96
12	$206.59	$2,479.08
13	$214.24	$2,570.88
14	$221.28	$2,655.36
15	$227.58	$2,730.96
16	$233.11	$2,797.32
17	$237.94	$2,855.28
18	$242.01	$2,904.12
19	$245.22	$2,942.64
20	$247.81	$2,973.72

Per Ordinance No. 2025-11 Adopted 12/15/2025 [Sec. 172.2 (c)4.]
Per Ordinance No. 2024-13 Adopted 12/16/2024 [Sec. 172.2 (c)4.]
Per Ordinance No. 2023-01 Adopted 01/03/2023 [Sec. 172.2 (c)4.]

(c) Woods Valley Ranch WRF Service Area (Cont'd.)

5. Larger Grinder Pump Units - Triplex and Quad Grinder Pump Units are available if additional capacity is required. Maintenance Charge information shall be determined pursuant to Administrative Code §171.15 - Woods Valley Ranch Water Reclamation Facility Service Area 2 - Sewer Service Charge.

6. Grinder Pump Excess Usage Charge - A Grinder Pump Excess Usage Charge shall be determined and collected on commercial properties with an on-site LPCS unit when the monthly discharge exceeds the property's wastewater capacity allocation. The charge is proposed to be billed to the commercial customer on their monthly water bill and should be sufficient to recover all costs associated with maintaining the on-site LPCS unit pursuant to §172.1(f). The charge shall be $9.92 per HCF for monthly discharge amounts greater than 7.0 HCF times the number of EDUs of wastewater capacity allocation.

Per Ordinance No. 2022-01 Adopted 01/03/21 [Sec. 172.2 (c) 6.]
Per Ordinance No. 2020-12 Adopted 7/20/20 [Sec. 172.2]
Per Ordinance No. 2021-10 Adopted 7/19/21 [Sec. 172.2(c)]

APPENDIX D

Collection System Maps

Valley Center Municipal Water District
Wastewater Service Areas

N
W E
S

W LILAC RD
COUSER CANYON RD
MC NALLY RD
PAUMA HEIGHTS RD
MESA VERDE DR
CIRCLE R DR
COLE GRADE RD
COOL VALLEY RD
MILLER RD
OLD CASTLE RD

Lower Moosa Canyon WRF Service Area

North Village WRF Service Area

FRUITVALE RD

South Village WRF Service Area

BETSWORTH RD

Woods Valley Ranch WRF Service Area

I-15
MIRAMEADOW RD
MIRAR DE VALLE RD
VALLEY CENTER RD
WOODS VALLEY RD
N LAKE WOHLFORD RD
LAKE WOHLFORD RD
GUEJITO RD
N BROADWAY

Moosa Service Area
North Village
South Village
WoodsValleyBndry
VCMWD Boundary

Valley Center
Municipal Water District

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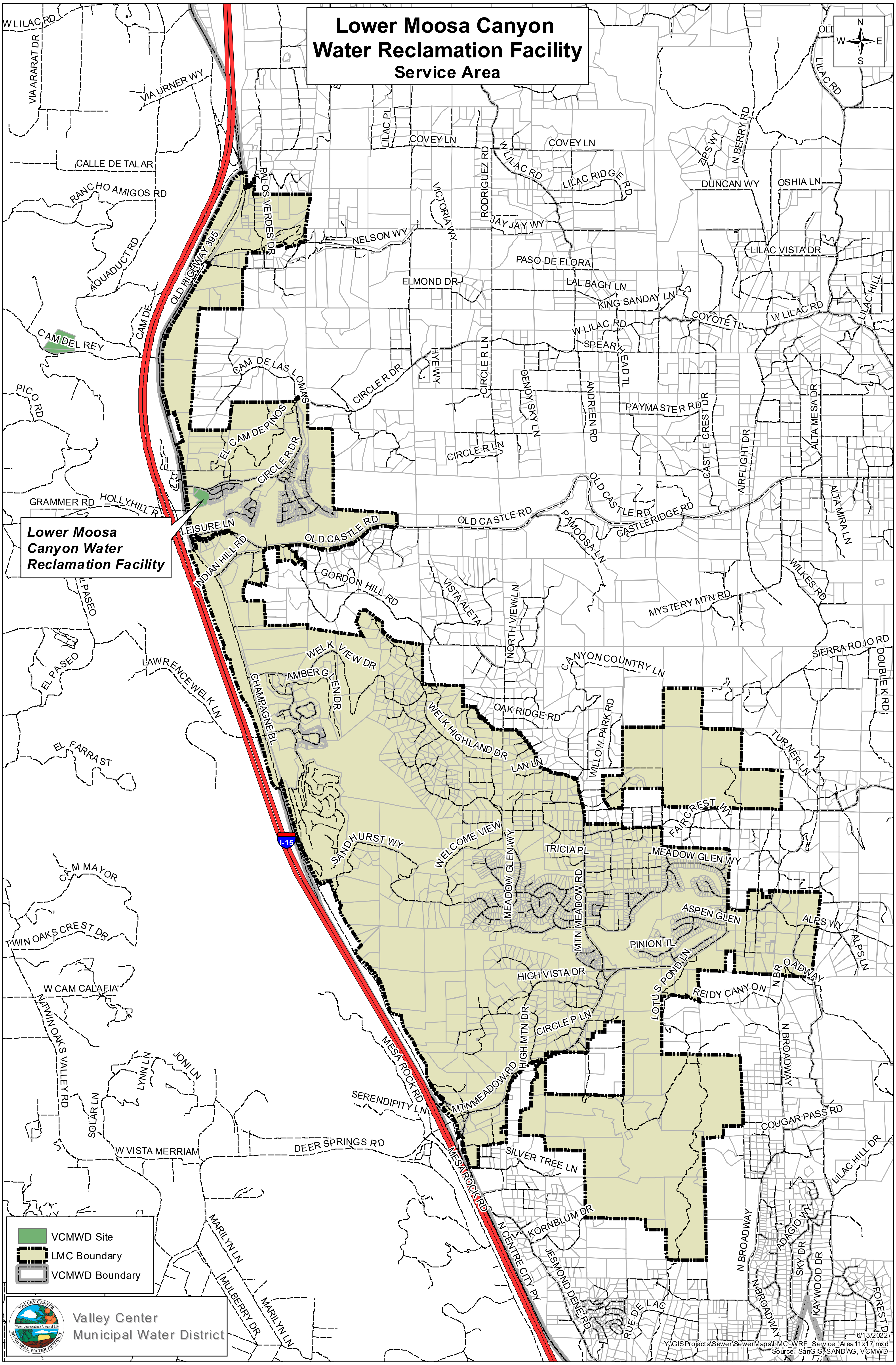
Lower Moosa Canyon
Water Reclamation Facility
Service Area
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Lower Moosa Canyon Water Reclamation Facility
VCMWD Site
LMC Boundary
VCMWD Boundary
Valley Center Municipal Water District
VALLEY CENTER
Water Conservation / A Way of Life
MUNICIPAL WATER DISTRICT
I-15
W LILAC RD
VIA ARARAT DR
VIA URNER WY
CALLE DE TALAR
RANCHO AMIGOS RD
AQUADUCT RD
CAM DE
CAM DEL REY
PICO RD
OLD HIGHWAY 395
PALOS VERDES DR
LILAC PL
COVEY LN
RODRIGUEZ RD
W LILAC RD
LILAC RIDGE RD
ZIPS WY
N BERRY RD
DUNCAN WY
OSHIA LN
OLD
LILAC RD
VICTORIA WY
JAY JAY WY
NELSON WY
PASO DE FLORA
LILAC VISTA DR
ELMOND DR
LAL BAGH LN
KING SANDAY LN
COYOTE TL
LILAC HILL
SPEARHEAD TL
HYE WY
CIRCLE R LN
DENDY SKY LN
ANDREEN RD
CAM DE LAS LOMAS
CIRCLE R DR
PAYMASTER RD
CASTLE CREST DR
AIRFLIGHT DR
ALTA MESA DR
EL CAM DE PINOS
GRAMMER RD
HOLLYHILL R
LEISURE LN
OLD CASTLE RD
INDIAN HILL RD
CASTLERIDGE RD
PAMOOSA LN
ALTA MIRA LN
GORDON HILL RD
VISTA ALETA
NORTH VIEW LN
WILKES RD
MYSTERY MTN RD
EL PASEO
WELK VIEW DR
AMBER GLEN DR
LAWRENCE WELK LN
CHAMPAGNE BL
CANYON COUNTRY LN
SIERRA ROJO RD
DOUBLE K RD
OAK RIDGE RD
WELK HIGHLAND DR
WILLOW PARK RD
TURNER LN
EL FARRA ST
LAN LN
FAIRCREST WY
SANDHURST WY
WELCOME VIEW
MEADOW GLEN WY
TRICIA PL
CAM MAYOR
MTN MEADOW RD
ASPEN GLEN
ALPS WY
ALPS LN
TWIN OAKS CREST DR
PINION TL
W CAM CALAFIA
N TWIN OAKS VALLEY RD
HIGH VISTA DR
LOTUS POND LN
REIDY CANYON
N BROADWAY
CIRCLE P LN
JONI LN
LYNN LN
HIGH MTN DR
MESA ROCK RD
SERENDIPITY LN
MTN MEADOW RD
COUGAR PASS RD
SOLAR LN
W VISTA MERRIAM
DEER SPRINGS RD
SILVER TREE LN
LILAC HILL DR
MARILYN LN
KORNBLUM DR
ADAGIO WY
N CENTRE CITY PY
SKY DR
KAYWOOD DR
MULBERRY DR
JESMOND DENE RD
RUE DE LAC
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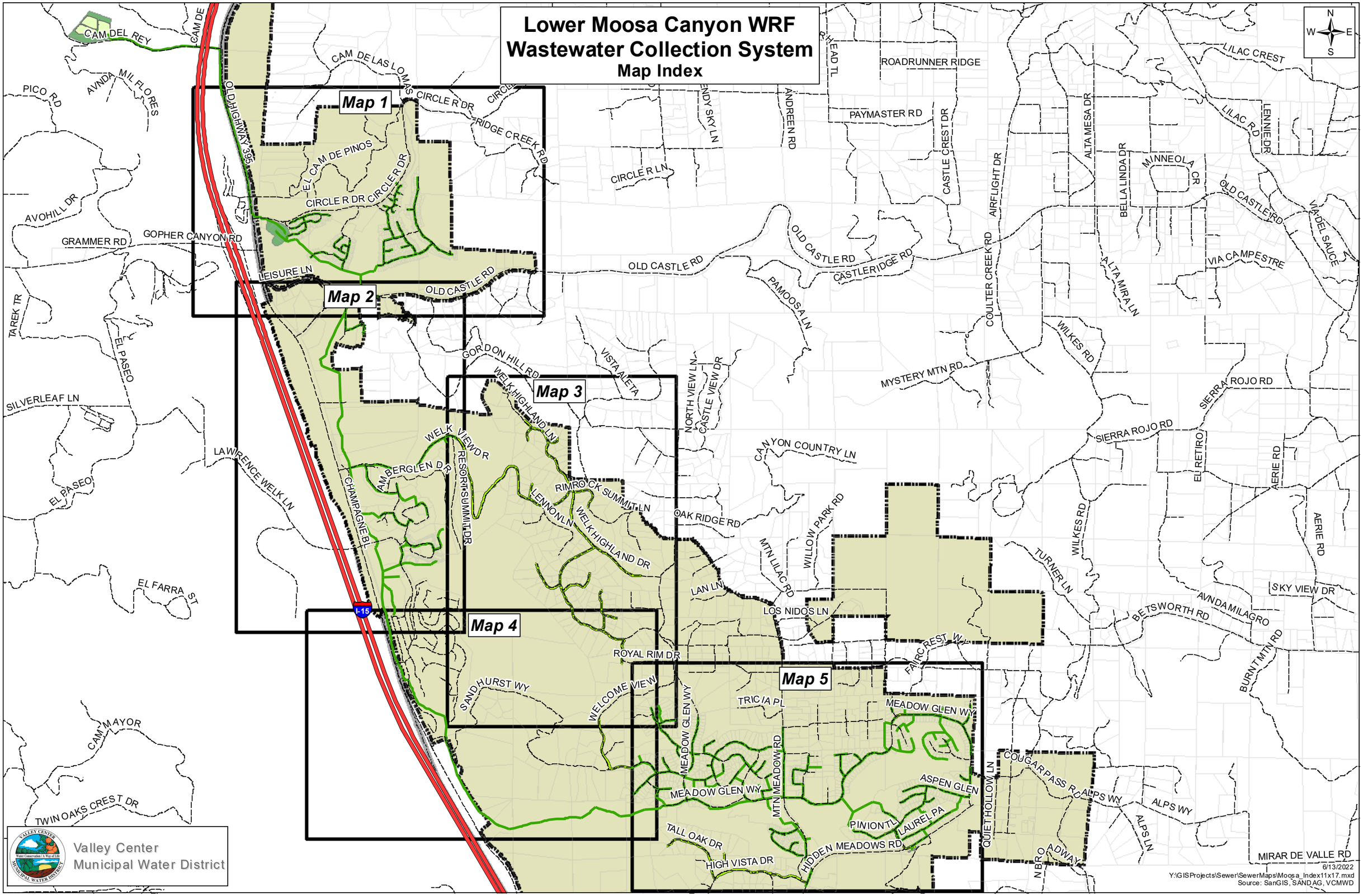
Source: SanGIS, SANDAG, VCMWD

Lower Moosa Canyon WRF
Wastewater Collection System
Map Index



Valley Center
Municipal Water District

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Source: SanGIS, SANDAG, VCMWD

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CAM DE LAS LOMAS
CAM DE LAS LOMAS
CIRCLE R DR
RIDGE CREEK RD
EL CAM DE PINOS
EL CAM DE PINOS
CIRCLE R DR
PLATANUS DR
OLD HIGHWAY 395
GOPHER CANYON RD
OLD HIGHWAY 395
INDIAN HILL RD
OLD CASTLE RD
OLD CASTLE RD
CHAMPAGNE BL
INDIAN HILL PL
SANDY HILL DR
GORDON HILL RD
COSTALOTA RD
CEDAR TRAILS
CEDAR TRAILS LN
QUEEN ANNE LN
CIRCLE R VALLEY LN
CIRCLE R CREEK LN
CIRCLE R VIEW LN
CIRCLE R GREENS DR
GRACILIOR DR
TOBIRA DR

8" AC
12" PVC
12" DI
12" AC
18" VCP
8" PVC
6" PVC
12" VCP

Lower Moosa Canyon WRF
WRF

Wastewater System

- CV Air Release
- Cleanout
- Manhole
- Water Reclamation Facility
- Gravity Main Collector
- Gravity Main Outfall
- VCMWD Site
- LMC Boundary
- VCMWD Boundary

Valley Center Municipal Water District

0 250 500 1,000 1,500 2,000 Feet

Lower Moosa Canyon WRF Wastewater Collection System Map 1

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OLD CASTLE RD
INDIAN HILL PL
INDIAN HILL RD
SANDY HILL DR
SHERWOOD FOREST CT
COSTALOTA RD
GORDON HILL RD
CHAMPAGNE BL
WELK VIEW DR
AMBERGLEN DR
RESORT SUMMIT DR
BRIENWOOD DR
MOONWIND CR
EQUESTRIAN AND
FAIRWAY HILL CR
LAWRENCE WELK LN
LAWRENCE WELK DR
LAWRENCE WELK CT
ESQUIRE

12 " VCP
8 " VCP
6 " VCP
8 " PVC
6 " PVC
4" PVC / LPS

Wastewater System

- Plug Valve
- Cleanout
- Manhole
- Low Pressure Sewer (LPS)
- Gravity Main
- LMC Boundary
- VCMWD Boundary

Valley Center Municipal Water District

0 250 500 1,000 1,500 2,000 Feet

Lower Moosa Canyon WRF Wastewater Collection System Map 2

6/13/2022 Y:\GISProjects\Sewer\SewerMaps\Moosa_CS_P.mxdSource: SanGIS, SANDAG, VCMWD

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GORDON HILL RD
WELK HIGHLAND LN
VISTA ALETA
GORDON HILL RD
CALLE DE LA REINA
8 " PVC
4" PVC / LPS
Pre-Treatment Station
WELK VIEW DR
RESORT SUMMIT DR
AMBERGLEN DR
2" PVC / LPS
3" PVC / LPS
WELK HIGHLAND DR
CANYON COUNTRY LN
MTN MEADOW RD
MEADOW MESA DR
RIMROCK SUMMIT LN
CRESTRIDGE CT
LENNON LN
MEADOW GLEN WY
MISTY MEADOW LN
LITTLE CANYON LN
CRYSTAL RIDGE DR
ROCKY POINT WY
YELLOW PINE CT
ANDERSON CT
ROCKY RIDGE RD
ROYAL RIM DR
SANDHURST WY
WELCOME VIEW

Wastewater System

- CV Air Release
- Ball Valve
- Gate Valve
- Plug Valve
- Manhole
- Pre-Treatment Station
- Soil Bed
- Low Pressure Sewer (LPS)
- Gravity Main
- VCMWD Site
- LMC Boundary
- VCMWD Boundary

Valley Center Municipal Water District

0 250 500 1,000 1,500 2,000 Feet

Lower Moosa Canyon WRF Wastewater Collection System Map 3

6/13/2022 Y:\GISProjects\Sewer\SewerMaps\Moosa_CS_P.mxdSource: SanGIS, SANDAG, VCMWD

YELLOW PINE CT
ESQUIRE
SYCAMORE LN
CHAMPAGNE BL
SANDHURST WY
WELCOME VIEW
GIANT ROCK LN
MEADOW GLEN WY
CRYSTAL RIDGE DR
ANDERSON CT
ROYAL RIM DR
12 " VCP
8 " VCP
2" PVC / LPS
3" PVC / LPS
4" PVC / LPS
4 " VCP
N
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Wastewater System
CV Air Release
Ball Valve
Gate Valve
Plug Valve
Cleanout
Manhole
Soil Bed
Low Pressure Sewer (LPS)
Gravity Main Collector
LMC Boundary
VCMWD Boundary
Valley Center Municipal Water District
0
250
500
1,000
1,500
2,000
Feet
Lower Moosa Canyon WRF
Wastewater Collection System
Map 4


YELLOW PINE CT
ESQUIRE
SYCAMORE LN
CHAMPAGNE BL
SANDHURST WY
WELCOME VIEW
GIANT ROCK LN
MEADOW GLEN WY
CRYSTAL RIDGE DR
ANDERSON CT
ROYAL RIM DR
12 " VCP
8 " VCP
2" PVC / LPS
3" PVC / LPS
4" PVC / LPS
4 " VCP
Wastewater System
CV Air Release
Ball Valve
Gate Valve
Plug Valve
Cleanout
Manhole
Soil Bed
Low Pressure Sewer (LPS)
Gravity Main Collector
LMC Boundary
VCMWD Boundary
Valley Center
Municipal Water District
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1,500
2,000
Feet
Lower Moosa Canyon WRF
Wastewater Collection System
Map 5
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Woods Valley Ranch Water Reclamation Facility
Service Area

N
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VALLEY STREAM RD
LITTLE POND RD
SHADY CREEK DR
BERNABEO CT
VIA ENCANTADO
COLE GRADE RD
WILHITE LN
HIGH POINT DR
TWAIN WY
STARGAZE LN
OAKWOOD GLEN PL
HORSE CREEK TL
ST GEORGES LN
FRUITVALE RD
VIA SUENA
MISTY OAK RD
MILLER RD
LA-MAC LN
OLIVE LN
PLEASANT KNOLL LN
FRUITVALE LN
VIA DE LUNA
LITTLE CREEK LN
BLUE SAGE LN
JANA LN
JAKE RD
JENNY JAY CT
VIA PIEDRA
SCHOOL BUS LN
VESPER RD
ALMONA WY
CANYON RD
CANDLE WY
CANDLE WY
SOLDIER OAKS LN
INDIAN CREEK RD
LIZARD ROCKS RD
JUBA RD
VALLEY CENTER RD
CHAPARRAL TR
ORANGE TR
TURTLE ROCK RD
LILAC RD
BETSWORTH RD
STAR TRAIL LN
STAR JASMINE LN
OLD RD
AUTUMN CT
SUN RO
Woods Valley Ranch
Water Reclamation Facility
EVERGREEN WY
WALSH WY
PROVISION WY
SUNDAY DR
HARVEST CT
TSILOLN
WINGED FOOT CR
CALLE DE VISTA
COOL WATER RANCH RD
MIRAR DE VALLE RD
CYPRESS RIDGE
KONYN CT
ALLEY B
ALLEY D
CHARLAN RD
MERION CR
AUGUSTA DR
COEUR D ALENE CT
PEBBLE BEACH WY
SAWGRASS CR
CYPRESS POINT TR
ST ANDREWS LN
INTERLACHEN TR
RED IRONBARK DR
SAGE BRUSH TL
SUGAR BUSH WY
WOODS VALLEY CT
OAKMONT RD
WOODS VALLEY RD
COUNTRY OAKS LN
HAZELTINE RD
TUMBLEWEED TL
SANTOLINA S
BANBURY DR
WOODSTOCK PL
RIDGE CANYON RD
RIDGE RANCH CT
RIDGE RANCH RD

VCMWD Site
North Village Service Area 3
South Village Service Area 2
Woods Valley Service Area 1

Valley Center
Municipal Water District

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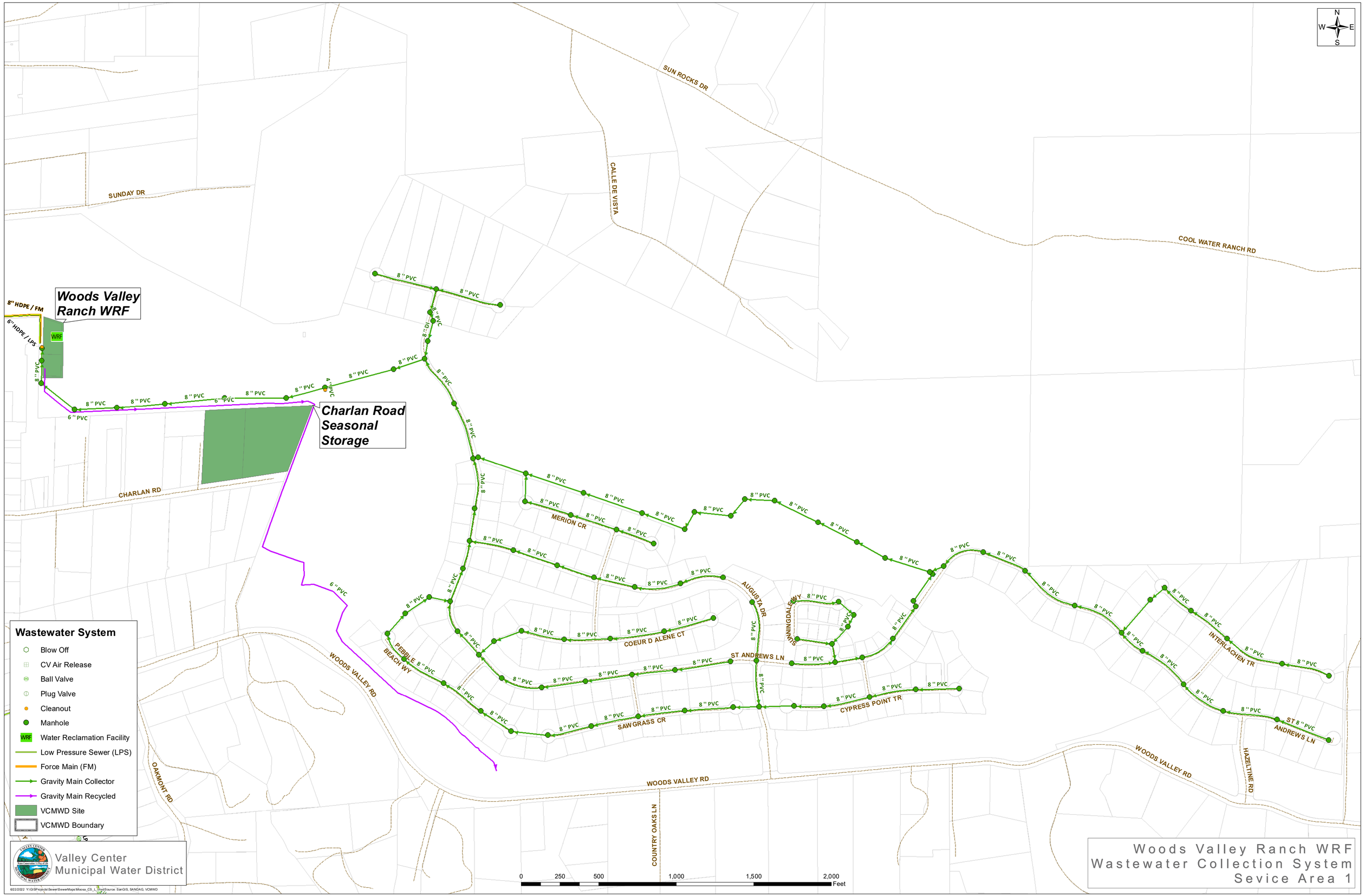
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SUN ROCKS DR
CALLE DE VISTA
SUNDAY DR
COOL WATER RANCH RD
Woods Valley Ranch WRF
8" HDPE / FM
6" HDPE / LPS
WRF
Charlan Road Seasonal Storage
CHARLAN RD
6" PVC
WOODS VALLEY RD
OAKMONT RD
MERION CR
AUGUSTA DR
COEUR D ALENE CT
PEBBLE BEACH WY
ST ANDREWS LN
SUNNINGDALE WY
SAWGRASS CR
CYPRESS POINT TR
INTERLACHEN TR
ST ANDREWS LN
HAZELTINE RD
COUNTRY OAKS LN
8" PVC
4" PVC
6" PVC
Wastewater System
Blow Off
CV Air Release
Ball Valve
Plug Valve
Cleanout
Manhole
Water Reclamation Facility
Low Pressure Sewer (LPS)
Force Main (FM)
Gravity Main Collector
Gravity Main Recycled
VCMWD Site
VCMWD Boundary
Valley Center Municipal Water District
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250
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2,000
Feet
Woods Valley Ranch WRF
Wastewater Collection System
Sevice Area 1
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Orchard Run Lift Station

Woods Valley Ranch WRF

Charlan Road Seasonal Storage

Wastewater System

- Blow Off
- CV Air Release
- Ball Valve
- Plug Valve
- Cleanout
- Manhole
- Lift Station (LS)
- Water Reclamation Facility (WRF)
- Low Pressure Sewer (LPS)
- Force Main (FM)
- Gravity Main Collector
- Gravity Main Outfall
- VCMWD Site
- VCMWD Boundary

Valley Center Municipal Water District

0 250 500 1,000 1,500 2,000 Feet

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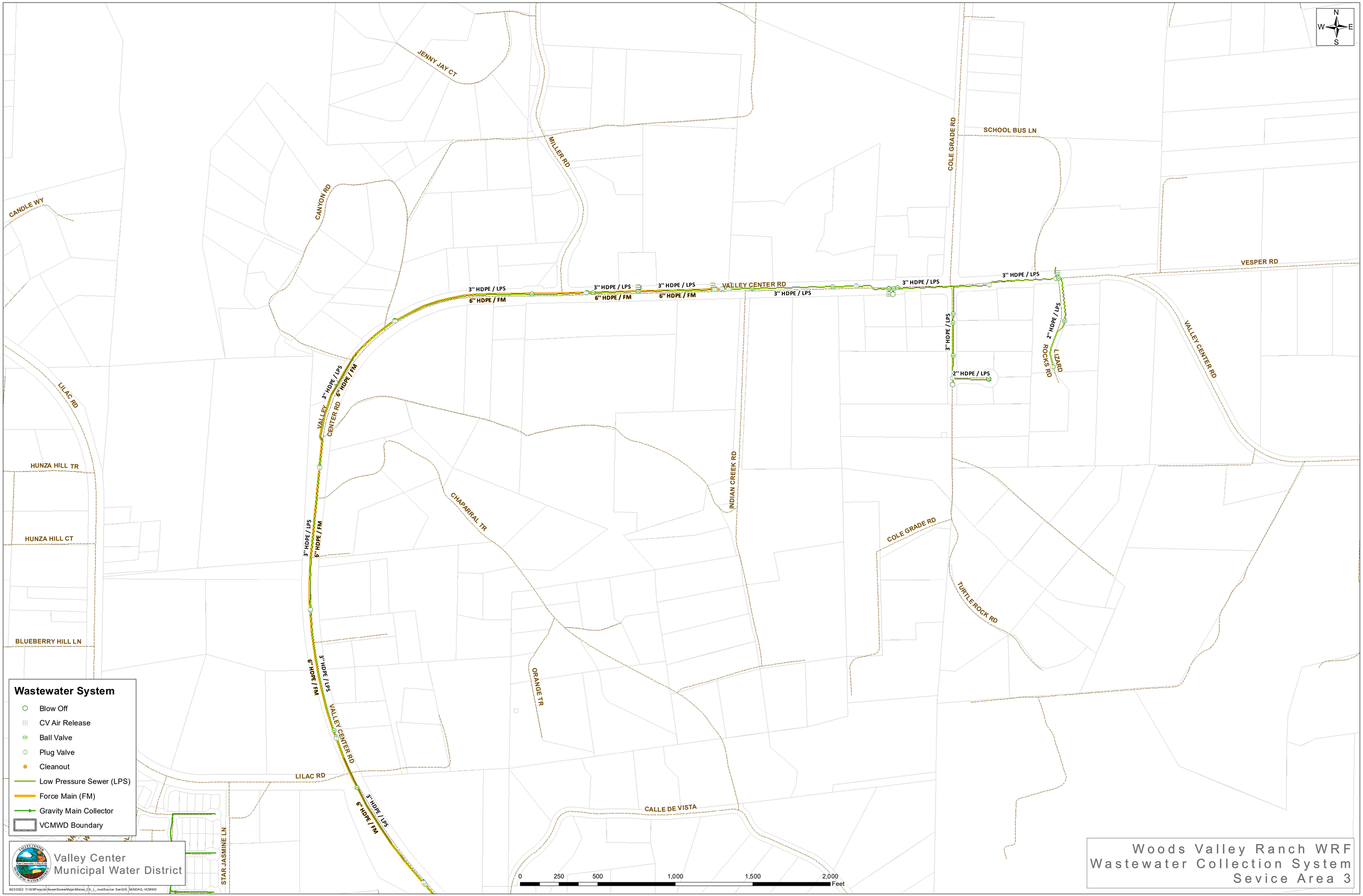
Woods Valley Ranch WRF Wastewater Collection System North Village Service Area 2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CANDLE WY
COLE GRADE RD
SCHOOL BUS LN
VESPER RD
VALLEY CENTER RD
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6" HDPE / FM
3" HDPE / LPS
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3" HDPE / LPS
6" HDPE / FM
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3" HDPE / LPS
2" HDPE / LPS
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LIZARD ROCKS RD
VALLEY CENTER RD
LILAC RD
HUNZA HILL TR
HUNZA HILL CT
BLUEBERRY HILL LN
3" HDPE / LPS
6" HDPE / FM
CHAPARRAL TR
INDIAN CREEK RD
COLE GRADE RD
TURTLE ROCK RD
ORANGE TR
3" HDPE / LPS
6" HDPE / FM
VALLEY CENTER RD
3" HDPE / LPS
6" HDPE / FM
LILAC RD
CALLE DE VISTA
STAR JASMINE LN
Wastewater System
Blow Off
CV Air Release
Ball Valve
Plug Valve
Cleanout
Low Pressure Sewer (LPS)
Force Main (FM)
Gravity Main Collector
VCMWD Boundary
Valley Center
Municipal Water District
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Feet
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Woods Valley Ranch WRF
Wastewater Collection System
Sevice Area 3

APPENDIX E

SPILL EMERGENCY RESPONSE PLAN (SERP)

Spill Emergency Response Plan (SERP)

May 2026

Attachments

1. SEWER SYSTEM OVERVIEW

1.1 Sewer System

Valley Center Municipal Water District (VCMWD and/or District) provides wastewater services through two sanitary sewer systems. The Woods Valley Ranch Water Reclamation Facility (WVRWRF or Woods Valley) service area serves customers in the Woods Valley Ranch subdivision located in the downtown area of central Valley Center. Lower Moosa Canyon Water Reclamation Facility (LMCWRF or Moosa) service area serves customers along the Interstate 15 corridor on the west end of the District, including the Hidden Meadows, Lawrence Welk, and Castle Creek areas. VCMWD also maintains the grinder pumps and STEP (septic tank effluent pumps) in the pressure sewer systems; however, sewer laterals are the responsibility of the property owner.

A. Woods Valley Ranch Water Reclamation Facility

The Woods Valley service area collection system consists of 11.9 miles of 4-inch to 10-inch PVC gravity sewer pipe, 6.1 miles of Low-Pressure Sewer pipe, 237 manholes, and 951 laterals.

B. Lower Moosa Canyon Water Reclamation Facility

The Moosa service area collection system consists of 23.1 miles of VCP and PVC gravity collection main varying in size from 6-inch to 18-inch, 506 manholes, and over 1,266[1] laterals. Portions of the Moosa collection system have been in service since the early 1970s.

1.2 Regulatory Authority

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Wastewater Discharge Requirements Order # 2006-0003-DWQ (2006-0003-DWQ). This order mandated all federal and state agencies, municipalities, counties, districts, and other public entities ("Enrollees") that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated sewer to a Publicly Owned Treatment Works (POTW) facility in the State of California to comply with the terms of the Order. The District submitted a Notice of Intent in 2006 for coverage under 2006-0003-DWQ.

On December 6, 2022, the SWRCB adopted Order WQ 2022-0103-DWQ Statewide Sanitary Sewer Systems General Order (2022-0103 DWQ or Statewide General Order), which replaced 2006-0003-DWQ and became effective on June 5, 2023. The District is an Enrollee as the owner and operator of two sanitary sewer systems, of which the District obtained approval for continuation

[1] The previous SSMP identified the total number of laterals in the Moosa Collection System including both District owned and privately owned laterals that fed into District owned lateral(s). The updated number of laterals represents only District owned laterals connected to the Moosa Collections System.

of regulatory coverage by the SWRCB under the current Statewide General Order on May 22, 2023.

Additionally, sanitary sewer systems in the San Diego Region are regulated by San Diego Regional Water Quality Control Board (Regional Water Board) Order No. R9-2007-0005 (San Diego Region WDR), which establishes additional requirements beyond the Statewide General Order and applies to all sewage collection agencies in San Diego County enrolled under the Statewide General Order.

This Spill Emergency Response Plan (SERP) is prepared pursuant to the Statewide General Order and the San Diego Region WDR.

2. SPILL EMERGENCY RESPONSE PLAN OBJECTIVES & ORGANIZATION

In compliance with the Regional Water Board requirements and Statewide General Order, Valley Center Municipal District (VCMWD and/or District) will prevent, respond to, contain, and clean up all sewage and other spills that discharge from its sanitary sewer system from any source. In order to accomplish this, VCMWD developed specific spill prevention and spill response mechanisms described below. The SERP describes the sewer systems and addresses the organization and major activities of VCMWD's wastewater operations.

The SERP is designed to ensure that every report of a sewage overflow incident is immediately dispatched to the appropriate District personnel for containment, repair, and clean-up. Timely response minimizes the effects of the overflow with respect to impacts on public health, beneficial uses, and water quality of surface waters and customer service. The SERP further includes provisions to ensure the safety of District personnel and the public pursuant to the directions provided by the SWRCB, and that notification and reporting are made to the California Office of Emergency Services (CalOES) when applicable. For purposes of this SERP, "confirmed sewage spill" is also referred to as "sewer overflow," "overflow," or "Sanitary Sewer Overflow" (SSO).

2.1. Plan Objectives

The primary objective of the SERP is to protect public health and the environment, and satisfy regulatory requirements and waste discharge permit conditions. The SERP outlines procedures to respond to and manage spills from the District's sewer systems in a timely manner that minimizes water quality impacts and nuisance and the risk of enforcement actions against the District. SERP objectives are achieved by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;

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

Additional objectives of the SERP are as follows:

- Protecting collection system personnel;
- Protecting operational and system integrity of the collection systems, wastewater treatment facilities, and all appurtenances; and
- Protecting private and public property beyond the collection and treatment facilities

2.2 Plan Organization

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

- Section 3 – Spill Prevention Activities
- Section 4 – Spill Categories
- Section 5 – Spill Response Activities
- Section 6 – Post Spill Reporting Assessment
- Section 7 – Annual SERP Assessment

3. SPILL PREVENTION ACTIVITIES

3.1 Preventive Operations and Maintenance

Preventive maintenance is often the most effective method of preventing spills. VCMWD actively performs preventative maintenance and operations on its sewer collection systems and lift stations. VCMWD has not experienced a spill event related to the capacity of the system.

VCMWD has a robust preventative operations and maintenance program that includes:

- Routine and Targeted Sewer Pipeline Inspection and Cleaning Program;
- Manhole Maintenance Program;
- Annual Food Service Establishments (FTE) Inspections;
- Force Main/Valve Maintenance Program;
- Low Pressure Collection System (LPCS) Maintenance;
- Lift Station Maintenance and Operation Plan;
- System Inspection / Video Inspection Maintenance and Operation Plan; and
- Operation and Maintenance Performed by Contractors and Support Departments.

See SSMP Element 4, Section 4.2 for detailed information regarding the District's preventative operations and maintenance program.

3.2 Training

VCMWD maintains a well-trained workforce by providing safety, technical, and supervisory training.

3.2.1 Safety Training Program

Safety training is managed by the Safety & Regulatory Compliance Officer. In addition to weekly safety meetings, there are special training seminars held periodically covering issues including traffic control, trench safety, crane operation including hand signals, and material safety data sheets. VCMWD maintains an excellent safety record and monitors safety and training as part of the District's overall agency performance measure metrics.

3.2.2 Technical and Supervisory Training Program

Technical training for operation and maintenance of the collection system is provided through a combination of on-the-job learning and formal training. Wastewater operators and the Wastewater Supervisor support a culture of continuous learning by sharing knowledge and experience with newer staff. Employees also attend external seminars focused on collection system operations and maintenance. In addition, VCMWD actively participates in the California Water Environment Association (CWEA) and has hosted numerous CWEA seminars on-site. Advancement in the Wastewater Division requires certification in the field of Collection Systems Operation and Maintenance, issued by CWEA.

Additionally, Wastewater Division staff receive technical training in the following areas each year:

- CCTV equipment operation and video inspection procedures;
- Confined Space entry;
- Overflow response procedures; and
- Reporting procedures.

3.2.3 Spill Emergency Response Training

Training regarding operations and management of the sewer system, including requirements of the General Order identified below are provided and available to sanitary sewer system operations and maintenance staff and contractors:

- The requirements of the Statewide General Order;
- The Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database reporting procedures for Data Submitters.

3.3 System Rehabilitation and Replacement

Ongoing preventative maintenance and inspection of sewer system facilities, including lift stations, manholes, valves, gravity and pressure lines, are the basis for prioritizing rehabilitation and replacement projects. Throughout the year, the Wastewater Division staff compile a list of necessary repairs and recommended replacements based on the severity of defects found. The

list is provided to the Engineering Department for review and approval for inclusion in capital planning.

4. SPILL CATEGORIES

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under the Statewide General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State. Enrollees are required to report all SSOs that result from a failure or flow condition in any portion of a sanitary sewer system under their ownership or management. The Statewide General Order identifies defined spill categories and specific notification, monitoring and reporting requirements for each category. Detailed information on each spill is submitted by Enrollees in the required Sanitary Sewer Spill Reports (Spill Report) submitted in CIWQS.

For the purposes of reporting, spills fall into one of four categories: Category 1, Category 2, Category 3, and Category 4. Enrollee owned and/or operated lateral spills that discharge or threaten to discharge to waters of the State also require reporting and are referred to as Non-Category 1 Lateral Spills. Additionally, the San Diego Region WDR requires the reporting of Private Lateral Sewage Discharges (PLSD) that meet certain criteria. Definitions for each Category are listed in Table 1, below.

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Table 1 – Spill Categories and Definitions

Categories	Statewide General Order Definitions
Category 1	Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to: • A surface water, including a surface water body that contains no flow or volume of water; or • A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. • Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. • A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills.
Category 2	A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. • A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.
Category 3	A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. • A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
Category 4	A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water. • A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.
Enrollee Owned and/or Operated Lateral	Within two (2) hours of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: • Notify the California Office of Emergency Services and obtain a notification control number. Call (800)-852-7550. • Not applicable to a spill less than 1,000 gallons.
Private Lateral Sewage Discharge (PLSD)	Within twenty-four (24) hours of becoming aware of a spill from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov: • A spill equal to or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; or • Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

4.1 Individual Category 1 through Category 4 Spills

4.1.1 Category 1 Spill

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

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.
- Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.
- A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills.

Notification, monitoring and reporting for Category 1 spills are outlined in detail in Section 4.4.1.

4.1.2 Category 2 Spill

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the Statewide General Order that does not discharge to a surface water. Notification, monitoring and reporting for Category 2 spills are outlined in detail in Section 4.4.1.

4.1.3 Category 3 Spill

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the Statewide General Order that does not discharge to a surface water. Notification, monitoring and reporting for Category 3 spills are outlined in detail in Section 4.4.2.

4.1.4 Category 4 Spill

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the Statewide General Order that does not discharge to a surface water. Notification, monitoring and reporting for Category 4 spills are outlined in detail in Section 4.4.2.

4.2 Lateral Spills

4.2.1 Enrollee Owned and/or Operated Lateral Spill (Non-Category 1 Spill)

An Enrollee Owned and/or Operated Later Spills are defined as a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge, to waters of the State. Notification, monitoring and reporting for Enrollee Owned and/or Operated Lateral spills are outlined in detail in Section 4.4.3.

4.2.2. Private Lateral Sewage Discharge

Private Lateral Sewage Discharges (PLSD) are defined as a spill from a private sewer lateral that is equal to or greater than 1,000 gallons that:

- Discharges, or has a potential to discharge, to a water of the State, or a drainage conveyance system that discharges to waters of the State; or
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into the District's sewer system. Under the Statewide General Order, reporting for PLSDs also includes private sanitary sewer systems not owned/operated by the Enrollee. Notification, monitoring and reporting for PLSD spills are outlined in detail in Section 4.4.3.

4.3 Spill Notification Information

Spill notification is conducted in accordance with Enrollee requirements outlined in the Statewide General Order. The Wastewater Division Supervisor will notify the Regional Water Board and provide the following spill information to the California Office of Emergency Services (CalOES) according to the required Spill Category timeframe requirements outlined in Section 4.4 below and receive a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
    - Brief narrative of the spill event
    - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

While the Statewide General Order requires reporting to the State Water Board via CIWQS, the District also notifies the County Department of Environmental Health (DEH), as appropriate, in accordance with local requirements when spills may impact public health or waters of the State.

Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where the spill originated.
  - For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread,
  - The location(s) of clean up.

4.4 Spill Category Notification, Monitoring, and Reporting

Spill notification, monitoring, and reporting requirements for each spill category are described in detail below. The requirements of the District related to notification of spill to appropriate regulatory agencies, monitoring, and water quality sampling and reporting deadlines for submittal of a Sanitary Sewer Spill Report depends on the classification of the spill as shown in Tables 2 through 7, below.

The Wastewater Division Supervisor is the designated Data Submitter for the District and is responsible for ensuring the Sanitary Sewer Spill Report is completed and submitted in CIWQS for each classification of spill.

The General Manager is the designated Legally Responsible Official (LRO) for the District, authorized to electronically sign and certify Sanitary Sewer Spill Reports in CIWQS.

4.4.1 Category 1 and 2 Spills

For Category 1 and 2 spills, the Enrollee must submit an initial, draft report of the spill as soon as possible, but no later than three (3) business days after becoming aware of the spill. The final, certified report for Category 1 and 2 spills must be submitted within 15 calendar days of the spill end date (see Tables 2 and 3).

Notification of CalOES is required within two hours of becoming aware of a Category 1 spill that results or may result in any volume of discharge to surface waters. Specifically, the Enrollee shall, as soon as possible, but no later than two (2) hours after (1) Enrollee has knowledge of the discharge, (2) notification is possible, and (3) notification can be provided without substantially impeding cleanup or other emergency measures, notify CalOES and obtain a notification control number.

Notification of CalOES is required within two hours of becoming aware of a Category 2 spill of greater than 1,000 gallons that does not discharge to surface waters. Specifically, the Enrollee shall, as soon as possible, but no later than two (2) hours after (1) Enrollee has knowledge of the spill, (2) notification is possible, and (3) notification can be provided without substantially impeding cleanup or other emergency measures, notify CalOES and obtain a notification control number.

Table 2
Spill Category 1: Spills to Surface Water

Spill Requirements	Timeline Requirements
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of **any volume** discharging or threatening to discharge to surface waters: • Notify the California Office of Emergency Services (Cal OES) and obtain a notification number. Call (800)-852-7550.
Monitoring	Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water **within 18 hours** of initial knowledge of spill of **50,000 gallons or greater to surface water:**
Reporting	• Submit Draft Spill Report within **three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.

Table 3
Spill Category 2: Spills of 1,000 Gallons or Greater That DO NOT Discharge to Surface Waters

Spill Requirements	Timeline Requirements
Notification	**Within two (2) hours** of the knowledge of a Category 2 spill of **1,000 gallons or greater**, that does not discharge to waters of the State: • Notify the California Office of Emergency Services (Cal OES) and obtain a notification number. Call (800)-852-7550.
Monitoring	Conduct spill-specific monitoring.
Reporting	• Submit Draft Spill Report **within three (3) business days** of knowledge of the spill; • Submit Certified Spill Report within **15 calendar days** of the spill end date; • Submit Amended Spill Report within **90 calendar days** after the spill end date.

4.4.2 Category 3 and 4 Spills

For Category 3 spills, no initial draft report is required, and the Enrollee must submit a final, certified report within 30 calendar days after the end of the calendar month in which the spill occurred. For instance, if the spill occurred on February 1st, the Enrollee must certify the Category 3 spill before March 30th (see Table 4).

A separate Sanitary Sewer Spill Report is not required for a Category 4 Spill. Instead, Category 4 Spills should be reported on the Monthly Certified Spill Report in CIWQS. The Enrollee shall: (1) report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills within 30 calendar days after the end of the month in which the spills occurred (see Table 5).

Notification of CalOES is not required for Category 3 and 4 Spills.

For Annual Certified Spill Reporting of Category 4 Spills the Enrollee shall: (1) maintain records for each individual Category 4 spill, and (2) provide records upon request by SWRCB or Regional Water Board staff (3) annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to CIWQS, by February 1st after the end of the calendar year in which the spills occurred.

Table 4
Spill Category 3: Spills of Equal to or Greater Than 50 Gallons and Less Than 1,000 Gallons That DO NOT Discharge to Surface Waters

Spill Requirements	Timeline Requirements
Notification	Not Applicable.
Monitoring	Conduct visual monitoring.
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database **within 30 calendar days** after the end of the month in which the spills occurred; • Submit Amended Spill Report **within 90 calendar days** after the Certified Spill report due date.

Table 5
Spill Category 4: Spills Less Than 50 Gallons That DO NOT Discharge to Surface Waters

Spill Requirement	Timeline Requirements
Notification	Not Applicable.
Monitoring	Conduct visual monitoring.
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 into the online CIWQS Sanitary Sewer System Database, **within 30 days** after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.

4.4.3 Lateral Spills

Lateral spills are separately called out in the Statewide General Order and have separate spill categories and depending on the volume of the spill or whether the spill reaches surface water, there are specific requirements for lateral spill notification, monitoring and reporting. Additionally, while the Statewide General Order identifies that Private Lateral Sewage Discharge reporting is voluntary, the San Diego Region WDR requires reporting for PLSDs.

A separate Sanitary Sewer Spill Report is not required for Lateral Spills, which include Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) and PLSDs.

Instead, Lateral Spills should be reported on the Monthly Certified Spill Report in CIWQS. The Enrollee shall: (1) report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Lateral spills within 30 calendar days after the end of the month in which the spills occurred (see Tables 6 and 7).

Notification of CalOES is not required for Lateral Spills, unless the volume threshold of greater than 1,000 gallons is reached and the spill then reaches a Category 1 or 2 level and/or the spill discharges to, or threatens to discharge to, surface water or waters of the State.

For Annual Certified Spill Reporting of Lateral Spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall: (1) maintain records for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and (2) provide records upon request by SWRCB or Regional Water Board staff (3) annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to CIWQS, by February 1st after the end of the calendar year in which the spills occurred.

Table 6
Enrollee Owned and/or Operated Lateral Spills That DO NOT Discharge to Surface Water

Spill Requirement	Timeline Requirements
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of **1,000 gallons or greater**, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: • Notify the California Office of Emergency Services and obtain a notification control number. Call (800)-852-7550. • Not applicable to a spill less than **1,000 gallons**
Monitoring	Conduct visual monitoring.
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume discharge to a surface water as a Category 1 spill.

Private Lateral Sewage Discharge

As required by the RWQCB, Region 9, Enrollees in the San Diego region must report Private Lateral Sewage Discharges (PLSDs). Enrollees are to notify Cal OES for PLSDs greater than or equal to 1,000 gallons that result or may result in a discharge to surface waters.

Within 24 hours of becoming aware of a spill from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database: (1) a spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; or (2) any volume of sewage that discharges (or has a potential to discharge) to surface waters. VCMWD is required to report on all Private Lateral Discharges because they are located in Region 9.

Table 7
Private Lateral Sewage Discharge equal to or greater than 1,000 gallons that discharges to Surface Water

Spill Requirement	Timeline Requirements
Private Lateral Sewage Discharge (PLSD)	Within twenty-four (24) hours of becoming aware of a spill from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov: • A spill equal to or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; or • Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

4.4.4 Monthly Certification of "No-Spills"

If no spills occur during a calendar month occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month. If the Enrollee has no spills from its systems during a calendar month, but the Enrollee reported a spill from a private lateral or a private system, the Enrollee shall certify "No-Spills" for that calendar month. If the Enrollee has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify "No Spills" for that calendar month.

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

In the event that the CIWQS is not available, all required information must be faxed to the appropriate Regional Board office in accordance with the time schedules identified above. In such an event, the Wastewater Division Supervisor must also enter all required information into CIWQS as soon as practical. A Regional Board Fax Report is included in Attachment A.

4.4.5 Annual Report

Annual Reports are due by April 1 of each year. Enrollees shall update their previous year's Annual Report with the required spill reporting as identified in Sections 4.4.2 and 4.4.3, by April 1 of each year for each calendar year (January 1 through December 31). The Annual Report must be entered directly into CIWQS by the Data Submitter and certified by the Legally Responsible Official.

4.4.6 Water Quality Sampling and Analysis Requirements

For spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee must conduct water quality sampling no later than 18 hours after the Enrollee's knowledge of a discharge or a potential discharge to a surface water. One water sample must be collected each day of the duration of the spill at the drainage conveyance system location. If sewage discharges to a surface water via a drainage conveyance system and/or each of the three receiving water sampling locations identified in the following tables (see Tables 8 and 9).

If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due to No Flow" for its receiving water sampling locations. The Enrollee shall analyze the collected receiving water samples for the following constituents:

- Ammonia; and
- Appropriate bacterial indicator(s) per the applicable Region 9 Basin Plan water quality objective, including one or more of the following, unless directed otherwise by the Regional Water Board:
    - Total Coliform Bacteria
    - Fecal Coliform Bacteria
    - E-coli
    - Enterococcus

Sampling for the bacterial indicator(s) per the applicable Region 9 Basin Plan water quality objective must follow the sampling parameters, including sample holding times, identified in Table 8 below.

Table 8
Sampling Parameters for Region 9 Basin Plan Bacterial Indicators

Constituent	Holding Time	Container	Temperature
Total Coliform Bacteria	8 hours	100 ml plastic	6° Celsius
Fecal Coliform Bacteria	8 hours	100 ml plastic	6° Celsius
E-coli	8 hours	100 ml plastic	6° Celsius
Enterococcus	8 hours	100 ml plastic	6° Celsius

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan of the California Inland Surface Water Enclosed Bays, and

Estuaries Plan, including the frequency and/or number of post-spills receiving water samples as may be specified in the applicable plans.

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

A. Water Quality Analysis Specifications

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods. A method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program - Accredited Laboratories

The analysis of water quality samples required must be performed by a SWRCB Environmental Laboratory Accreditation Program (ELAP) accredited laboratory.

B. Water Sampling Locations

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

Table 9
Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

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

Table 10
Receiving Surface Water Sampling (RSW)

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

C. Safety and Access Exceptions

If access restrictions are encountered or unsafe conditions that prevent compliance with spill response requirements or monitoring requirements in the Statewide General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

5. SPILL RESPONSE ACTIVITIES

The Sanitary Sewer Overflow Response procedures present a strategy for the District to mobilize labor, materials, tools, and equipment to correct or repair any condition which may cause or contribute to an unpermitted discharge. The procedures consider a wide range of potential system failures that could create an overflow to surface waters, land, or buildings.

5.1 Receipt of Information Regarding an SSO Event

An overflow may be detected by District employees or by others. The District is responsible to act based on received phone calls or reports on possible sewage overflow from the sewer systems, and to provide immediate response to investigate and/or correct reported sewer overflow.

Generally, telephone calls from the public reporting possible sewer overflows are received at the District Main Office by Consumer Services and directed to the Wastewater Division of the Field Operations Department. The contact information for the District office is provided in the SSMP Appendix B. The District maintains a 24-hour answering service that can direct initial SSO reports received to the On-Call Duty Officer after normal business hours.

1. Initial Report of SSO Event

   Consumer Services staff obtains all relevant information available regarding the overflow including:

   - Time and date call received;
   - Specific location;
   - Description of problem;
   - Time possible overflow was noticed by the caller;
   - Caller's name and phone number;
   - Observations of the caller; and
   - Other relevant information that will enable the response personnel to quickly locate, assess and stop the overflow.

If the notification call is received after hours by the answering service, the On-Call Duty Officer will contact the caller and obtain the above information. Consumer Services staff records initial information on the Initial Contact Checklist (Attachment D) and notifies the District's Wastewater Division Supervisor.

The Wastewater Division Supervisor dispatches Wastewater Division personnel to confirm the overflow report. After hours, the On-Call Duty Officer will confirm the overflow report.

5.2 Mobilize Sanitary Sewer Overflow Response

5.2.1 Dispatch of Wastewater Division Personnel to Site of Sewer Overflow

Failure of any element within the sewer systems that threatens to cause or causes an SSO must trigger an immediate response to isolate and correct the problem. Wastewater Division Personnel and equipment must be available to respond to any SSO location. Additional District personnel shall be "on call" in the event extra manpower is needed.

2. Dispatching Wastewater Division Personnel

   When the District receives notification of a potential sewer overflow outlined in Section 5.1, the Wastewater Division Supervisor will dispatch Wastewater Division personnel with appropriate resources as required.

3. Wastewater Division Personnel Instructions

   - Dispatch Wastewater Division personnel by telephone or radio. Assign appropriate personnel, materials, supplies, and equipment needed.
   - Consumer Services staff must verify that the entire message has been received and acknowledged by the Wastewater Division personnel who were dispatched. All personnel being dispatched to the site of an SSO proceed immediately to the site of the overflow. Report any delays or conflicts in assignments immediately for resolution.
   - In all cases, Wastewater Division personnel will report their findings, including possible damage to private and public property, to the Wastewater Division Supervisor immediately upon making their investigation. If the Wastewater Division Supervisor has not received findings from the response personnel within one (1) hour, the Wastewater Supervisor will contact Wastewater Division personnel to determine the status of the investigation.

4. Additional Resources

   The Wastewater Supervisor receives and conveys information to appropriate parties, and responds to requests for additional personnel, material, supplies, and equipment for Wastewater Division personnel working at the site of a sewer overflow.

5. Preliminary Assessment of Damage to Private and Public Property

   District Wastewater Division personnel shall use discretion in their actions as reasonably as they can. They must be aware that the District could face increased liability for any further damages inflicted to private property during such assistance. The District Wastewater Division personnel shall not enter private property for purposes of assessing damage unless authorized by the property owner or the Wastewater Supervisor. The District Wastewater Division personnel shall take appropriate photographs and/or video footage, if possible, of the sewer overflow impacted area in order to thoroughly document the nature and extent of impacts. Photographs shall be retained for filing with the Overflow Report and submission of the Sanitary Sewer Spill Report in CIWQS.

6. Field Supervision and Inspection

   - The Wastewater Supervisor visits the site of the sewer overflow to ensure that provisions of the SERP and other directives are met.
   - The Wastewater Supervisor is responsible for verbally notifying the Regional Water Board and CalOES, and DEH if necessary, pursuant to requirements and timelines outlined in Section 4.3, and submitting the Sanitary Sewer Spill Report to the Regional Water Board through CIWQS.

5.2.2 Spill Containment, Repair, and Clean-up

This section describes specific actions to be performed by the District's Wastewater Division personnel during an SSO.

The objectives of these actions are:

- To protect public health, the environment, and property from sewage overflows and restore the surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- To promptly notify the regulatory agency with preliminary overflow information and potential impacts;
- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters; and
- To minimize the District's exposure to any regulatory agency penalties and fines.

Under most circumstances, the District can respond using its own personnel, who possess the skills, training, and experience to act quickly and appropriately. A key consideration during emergency response is ensuring that temporary measures to divert flows or complete repairs do not create additional issues elsewhere in the system.

Circumstances may arise when the District could benefit from the support of private-sector response, mitigation and cleanup assistance. This may be true in the case of large diameter pipes

buried to depths requiring sheet piling and dewatering should excavation be required. The District may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of District Wastewater Division Personnel Upon Arrival

   It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the maximum extent possible. Should the overflow not be the responsibility of the District, but there is imminent danger to public health, public or private property, or to the quality of waters of the state, then the Wastewater Division personnel shall take prudent emergency action until the responsible party assumes responsibility and provides actions. Upon arrival at an SSO, the District Wastewater Division personnel perform the following:

   - Determines the cause of the overflow, e.g., sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
   - Identifies and requests assistance or additional resources to correct the overflow or to assist in the determination of its cause;
   - Takes immediate steps to stop the overflow, e.g., relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way); and

     Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

   Initiate measures to contain the overflowing sewage and recover where possible sewage, which has already been discharged, minimizing impact to public health or the environment, including:

   - Determine the immediate destination of the overflow, e.g., storm drain, street curb gutter, body of water, stream bed, etc.;
   - Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
   - Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into a downstream manhole, etc.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

   In the event of a prolonged sewer line blockage or a sewer line collapse, Wastewater Division staff will set up a portable by-pass pumping operation around the obstruction and:

- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

   Wastewater Division staff will clean sewer overflow sites thoroughly after an overflow event. No readily identified residue (e.g., sewage solids, papers, rags, plastics, and rubber products) is to remain. Steps for appropriate and thorough cleanup include:

   - Whenever possible, digital photos should be taken of the area before and after cleanup.
   - Where practical, thoroughly flush the area and clean off any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
   - Secure the overflow area to prevent contact by members of the public until the site has been thoroughly cleaned.
   - Where appropriate, disinfect and deodorize the overflow site.
   - Where sewage has resulted in ponding, pump the pond dry and dispose of the residue in accordance with applicable regulations and policies.
   - If a ponded area contains sewage, which cannot be pumped dry, it may be treated with bleach. If sewage has been discharged into a body of water that may contain fish or other aquatic life; do not use bleach. Contact the Regional Water Board for specific instructions.

5.2.3 Spill Notification Plan

The Spill Notification Plan establishes procedures which the District follows to provide formal notice to the Regional Water Board and CalOES, and DEH if necessary in the event of an SSO. Detailed notification requirements and timelines for each spill category are identified in Section 4.4.

Agency notifications will be performed in parallel with other internal notifications. Internal notification and mobilization of District Wastewater Division personnel are established in this Overflow Response Procedure.

5.2.4 Coordination During Spill Events

This section describes the actions the District will take, in cooperation with the Regional Water Board, the County of San Diego and/or DEH if applicable, to limit public access to areas potentially

impacted by unpermitted discharges of pollutants to surface water bodies from the sewer systems.

1. Temporary Signage

   The District has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

   The Wastewater Supervisor and General Manager determine if posting of a confirmed overflow is necessary.

2. Other Public Notification

   Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by the District, the Wastewater Supervisor determines the need for further public notification.

3. San Diego County Stormwater Division

   Should an overflow discharge or threaten to discharge to facilities constructed to transport stormwater owned by the County of San Diego, Wastewater Division personnel will coordinate with the appropriate County of San Diego Stormwater Division.

4. Coordination with Hazardous Material Response

   - Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the District sewer Wastewater Division personnel crew shall immediately contact the Wastewater Supervisor or Director of Operations and Facilities for guidance before taking further action.

   - Should the Director of Operations and Facilities determine the need to alert the hazardous material response team, the Wastewater Division personnel awaits the contracted hazardous waste team response.

   - Contact the Office of Emergency Services 24-hour Spill Hotline at 1-(800) 852-7550. Upon arrival of the hazardous material response team, the District's Wastewater Division personnel will take direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the District Wastewater Division personnel to proceed under the SERP with the containment, clean-up activities, and correction.

6. POST SPILL REPORTING AND ASSESSMENT

6.1 Post Spill Reporting

Wastewater Division personnel shall complete the Sewer Overflow Report (Attachment A) within 24 hours of the sewer overflow confirmation and provide the information orally to the Regional Board and for use in preparation and submission of the required Sanitary Sewer Spill Report (see Section 4.4 for reporting requirements).

The Wastewater Division Supervisor is responsible for reviewing, finalizing, and submitting the Sanitary Sewer Spill Report in CIWQS, and the LRO will certify the final report in CIWQS. The Sewer Overflow Response Tracking protocol is summarized in Attachment C.

Using data supplied during the verification process and updates from the Wastewater Division personnel, the Wastewater Supervisor prepares notifications in accordance with the monitoring and reporting program of the Statewide General Order and San Diego Region WDR.

6.1.1 Sewer Overflow Report

The Sewer Overflow Report in Attachment A contains information which is required to be reported to the Regional Board, CalOES, and possibly DEH, depending upon the nature of the spill.

The Wastewater Division Personnel shall complete a Sewer Overflow Report (Attachment A). The Wastewater Supervisor promptly notifies the District Office and Regional Board when the overflow is eliminated. Information regarding the sewer overflow includes the following:

- Determination if the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was an obvious indication (e.g., sewage residue) that sewage flowed to surface waters; and
- Determination that the sewage overflow had not reached surface waters by describing conditions at the sewage overflow, which support this determination.
- Determination of the start time of the sewer overflow by one of the following methods:
    a. Date and time information received and/or reported to have begun and later substantiated by District sewer Wastewater Division personnel;
    b. Visual observation;
- Determination of the stop time of the sewer overflow by one of the following methods:
    a. When the blockage is cleared or flow is controlled or contained; or
    b. The arrival time of the District Wastewater Division personnel, if the overflow stopped between the time it was reported and the time of arrival.

- Visual observations
- An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:
    a. Direct observations of the overflow; or
    b. Measurement of actual overflow rate from the sewer main.
- Determination of the volume of the sewer overflow
- Photographs of the event, when possible.

Assessment of any damage to the exterior areas of public/private property. District Wastewater Division personnel shall not enter private property for purposes of estimating damage to structures, floor and wall coverings, and other personal property without authorization from the Wastewater Supervisor.

6.2 Post Spill Assessment

Following each sanitary sewer overflow (SSO), the District conducts a post-spill assessment to evaluate response effectiveness and identify opportunities for continuous improvement. This process includes:

- Root Cause Analysis

  Determine the underlying cause of the spill (e.g., grease, debris, structural failure, capacity constraints) to inform targeted corrective actions.

- Response Effectiveness Review

  Evaluate response times, crew deployment, field decision-making, and containment measures to identify efficiencies and areas for improvement.

- Operational Gap Identification

  Assess any deficiencies in staffing, training, equipment, data access (e.g., GIS/Cityworks), or procedures that may have impacted response performance.

- Corrective and Preventative Actions

  Identify and implement measures such as increased maintenance, capital improvements, or procedural changes to reduce recurrence risk.

- Communication and Customer Service Evaluation

  Review notification timeliness, clarity of communication with affected customers and agencies, and overall responsiveness to public concerns.

- Documentation and Reporting Accuracy

  Verify the completeness and accuracy of regulatory reporting and internal records to ensure compliance and data reliability.

Findings are used to refine response protocols, improve operational efficiency, enhance customer service, and strengthen overall system reliability, supporting continuous improvement of the District's wastewater operations and SSMP implementation.

7. ANNUAL SERP ASSESSMENT

The annual assessment of the SERP evaluates the effectiveness of the District's response to SSOs and identifies opportunities for operational improvement. The annual assessment includes:

- Review of SSO Events

  Analyze all SSOs from the prior year for root causes, response times, notification compliance, and effectiveness of corrective actions.

- Regulatory Compliance Check

  Confirm adherence to Statewide General Order and San Diego Region WDR requirements, including proper reporting to CIWQS and Regional Water Board/CalOES notifications.

- Response Performance Evaluation

  Assess staff response times, field coordination, equipment readiness, and decision-making during incidents.

- Training and Preparedness

  Review staff training records and identify gaps in readiness or procedural understanding.

- Communication Effectiveness

  Evaluate internal and external communication protocols, including escalation procedures and public notification where applicable.

- Equipment & Resource Assessment

  Verify the adequacy and condition of response equipment, materials, and contractor support if utilized.

- Plan Effectiveness & Updates

  Identify needed revisions to the SERP, including procedures, contact lists, and reporting workflows.

Findings from the assessment are used to update the SERP, improve Wastewater Division operations, enhance emergency response readiness, and support overall agency performance and regulatory compliance.

ATTACHMENT A

Sanitary Sewer Overflow Report Form

Attachment A

SANITARY SEWER OVERFLOW REPORT FORM
*(*Denotes information required for Category 1, 3-day report)*

1. General Information

a. VCMWD #: _____

b. Name of collection system: _____

c. Authorized representative filing this form:

Name: _____

Title: _____

e-mail Address: _____

d. Spill Category:

- ❑ Category 1
- ❑ Category 2
- ❑ Category 3
- ❑ Category 4
- ❑ Private Lateral

2. Notification Details (See attached Flow Chart)

a. Overflow requiring 2-hour notification (Category 1)

- ❑ Spill reached surface water or a drainage channel, or
- ❑ Spill reached the storm drain
  - Tributary to surface waters or drainage channel, and
  - Not completely removed from the storm drain

b. Overflow requiring 2-hour notification (Category 2)

- ❑ Spill volume is 1,000 gallons or greater

c. Office of Emergency Services (Category 1 and Category 2)

- ❑ 2 Hour notification (Date/Time): ____/____/____; _____ (am) (pm)
- ❑ OES Control Number: _____

d. Regional Board (Category 1 and Category 2)

- ❑ 2-Hour notification (Date/Time): ____/____/____; _____ (am) (pm)
- ❑ Method of Notification: _____
- ❑ Name of Staff contacted: _____
- ❑ Phone number of staff contacted: _____
- ❑ 3-day faxed Draft Report sent (Date/Time): ____/____/____; _____ (am) (pm)
- ❑ 3-day CIWQS Draft Report entered (Date/Time): ____/____/____; _____ (am) (pm)
- ❑ 15-day CIWQS Certification (Date/Time): ____/____/____; _____ (am) (pm)

e. Department of Environmental Health (If Public Health Impacted)

- ❑ 2-Hour notification (Date/Time): ____/____/____; _____ (am) (pm)
- ❑ Name of Staff contacted: _____

Submit in CIWQS on Monthly Certified Spill Report (Category 3)

- ❑ Spill volume is greater than 50 gallons and less than 1,000 gallons
- ❑ Within 30 days after the end of the calendar month in which the spill occurred

Submit in CIWQS on the Monthly Certified Spill Report (Category 4)

- ❑ Spill volume less than 50 gallons
- ❑ Within 30 days after the end of the calendar month in which the spill occurred

3. Overflow Physical Location Details

* a. Location Name: _____

* b. Latitude: _____

Longitude: _____

c. Street Address (if known): _____

d. City, State, Zip: _____

e. Cross Street: _____

* f. County: San Diego

g. Spill Location Description: _____

_____

* h. Regional Water Quality Control Board: Region 9 – San Diego

4. Spill Details

* a. Spill Appearance Point

- ❑ Building or Structure
- ❑ Force main or pressure sewer
- ❑ Gravity sewer
- ❑ Manhole
- ❑ Other sewer system structure
- ❑ Pump station
- ❑ Bypass at the treatment plant
- ❑ Other _____

* b. Discharge to Drainage Channel and/or Surface Water?

- ❑ Yes
- ❑ No

* c. Did the spill reach the Storm Drain Pipe?

- ❑ Yes
- ❑ No

* d. If the spill reached a Storm Drain Pipe, was the spill fully captured and returned to the collection system?

- ❑ Yes
- ❑ No
- ❑ Not Applicable

e. Private Lateral Spill?

- ❑ Yes; Responsible Party (if known): _____
- ❑ No

f. Final Spill Destination:

- ❑ Building or Structure
- ❑ Paved Surface

- ❑ Storm Drain
- ❑ Street/curb and gutter
- ❑ Surface water
- ❑ Unpaved surface
- ❑ Other: _____

* g. Estimated spill volume (gallons): _____

h. Estimated volume of spill recovered (gallons): _____

i. Estimated current spill rate(gpm): _____

j. Method of estimating volume: _____

5. Time of Overflow/Bypass Incident

* a. When did the incident begin? Date: ____/____/____ ; Time _____(am) (pm)

* b. Agency notified of or discovered spill: Date: ____/____/____ ; Time _____(am) (pm)

* c. Estimated Operator Arrival: Date: ____/____/____ ; Time _____(am) (pm)

* d. Estimated spill end: Date: ____/____/____ ; Time _____(am) (pm)

e. Spill response completion date: ____/____/____

6. General Information about Overflow at this Location

a. Were digital photos taken: ☐ Yes ☐ No

* b. Spill response activities:

- ❑ Cleaned up (mitigated effects of spill)
- ❑ Contained all or a portion
- ❑ Inspected the sewer using CCTV to determine the cause
- ❑ Removed blockage / restored flow
- ❑ Repaired pump station
- ❑ Returned all or a portion of the spill to the collection system
- ❑ Other: _____

_____

_____

c. Visual inspection results from impacted receiving water: _____

_____

_____

* d. Cause of overflow/bypass (select all those that apply):

- ❑ Debris - General
- ❑ Debris - Rags
- ❑ Flow exceeded capacity
- ❑ Grease deposition (FOG)
- ❑ Operator error
- ❑ Pipe structural problem/failure
- ❑ Pump station failure
- ❑ Rainfall exceeded design
- ❑ Vandalism
- ❑ Other: _____

_____

_____

e. Where did failure occur:

- ❑ Upper lateral
- ❑ Main
- ❑ Lower lateral
- ❑ Other _____

f. If spill caused by wet weather, choose size of storm:
(Circle One) 1, 2, 5, 10, 50, 100, >100 year, unknown

g. Diameter of sewer pipe at the point of blockage or spill cause (if applicable): _____

_____

h. Material of sewer pipe at the point of blockage or spill cause (if applicable): _____

_____

i. Estimated age of sewer pipe at the point of blockage or spill cause (if applicable): _____

_____

j. Description of terrain surrounding the point of blockage or spill cause (if applicable):

- ❑ Not applicable
- ❑ Flat
- ❑ Mixed
- ❑ Steep

7. Category 1 Spill – Additional Information

a. Health warnings posted

- ❑ Yes
- ❑ No

b. Name of impacted surface water(s): _____

c. Is there an ongoing investigation?

- ❑ Yes
- ❑ No

d. Water Quality Samples Analyzed for:

- ❑ Dissolved oxygen
- ❑ Other chemical indicators (specify)
- ❑ Biological indicators (specify)
- ❑ No water quality samples taken
- ❑ Not applicable to this spill
- ❑ Other: _____

e. Water Quality Sample Results Reported to:

- ❑ County Health Agency
- ❑ Regional Water Quality Control Board
- ❑ Water quality samples taken
- ❑ Not applicable to this spill
- ❑ Other: _____

f. Spill Corrective Action Taken:

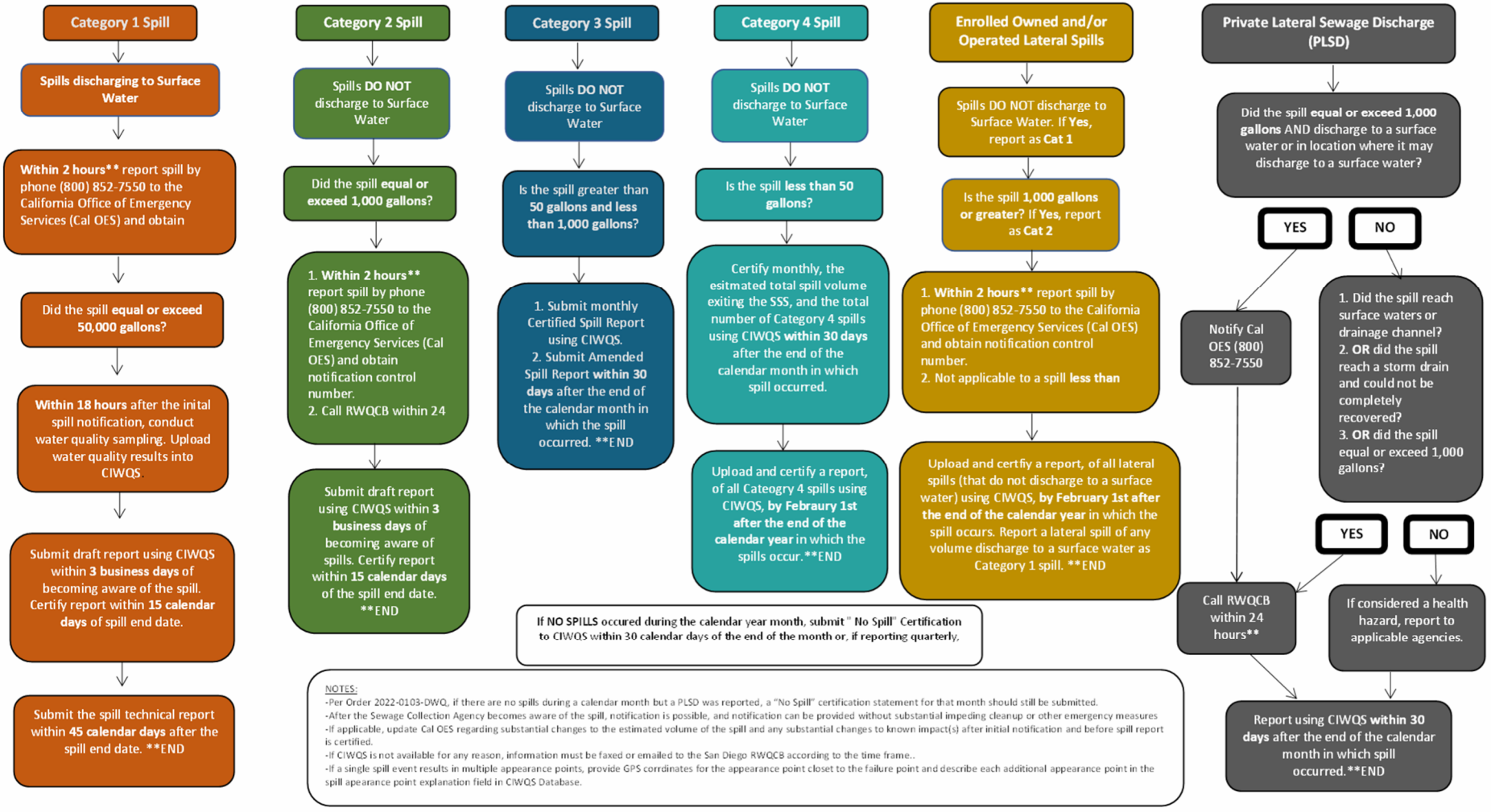
- ❑ Added sewer to the preventative Wastewater Division personnel program
- ❑ Adjusted schedule/method of preventative Wastewater Division personnel
- ❑ Enforcement action against the FOG source
- ❑ Plan the rehabilitation or replacement of the sewer
- ❑ Repaired sewer
- ❑ Other: _____

ATTACHMENT B

Sanitary Sewer Spill Reporting Flow Chart

Attachment B

Sanitary Sewer Spill Reporting Flow Chart



ATTACHMENT C

Sewer Overflow Response Tracking Protocol

Attachment C

SEWER OVERFLOW (SSO) RESPONSE TRACKING PROTOCOL

Step	Event
1	Report of possible SSO received by Consumer Services See Attachment D – Initial Contact Checklist
2	During Business Hours: Consumer Services contacts the Wastewater Division Supervisor, who then deploys Wastewater Division personnel to confirm reported SSO.
3	After Hours: Answering Service directs emergency calls to On-Call Duty Personnel. The Duty Personnel will contact the Wastewater Supervisor, who then deploys Wastewater Division personnel to confirm the reported SSO.
4	Wastewater Division personnel report back to the Wastewater Division Supervisor, reporting the significance of the overflow.
5	Wastewater Supervisor completes initial Overflow Report and Notifies Agencies as required (see Attachment A). Category 1 – 2-Hrs CalOES, RWQCB Category 2 – 2-Hrs CalOES, RWQCB
6	Wastewater Division Personnel respond to overflow event • Protect Health & Safety of Public • Stop/Contain SSO • Determine Cause • Repair Collection System • Clean Up Area and Mitigate Damage and Contamination • Complete SSO Report Forms
7	Wastewater Supervisor and/or Data Submitter prepares and submits the initial Draft Report as required (see Attachment A). Category 1 – Submit on CIWQS within 3 days Category 2 – Submit on CIWQS within 3 days
8	Wastewater Supervisor and/or Data Submitter prepares final Overflow Report and submits report as required LRO must certify report (see Attachment A). Category 1 – Submit on CIWQS within 15 days Category 2 – Submit on CIWQS within 15 days Category 3 – Submit on CIWQS within 30 days Category 4 – Submit on CIWQS within 30 days
9	Data from the Overflow Report is entered into a permanent record on file at the Valley Center Municipal Water District.

ATTACHMENT D

Sanitary Sewer Overflow – Initial Contact Checklist

Attachment D
Sanitary Sewer Overflow – Initial Contact Checklist

1. Date/Time call received: ____/____/____; _____(am) (pm)
2. Caller's Name: _____
3. Phone No. _____
4. Spill Location: _____
5. Description of problem: _____

   _____

   _____

6. Time overflow noticed by caller: _____
7. Observations of caller: _____

   _____

   _____

8. Other relevant information to help:
   - Locate
   - Assess cause
   - Stop overflow

   _____

   _____

   _____

   _____

9. Date/Time contacted Wastewater Division personnel: ____/____/____; _____

   By: _____

APPENDIX F

Procedures for Responding to a Sanitary Sewer Overflow (Field Guide)

Sanitary Sewer Overflow
(Field Guide)

Category 1 – Spills to Surface Waters

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

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

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

Category 2 – Spills 1,000 Gallons or Greater that Do Not Discharge to Surface Waters

A Category 2 spill is a spill of **1,000 gallons or greater**, from or caused by a sanitary sewer system regulated under this General Order that **does not** discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3 – Spills 50 Gallons to Less than 1,000 Gallons that Do Not Discharge to Surface Waters

A Category 3 spill is a spill of **equal to or greater than 50 gallons and less than 1,000 gallons**, from or caused by a sanitary sewer system regulated under this General Order that **does not** discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 – Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

A Category 4 spill is a spill of **less than 50 gallons**, from or caused by a sanitary sewer system regulated under this General Order that **does not** discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Reporting Requirements - District System SSO

Category 1 & 2 – Notify the following Agencies within two (2) hours

(Record Time, Date and Contact Person for all phone reports)

1. **Regional Water Quality Control Board (RWQCB)**
   Reportable spills must be called into RWQCB within **two (2) hours** at any time of the day or night.
   Phone (858) 637-5581 - Business Hours
   Phone (858) 822-8344 - After Hours
   Fax (858) 571-6972

   - A draft report needs to be completed and submitted on CIWQS **within 3 days.** Draft reports can be faxed via attached Fax Report if CIWQS is unavailable.
   - A certified report needs to be submitted on CIWQS **within 15 days**.

2. **Office of Emergency Services**
   Reportable spills must be called into CalOES within **two (2) hours** at any time of the day or night.
   Phone: (800) 852-7550 — **Get a Control Number for Reporting Purposes**

Notified Only for Spills Impacting Public Health (Wastewater Supervisor Determines)

1. **Department of Environmental Health**
   Spills that may impact the public health or drinking water sources must be called into the DEH at any time of the day or night.
   Normal working hours (8:30 a.m. to 5:00 p.m. Monday to Friday)
   Phone: (858) 495-5579 Fax: (858) 694-3670
   (619) 331-2284

   After Hours, Weekends and Holidays
   Phone: (858) 565-5255 Fax: (858) 694-3670

Category 3

Enter a certified report to the online data base (CIWQS) within 30 days after the end of the calendar month in which the spill occurs.

Category 4

A separate Sanitary Sewer Spill Report is not required for a Category 4 Spill. Instead, Category 4 Spills should be reported on the Monthly Certified Spill Report in CIWQS.

Reporting Requirements - Private Lateral Sewage Discharge

Within twenty-four (24) hours of becoming aware of a spill from a private sewer lateral or private sanitary sewer system that is not owned/operated by the District report the following observations to the online database:

3. A spill **equal to or greater than 1,000 gallons** that discharges (or has a potential to discharge) to a **water of the State**, or a **drainage conveyance system that discharges to waters of the State;** or
4. **Any volume** of sewage that discharges (or has a potential to discharge) to **surface waters**.

SERP ATTACHMENT B

Sanitary Sewer Spill Reporting Flow Chart

Category 1 Spill

Spills discharging to Surface Water

Within 2 hours** report spill by phone (800) 852-7550 to the California Office of Emergency Services (Cal OES) and obtain

Did the spill **equal or exceed 50,000 gallons?**

Within 18 hours after the inital spill notification, conduct water quality sampling. Upload water quality results into CIWQS.

Submit draft report using CIWQS within **3 business days** of becoming aware of the spill. Certify report within **15 calendar days** of spill end date.

Submit the spill technical report within **45 calendar days** after the spill end date. **END

Category 2 Spill

Spills **DO NOT** discharge to Surface Water

Did the spill **equal or exceed 1,000 gallons?**

1. **Within 2 hours**** report spill by phone (800) 852-7550 to the California Office of Emergency Services (Cal OES) and obtain notification control number.
2. Call RWQCB within 24

Submit draft report using CIWQS within **3 business days** of becoming aware of spills. Certify report within **15 calendar days** of the spill end date. **END

Category 3 Spill

Spills **DO NOT** discharge to Surface Water

Is the spill greater than **50 gallons and less than 1,000 gallons?**

1. Submit monthly Certified Spill Report using CIWQS.
2. Submit Amended Spill Report **within 30 days** after the end of the calendar month in which the spill occurred. **END

Category 4 Spill

Spills **DO NOT** discharge to Surface Water

Is the spill **less than 50 gallons?**

Certify monthly, the esitmated total spill volume exiting the SSS, and the total number of Category 4 spills using CIWQS **within 30 days** after the end of the calendar month in which spill occurred.

Upload and certify a report, of all Cateogry 4 spills using CIWQS, **by Febraury 1st after the end of the calendar year** in which the spills occur.**END

Enrolled Owned and/or Operated Lateral Spills

Spills DO NOT discharge to Surface Water. If **Yes,** report as **Cat 1**

Is the spill **1,000 gallons or greater?** If **Yes,** report as **Cat 2**

1. **Within 2 hours**** report spill by phone (800) 852-7550 to the California Office of Emergency Services (Cal OES) and obtain notification control number.
2. Not applicable to a spill **less than**

Upload and certify a report, of all lateral spills (that do not discharge to a surface water) using CIWQS, **by February 1st after the end of the calendar year** in which the spill occurs. Report a lateral spill of any volume discharge to a surface water as Category 1 spill. **END

Private Lateral Sewage Discharge (PLSD)

Did the spill **equal or exceed 1,000 gallons** AND discharge to a surface water or in location where it may discharge to a surface water?

YES

Notify Cal OES (800) 852-7550

Call RWQCB within 24 hours**

NO

1. Did the spill reach surface waters or drainage channel?
2. **OR** did the spill reach a storm drain and could not be completely recovered?
3. **OR** did the spill equal or exceed 1,000 gallons?

YES

Call RWQCB within 24 hours**

NO

If considered a health hazard, report to applicable agencies.

Report using CIWQS **within 30 days** after the end of the calendar month in which spill occurred.**END

If **NO SPILLS** occured during the calendar year month, submit " No Spill" Certification to CIWQS within 30 calendar days of the end of the month or, if reporting quarterly,

NOTES:

-Per Order 2022-0103-DWQ, if there are no spills during a calendar month but a PLSD was reported, a "No Spill" certification statement for that month should still be submitted.

-After the Sewage Collection Agency becomes aware of the spill, notification is possible, and notification can be provided without substantial impeding cleanup or other emergency measures

-If applicable, update Cal OES regarding substantial changes to the estimated volume of the spill and any substantial changes to known impact(s) after initial notification and before spill report is certified.

-If CIWQS is not available for any reason, information must be faxed or emailed to the San Diego RWQCB according to the time frame..

-If a single spill event results in multiple appearance points, provide GPS corrdinates for the appearance point closet to the failure point and describe each additional appearance point in the spill apearance point explanation field in CIWQS Database.

CALIFORNIA REGIONAL WATER OUALITY CONTROL BOARO
SANITARY SEWER OVERFLOW 2-HOUR NOTIFICATION REPORT FORM
FOR CATEGORY 1 SPILLS IN THE SAN DIEGO REGION
ORDER NO.
WQ 2022-0103-DWQ

If CIWQS is not working, the 3-day draft report may be faxed to RWQCB using this form. Please provide the following Information, If available.

RWQCB STAFF CONTACT _____

DATE OF NOTIFICATION / / TIME OF NOTIFICATION AM PM

REPORTED BY_____ PHONE: (_____) _____

REPORTING AGENCY: _____

AGENCY ADDRESS: _____

RESPONIBLE PARTY (If not the Reporting Agency)_____

☐ PUBLIC SPILL ☐ PRIVATE SPILL

ESTIMATED TOTAL SSO VOLUME (GALLONS) _____

ESTIMATED RECOVERED VOLUME (GALLONS) _____

LOCATION OF SSO: _____ START DAY/TIME _____

_____ ☐ CONTAINED ☐ ON-GOING

CITY: _____ END DAY/TIME _____

ZIP: _____

WATERS OF STATE IMPACTED? ☐ YES ☐ NO

STORM DRAIN: _____

PRIMARY SURFACE WATER _____

SECONDARY SURFACE WATER _____

OTHER IMPACTED WATER: _____

BEACH CLOSURE? ☐ YES ☐ NO LOCATION: _____

OFFICE OF EMERGENCY SERVICES NOTIFIED? ☐ YES ☐ NO DATE/TIME _____

LOCAL HEALTH AGENCY NOTIFIED IMMEDIATELY? ☐ YES ☐ NO DATE/TIME _____

OES CONTROL # _____

CAUSE / COMMENTS / OTHER DETAILS

_____

_____

_____

APPENDIX G

Procedures for Responding to a Sewer Pump Station Failure (Field Guide)

FIELD PROCEDURES FOR RESPONDING TO A SEWER PUMP STATION FAILURE

VCMWD owns and operates four wastewater lift stations -- the Meadows Lift Station, the Islands Lift Station, the Woods Valley Ranch Lift Station and the Orchard Run Lift Station. The District also provides maintenance service for the low-pressure wastewater systems within the Rimrock Subdivision Area of the District, the High Vista Area and the South Village Area. Sewer pump stations are designed to have a minimum of 8 hours of containment and redundant pumps. A pump station alarm should be investigated as soon as possible to determine the cause of the failure, effect repairs, and avoid an SSO event.

District Lift Station Facility

Pump station failure alarms are generated from the station control system and will notify the duty officer and wastewater supervisor via the SCADA system.

Step 1 – Determine the cause of the failure and if a spill has occurred.

Step 2 – If a spill has occurred, start the Procedures for Responding to a Sanitary Sewer Overflow.

Step 3 – Determine the cause of the alarm and notify appropriate maintenance personnel to make repairs.

Private On-Site Low Pressure Wastewater Systems

Failures of private on-site low-pressure wastewater systems are indicated by an alarm horn and light at the station and the property owner (or neighbor) calls in the alarm to the District office. The wastewater duty officer will be notified by the answering service if after hours. Some systems have auto dialers that will automatically call the main office in the event of a failure.

Step 1 – Notify the property owner to reduce wastewater flows to prolong emergency storage capacity.

Step 2 - Determine the cause of the failure and if a spill has occurred.

Step 3 – If a spill has occurred start the Procedures for Responding to a Sanitary Sewer Overflow.

Step 4 – Determine the cause of the alarm and notify appropriate maintenance personnel to make repairs.

APPENDIX H

Commercial Wastewater Discharge Program (CWDP)

RESOLUTION NO. 2007-43

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER MUNICIPAL WATER DISTRICT APPROVING THE COMMERCIAL WASTEWATER DISCHARGE PROGRAM

WHEREAS, it is in the interest of the Valley Center Municipal Water District to establish guidelines to protect its wastewater facilities from commercial discharges of fats, oils and grease, and

WHEREAS, District staff has prepared the "Commercial Wastewater Discharge Program" (Exhibit A) document to establish guidelines for protection of the District's wastewater facilities.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED, AND ORDERED by the Board of Directors of VALLEY CENTER MUNICIPAL WATER DISTRICT as follows:

That the attached document "COMMERCIAL WASTEWATER DISCHARGE PROGRAM" be approved as the guidelines and standards for all commercial establishments discharging into any of the District's wastewater facilities.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Valley Center Municipal Water District held on the 5th day of November 2007 by the following vote:

AYES: Directors Broomell, Polito, Aleshire, Stone and Haskell
NOES: None
ABSENT: None

Gary A. Broomell
President

ATTEST:

Kelly D. Stetson
Secretary

COMMERCIAL WASTEWATER DISCHARGE PROGRAM (CWDP)

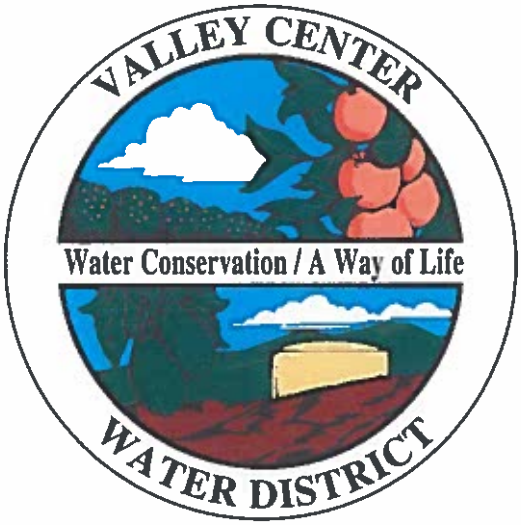


Table of Contents

INTRODUCTION

The Commercial Wastewater Discharge Program (CWDP) was created to standardize and enforce commercial wastewater requirements. This program was established for the purpose of maintaining the Valley Center Municipal Water District Wastewater Collection and Treatment Systems to the highest standard.

This manual will provide the basic criteria for the installation of Fats, Oils and Grease (FOG) removal equipment at both new and existing establishments as well as inspection processes for receiving acceptance for use from the Valley Center Municipal Water District. In general, the program provides for the following requirements:

- Owners of facilities engaged in preparing food for the consumption by the public must obtain an application and approval by the District for the installation and use of a grease removal system.

- Approved applicants are required to install an approved grease removal system in the wastewater line leading from the food preparation area, or from sinks, drains, appliances and other fixtures or equipment used in food preparation or cleanup where fats, oils or grease are introduced into the wastewater collection system.

- Grease removal equipment shall be maintained in efficient operating condition by periodic removal of the accumulated grease. Collected grease shall be disposed of properly and not be reintroduced into the wastewater collection system.

- Owners keep records of grease removal equipment cleaning and a maintenance log on site at all times.

- Owners allow inspectors ready access at all reasonable times to all parts of the premises for the purpose of inspections and sampling.

The Valley Center Municipal Water District may impose penalties in accordance with the District's Administrative Code Article 170 and ultimately terminate the wastewater connection to any premise if a violation of these policies is found to exist and not corrected by the owner in a reasonable period of time.

SECTION 1: THE FOOD ESTABLISHMENT WASTEWATER ORDINANCE

The requirements set forth are described within the Valley Center Municipal Water District Administrative Code Article 170.8(e) (Use of the Public Wastewater Systems).

PLAN CHECKS

The Valley Center Municipal Water District requires that all new and existing food service establishments, receiving wastewater service from the District, be equipped with grease removal equipment. The Commercial Wastewater Discharge Program (CWDP) must be involved in the plan check submittal and review process for approval.

GARBAGE DISPOSALS

The CWDP requires the installation of grease removal equipment on any fixture where grease may be introduced into the wastewater collection system. A dishwasher or pot sink pre-rinse station where dishes, pots and pans are pre-rinsed prior to washing is where most grease is introduced into the wastewater collection system. Many of these fixtures also may have garbage disposals installed.

Garbage disposals may be connected to grease removal equipment, but only if the grease removal equipment is an interceptor large enough for the extra solids that a garbage disposal discharges.

Garbage disposals cannot be allowed to discharge to a grease trap as this would result in plugging the trap.

SECTION 2: CWDP APPLICATION PROCESS

All food establishments within the Valley Center Municipal Water District Wastewater Service areas are required to have wastewater discharge approval. This approval is issued at the start of operations of any food establishment.

Food establishments are defined as establishments where food is prepared or served for consumption by the public. This includes commercial as well as non-commercial (non-profit, governmental) establishments. Bars (that serve no food) and markets that sell exclusively pre-packaged food and unprocessed fruits and vegetables are excluded.

All potential applicants shall complete the CWDP application and submit plans, specifications or other information needed to support the application process (see attachment 1).

Approval of the application is issued to the owner for a specifically named establishment, at a particular location, and is non-transferable. As a condition of their approval, all owners are required to notify the Valley Center Municipal Water District upon ownership transfer. They are also required to notify the Valley Center Municipal Water District of any change in name, location, or new operations or equipment.

After completion of the application and submitted plans, the establishment file is reviewed for completeness and the District Engineer, or appointed authority, will sign and issue an approval of application and plans ready for construction. After construction is completed, the CWDP inspection is done for final Wastewater Discharge approval.

SECTION 3: CWDP INSPECTION PROCESS

Once the application and plans have been approved, the construction has been completed and the establishment is ready for Wastewater Discharge approval, a final inspection of facilities must be completed using the approved site inspection checklist (see attachment 2). This inspection is to verify the completed installation of the approved FOG prevention equipment. The VCMWD inspector will be verifying the following:

- Establishment name and address
- Facility ownership
- Mailing information
- Telephone numbers
- Name(s) of responsible contact(s)

The inspection is also used to verify information regarding the establishment's operations and procedures:

- Grease disposal procedures
- Grease removal equipment maintenance procedure
- Examination of grease removal equipment maintenance records
- Hoods, floor and mats cleaning procedures

Evaluation of Establishment

Establishments without Grease Removal Equipment

This stage of inspection is used to determine whether or not grease removal equipment may in fact be required. The factors taken into consideration are:

- Whether or not any cooking (particularly meat or chicken) takes place in the establishment,
- The presence of a deep fryer,
- Whether or not the establishment is 100% single service,
- Whether or not the establishment operations conform to plan check comments, or
- Whether or not grease removal equipment was required during plan check.

If it is determined that no grease removal equipment is required, it will typically be based on the condition that those limited number of greasy/oily items that need cleaning, be thoroughly wiped prior to washing. Determination of "no grease removal equipment required" will be changed if the establishment changes its

operations, undergoes extensive remodeling or discharges to a sewer main that experiences sewer spills.

If the inspector determines that grease removal equipment is required, the on-site owner or owners will be notified and have 180 days from the time of inspection to install the appropriate grease removal equipment.

The inspection is concluded by making an inventory of all plumbing fixtures and all cooking and warming equipment used during food preparation and/or clean up procedures.

Establishments with Grease Removal Equipment

This inspection is to insure that all required plumbing fixtures are connected to grease removal equipment. To this end the inspector makes an inventory of all plumbing fixtures and inquires as to the specific use of each.

The installation of grease removal equipment on a particular fixture may be waived if it is only infrequently or secondarily used in a way that produces grease/oil in its wastewater and if the establishment commits to stop using the fixture for such a use. An example would be a vegetable prep sink, occasionally used to handle the overflow from the pot sink. This commitment will be reflected in the form of a specific condition on the establishment's application.

The next step is to determine whether or not the fixtures identified above are actually connected to grease removal equipment. This can be done by visually inspecting the piping, examining "as Built" drawings or performing flow/dye tests.

If an establishment is found to not be in compliance with the Valley Center Municipal Water District standards, the inspection will be terminated and the approved application associated with that establishment may be revoked.

Storm Drain Protection

While storm drain protection is not a direct part of the CWDP's mission, every food establishment inspection is used as an opportunity to remind management of their obligations and responsibilities with respect to storm water pollution.

Grease Disposal

Every establishment is required to state how they dispose of waste grease. CWDP requires that any establishment that uses frying oil have a practicable method of disposing of such oil (typically a grease recycling barrel) to ensure that this oil is not disposed of in the sewer or storm drain. If necessary the Valley Center Municipal Water District will require the installation of a grease recycling barrel.

Every establishment that has a deep fryer is required to subscribe to an approved cleaning method in the event of a grease/oil spill. Typical spill containment procedures have been outlined in a bilingual (English-Spanish) poster that is distributed free to food establishments for posting and use in their employee training program.

Grease Removal Equipment Inspection

All grease removal devices are opened at inspection time to evaluate their functional integrity and the adequacy of the maintenance methods and frequency using the approved interceptor/trap inspection report (see attachment 3).

Integrity

Factors taken into consideration are:

i. Interceptors

- Integrity of Tee's, crossover pipes and standpipes
- Proper venting
- Integrity of the concrete structure
- No modification of the unit has been made without approval
- Integrity of lids and seals

ii. Grease Traps

- Proper installation of a vented flow control device
- Presence and proper installation of internal baffle(s)
- Internal vents are free of grease and debris
- Integrity of lids and seals

Any deficiency in the integrity of a interceptor or trap (unless fixed during the inspection) is made the object of a written requirement with a due date.

Adequacy of Maintenance

i. Maintenance Log (See attachment 4)

- Owners shall keep up to date maintenance records with all disposal information

ii. Interceptors

The approximate depth of the grease/oil layer in each of the interceptor's chambers is measured and, if one has been provided, the sample box is visually

inspected. All internal pipes are inspected for grease build up and the baffle(s) are examined for signs of past overflows. In the typical 2-chamber interceptor the maximum allowable grease build up in the last chamber is one foot. If it appears that this level will be reached prior to the next scheduled cleaning, a higher cleaning frequency is recommended or mandated. Other evidence of improper maintenance, such as grease build up at the outlet tee is also grounds for requiring more frequent pumping.

Even though it is discouraged, the Valley Center Municipal Water District allows garbage disposals to discharge to grease interceptors. Where garbage disposals are present, more frequent interceptor cleaning is required due to:

- Reduced effectiveness because of solids accumulation
- Greater concentrations of hydrogen sulphide caused by decaying organic matter

iii. Grease Traps

The approximate depth of the grease/oil build up at the top of the trap is measured. Given the data of the last cleaning and the cleaning frequency provided by the maintenance records, it is possible to determine whether or not the grease retention capacity of the unit will be reached prior to the next scheduled cleaning. Where the cleaning frequency is found to be inadequate, a better frequency is recommended (and in some circumstances mandated) by the Inspector. If a grease trap is found to have already exceeded its stated grease retention capacity, immediate cleaning is required.

Violations and Penalties

Owners of Commercial establishments found in violation of any provision of this program shall be subject to penalties in accordance with the District's Administrative Code Article 170 – Wastewater Service Rules and Regulations.

Reasons for Inspection

Any establishment may be subjected to an inspection if:

- It is the subject of a complaint to the Valley Center Municipal Water District,
- It discharges to a wastewater main that has experienced a spill or blockage caused by grease, or
- The system is in working order and there have been no complaints or blockages, a minimum of one periodic annual inspection at the discretion of the operations supervisor.

The purpose of these inspections are:

- To investigate and resolve the complaint (if applicable),
- To attempt to determine the cause(s) of the spill or blockage,
- To ensure that all establishments on an affected main remain in full compliance with the Valley Center Municipal Water District requirements,
- To notify business operators of the fact that their establishment discharges to a problem main, or
- To determine what remedial action(s) might be taken to prevent a recurrence of the problem. It is to be noted that establishments that discharge to a "problem" main will be subjected to more stringent retrofit standards than others.

Re-Inspection

Food establishments are subject to a re-inspection under the following conditions:

- The establishment was found not to be in compliance with CWDP standards (most typically because of poor grease removal equipment maintenance)
- Special procedures or limitations were imposed during a previous inspection
- Requirements were issued
- Grease interceptor/trap could not be opened
- Maintenance could not be usefully evaluated because the units were not functioning properly or were almost completely filled with grease
- A flow/dye test could not be performed because of the grease removal unit's condition

Apart from confirming basic administrative information, re-inspections are usually limited to confirming that deficiencies have been corrected or that required procedures are in place.

Inspection Reports

Every inspection results in a written report/checklist. If applicable, this inspection report will contain an explanation of actions taken and requirements issued. If a re-inspection is required, a due date will be assigned.

SECTION 4: PRINCIPLES, MAINTENANCE AND SIZING

PRINCIPLES OF FATS, OILS, AND GREASE (FOG) SEPARATION PROCESS

Gravity Separation Principles

- Particles that are lighter than water (fats, oils and grease (FOG) will rise to the surface – Lower Specific Gravity (<1.0)
- Particles that are heavier than water (solids) will settle to the bottom – Higher Specific Gravity (>1.0)
- The velocity (or speed) that the particle rises will determine how fast the mixture will separate
- Steady state velocity is attained when the "frictional resistance" is equal to the "buoyant (gravitational) forces
- Particle Size
- The smaller the particle size, the slower the velocity (diameter squared, non-linear relationship)
- Specific Gravity of Particle
- The greater the differences in specific gravity (or densities), the greater the velocity (1:1 or linear relationship)

Note: *For general examples see attachment 5*

Viscosity

- The greater the temperature the less the viscosity and, thus, the greater the velocity (inverse relationship)

Grease Interceptor Maintenance Requirement Options:

- Pumped regularly to ensure proper operation (as necessary),
- "25% Rule" or similar accumulation standard
    a) The "25% Rule" = When the combined thickness of the floating FOG and settleable solids layers exceed 25% of the total liquid depth of the interceptor,
- Oil and grease limit,
- Minimum mandatory pumping frequency (e.g., quarterly),
- Located under the counter of in a vault in the kitchen or outside
- Features:
    a) Small Capacity
    b) Short Retention Time (0.5 – 3 minutes)
        NOTE: Flow Control Fitting required prior to Grease Trap to ensure proper operation, and
- Cleaned regularly to ensure proper operation (as necessary).

Grease Removal Device (Automatic Grease Trap)

- Located Under the Counter or in a Vault in the Kitchen or Outside (see attachment 5)
    a) Features:
        - Small Capacity
        - Short Retention Time (.05 – 3 minutes)
        - Automatic Skimming or Pumping of Floating FOG
        - Manual Solids Basket Removal
        - Heating Elements
        - PDI Certified (Except for the Largest Units)

Grease Interceptor and Trap Sizing and Issues (UPC)

- Drainage Fixture Units (DFUs) – Number and size of fixture traps in the kitchen (UPC Chapter 7)
- DFUs determine interceptor inlet pipe size and slope
- Converted into gallons per minute (gpm)
- Minimum 30-minute retention time

New Proposed Gravity Grease Interceptor Sizing Table:

DFUs	GGI Volume (Gallons)
8	500
21	750
35	1,000
90	1,250
172	1,500
216	2,000
307	2,500
342	3,000
428	4,000

Example #1: Typical fast food kitchen = 17 DFUs 750 gallons
Example #2: Typical larger FSE kitchen = 45 DFUs 1,250 gallons

Drains Connected to the Interceptor

Kitchen Drains	Connect to Interceptor
Pot Sink	Yes
Pre-rinse sink	Yes
Kitchen Floor Drains*	Yes
Kitchen Floor Sinks*	Yes
Mop Sink	Yes
Prep Sink **	It depends**
Hand Sink**	It depends**
Dishwasher***	It depends***

* Inside the kitchen or dishwashing area.

**This may be a case-by-case decision based upon the location and use.

***This may be a case-by-case decision because many dishwashers are merely sanitizers that discharge very little grease and discharge high temperature water that may emulsify the grease in the interceptor.

GREASE TRAP SIZING – FROM UPC TABLE 10-2

Total Number of Fixtures Connected	Required Rate of Flow per Minute Gallons	Grease Retention Capacity Pounds
1	20	40
2	25	50
3	35	70
4	50	100

Appendix H

Section 5 - Attachments

CWDP Application

Valley Center Municipal Water District
Commercial Wastewater Discharge Program
Application

APN:_____

Commercial Wastewater Discharge Program (CWDP) Phone: (760) 735-4503

Business Name (Corporation):			**Brief Description of Property Use:**
Street Address (Location of Business):			
City:	State**:**	ZIP:	Bus. Phone:
Owner/Responsible Party:			Phone:
Mailing Address (if different above):			
City:	State:	ZIP:	***Email:***
On-Site Primary Contact Person:			Emergency Phone:

Please provide information on all plumbing fixtures discharging Fats Oils and Grease (FOG) to the wastewater system and sign below. Once the application is processed, if one is required, the type (grease trap or interceptor) and minimum sizing will be determined, a signed copy of your application will be returned to you. Once application is approved and installation completed a VCMWD representative will inspect the installation, verify fixtures connected to the system and, required FOG equipment installed and operating correctly and test the system per specified requirements. Property is not eligible to discharge into the public sewer system until final acceptance is granted.

Provide the quantity of each of the following fixtures and a brief description of use:

Fixture	**Qty.**	**Description of Use**	**Fixture**	**Qty.**	**Description of Use**
Pre-Rinse Station/Scrapper			Char-broiler/Broiler		
Pre-Rinse Quick Drain			Commercial Dishwasher		
Mist/Water Wash Hood			Soup/Steam Kettle/Tilt Skillet		
Burner Wok Range			Grill/Griddle		
Chicken Rotisserie			Oven		
Mop Sink/Can Wash			Floor Sink(s)/ Drain(s)		
Deep Fryer			Other		
Compartment Sink(s)					

Property Owner Signature: _____ **Date**_____

VCMWD Application Approval:

_____

District Engineer Date

VCMWD Final Acceptance:

_____

District Inspector Date

Required FOG Equipment: ☐ **Interceptor** ☐ **Trap** ☐ **N/A:**

Required Type:_____

Minimum Size:_____

Additional Requirements:_____

VCMWD Lot #: _____

Application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the District

Site Inspection Checklist

Commercial Waste Water Discharge Program Checklist

Establishment Name: _____
Site Address: _____
Parcel Number: _____
Facility Ownership: _____
Mailing Info & Phone #:_____
Name of Responsible Contact: _____
VCMWD Application Number: _____
Number of EDUs: _____

_____ CWDP Application & District Manual Date mailed: _____
_____ CWDP Application & District Guidelines Date signed: _____
_____ New Establishment (Y/N)
_____ Site Inspection (Y/N) Date of Inspection: _____
_____ Grease Removal Equipment Installed (Y/N)
If No, STOP INSPECTION follow-up date: _____
_____ Grease Interceptors Installed (Y/N)
If No, follow up date: _____
_____ Integrity of Tee's, crossover pipes and standpipes
_____ Proper venting
_____ Integrity of the concrete structure
_____ Modifications (Y/N) Approval Date: _____
_____ Integrity of Lids and Seals
_____ Grease Traps Installed (Y/N)
If No, follow up date: _____
_____ Proper installation of vented flow device (Y/N)
_____ Presence & proper installation of internal baffle(s)
_____ Internal vents free of grease and debris (Y/N)
_____ Integrity of Lids and Seals
_____ Maintenance Log (Y/N)
_____ If No, follow up date:_____
_____ Written Report of inspection findings
_____ Copy of written report to establishment

_____ File paperwork in CWDP files (site inspection check list, etc)
_____ Calendar tagged for one year inspection

Interceptor/Trap Inspection Report

VCMWD
INTERCEPTOR/TRAP INSPECTION REPORT

Permit No:_____ Inspection Date:_____
Name of Facility:_____ Inspection Type:_____
Address:_____ Inspector:_____

Name and Title of Facility Contact:_____
Interceptor Location: _____
Interceptor/Trap Size:_____ gallons Interceptor Liquid Depth:_____ inches
Current Pumping Frequency:_____

GREASE REMOVAL EQUIPMENT (GRE)/ FACILITY INSPECTION

Floating Fats, Oils, and Grease (FOG) Layer – (FF) Thickness:_____ inches
Settable Solids (SS) Thickness:_____ inches
Total FF and SS Thickness:_____ inches % Accumulated FOG and SS:_____ %
Last cleaning/pump-out date:_____
Mechanical Condition: See Results for Deficiencies
GRE Pumping Record Keeping: See Results for Deficiencies

Comments:_____

INSPECTION RESULTS

☐ Facility is in COMPLIANCE. No corrective action is required at this time

☐ NOTICE OF NONCOMPLIANCE ☐ 1st ☐ 2nd ☐ 3rd
Facility is in noncompliance of the items checked below. Corrective action is required immediately.

- ☐ Interceptor is inaccessible for inspection
- ☐ Interceptor floating FOG and settable solids capacity exceeded (greater than 25%)
- ☐ Excessive FOG in the sample box
- ☐ Discharge (Effluent Line) restricted
- ☐ Baffle tubes plugged, submerged, damaged or missing
- ☐ Insufficient GRE record keeping (log and/or hauling/pumping records)
- ☐ Pumping Frequency not within required interval
- ☐ Other_____

Required corrective action includes any or all of the following:

- ☐ Promptly remove any obstructions that does not allow safe and easy access to the interceptor
- ☐ Pump out interceptor completely
- ☐ Repair or replace baffles
- ☐ Maintain GRE records (log and copies of hauling/pumping records)
- ☐ Pump interceptor within required frequency interval
- ☐ Other_____

The above checked item(s) must be corrected within _____ of receipt of this Notice of Noncompliance.

AKNOWLEDGEMENT OF RECIEPT OF INTERCEPTOR INSPECTION REPORT

_____ _____
Signature of Facility Contact Date

_____ _____
Signature of Inspector Date

Grease Trap/Interceptor Maintenance Log

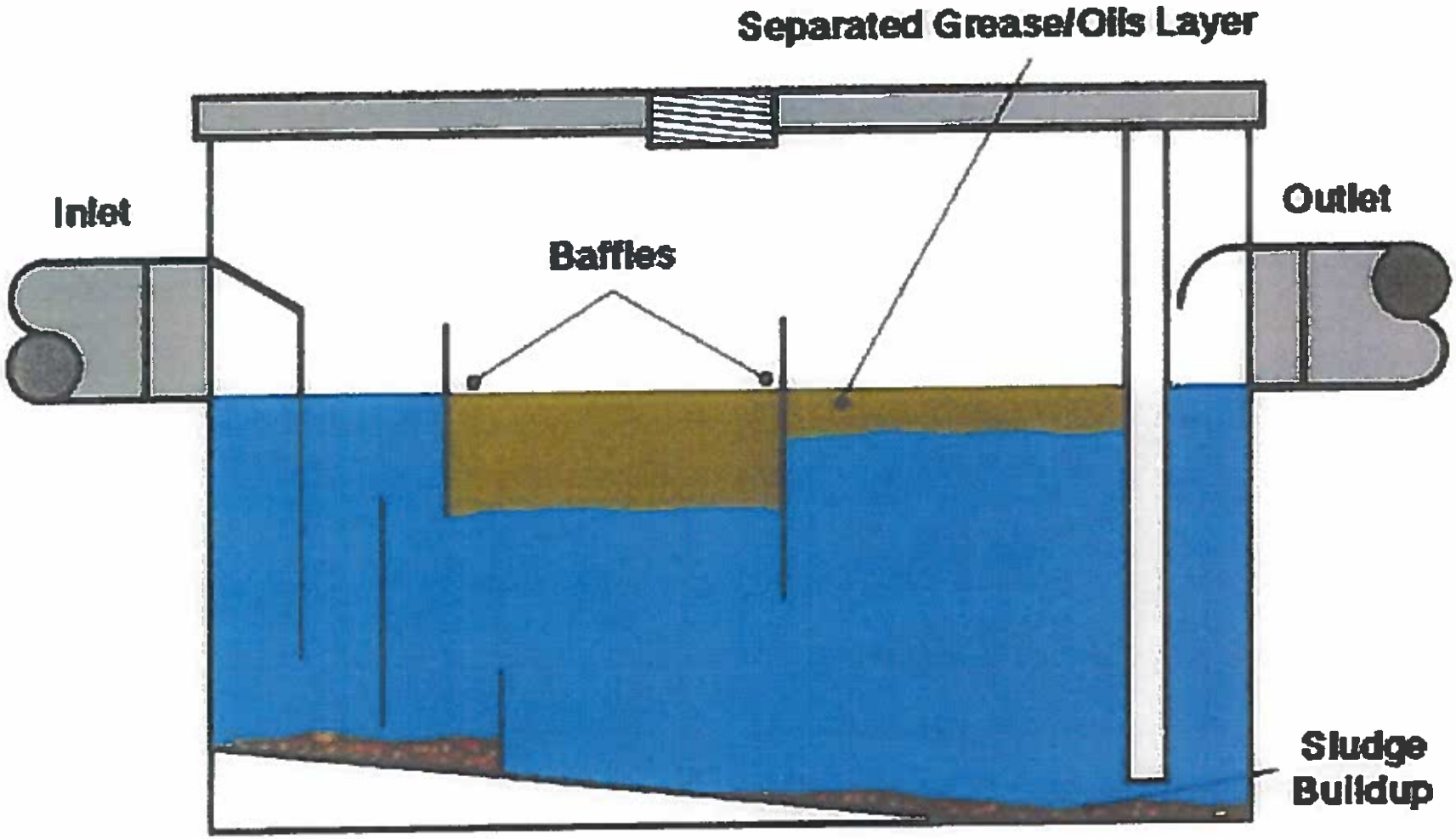
GREASE TRAP / INTERCEPTOR MAINTENANCE LOG

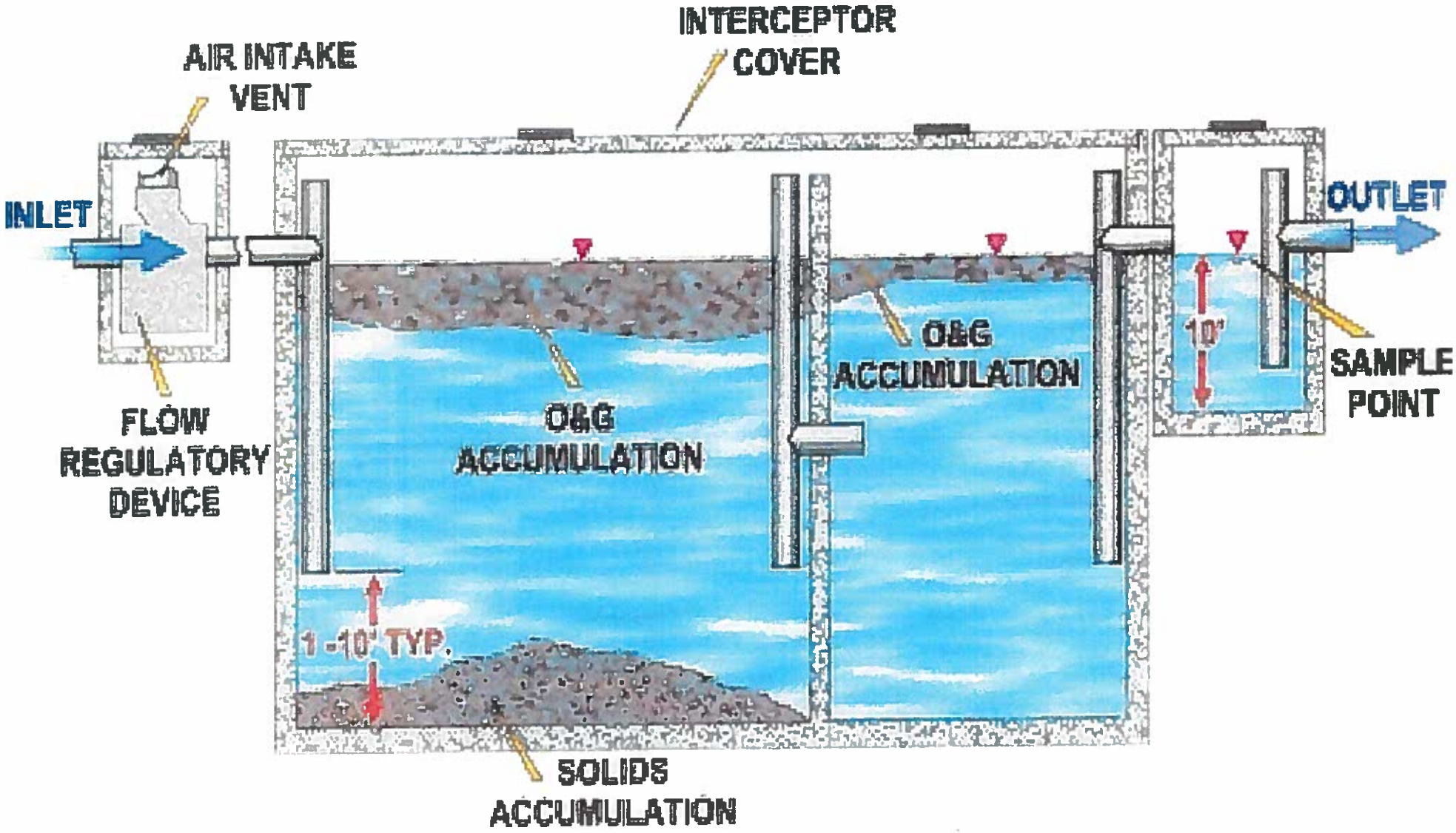
FACILITY NAME: LOCATION:

DATE	SERVICED BY WHOM	TYPE OF SERVICE (pumping/hauling, repair, etc.)	DISPOSAL SITE (if known)	VOLUME PUMPED	SERVICE COMMENTS (volume pumped, problems, etc.)

Interceptor/Trap Diagrams (Typical)

Typical Passive Grease Trap




INTERCEPTOR
COVER
AIR INTAKE
VENT
INLET
OUTLET
FLOW
REGULATORY
DEVICE
O&G
ACCUMULATION
O&G
ACCUMULATION
10"
SAMPLE
POINT
1 -10" TYP.
SOLIDS
ACCUMULATION

APPENDIX H-1

Sample FOG Materials for Customers

BMPs for Preventing Blockages in the Sanitary Sewer System

BMP	Reason For	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Train kitchen staff and other employees about how they can help ensure BMPs are implemented.	People are more willing to support an effort if they understand the basis for it.	All of the subsequent benefits of BMPs will have a better chance of being implemented.	Talk to the establishment manager about the training program that he/she has implemented.
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	These reminders will help minimize grease discharge to the traps and interceptors and reduce the cost of cleaning and disposal.	Check appropriate locations of "No Grease" signs.
Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher. The mechanical dishwasher requires a minimum temperature of 160° F, but the Uniform Plumbing Code (UPC) prohibits discharging the dishwasher to grease traps.	Temperatures in excess of 140° F will dissolve grease, but the grease can re-congeal or solidify in the sanitary sewer collection system as the water cools.	The food service establishment will reduce its costs for the energy – gas or electric – for heating the water.	Check boiler or hot water heater discharge temperature. Measure the temperature of the hot water being discharged from the closest sink.
Use a three-sink dishwashing system, which includes sinks for washing, rinsing, and sanitizing in a 50-100 ppm bleach solution. Water temperatures are less than 140° F. (See above)	The three-sink system uses water temperatures less than 140° F where a mechanical dishwasher requires a minimum temperature of 160° F. (See above) Note: The Uniform Plumbing Code (UPC) prohibits the discharge of dishwasher water to grease traps.	The food service establishment will reduce its costs for the energy - gas or electric - for heating the water for the mechanical dishwasher and for operating the dishwasher.	Measure temperature of the hot water at the three-sink system.
Recycle waste cooking oil.	There are many waste oil recyclers throughout Oregon. This is a cost recovery opportunity.	The food service establishment will be paid for the waste material and will reduce the amount of garbage it must pay to have hauled away.	Obtain name of recycler used. Review recycling records. Confirm records w/ recycler.
"Dry wipe" pots, pans, and dishware prior to dishwashing.	The grease and food that remains in pots, pans, and dishware will likely go to the landfill. By "dry wiping" and disposing in garbage receptacles, the material will not be sent to the grease traps and interceptors.	This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.	Observe dishwashing practices.
Dispose of food waste by recycling and/or solid waste removal.	Some recyclers will take food waste for animal feed. In the absence of such recyclers, the food waste can be disposed as solid waste in landfills by solid waste haulers.	Recycling of food wastes will reduce the cost of solid waste disposal. Solid waste disposal of food waste will reduce the frequency and cost of grease trap and interceptor cleaning.	Inspect grease traps and interceptors for food waste accumulation. Confirm the recycler or solid waste removal company with the establishment manager.

For more information, Contact the FOG Control Program Manager at – Engineering Department, Valley Center MWD, Valley Center, CA

BMPs for Properly Maintaining Grease Traps and Interceptors to Prevent Introduction in the Sanitary Sewer System

BMP	Reason For	Benefits to Food Service Establishment	Pretreatment Inspection Tips
Witness all grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating.	Grease trap/interceptor pumpers may take shortcuts. If the establishment manager inspects the cleaning operation and ensures it is consistent with the procedures in Grease Trap and Interceptor Maintenance they are more assured of getting full value for their money.	The establishment will ensure it is getting value for the cost of cleaning the grease trap or interceptor. Otherwise the establishment may be paying for cleaning more often than necessary.	None.
Clean under sink grease traps weekly. If grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased.	Under sink grease traps have less volume than grease interceptors. Weekly cleaning of under sink grease traps by the establishment's own maintenance staff will reduce the cost of cleaning the grease interceptor. If the establishment does not have a grease interceptor, the under-sink grease trap is the only means of preventing grease from entering the sanitary sewer system. If the grease trap is not providing adequate protection, the local sewer agency may require installation of a grease interceptor.	This will extend the length of the cleaning cycle for grease interceptors that the establishment maintains.	Visually inspect the contents of the under sink grease trap. Inspect cleaning records.
Keep a maintenance *log*	The maintenance log serves as a record of the frequency and volume of cleaning the interceptor. It is required by the pretreatment program to ensure that grease trap/interceptor maintenance is performed on a regular basis.	The maintenance log serves as a record of cleaning frequency and can help the establishment manager optimize cleaning frequency to reduce cost.	Inspect maintenance log. Provide the establishment with a sample maintenance log if it does not have one. Confirm the maintenance log with the grease hauler identified.
Clean grease interceptors routinely.	Grease interceptors must be cleaned routinely to ensure that grease accumulation does not cause the interceptor to operate poorly. The cleaning frequency is a function of the type of establishment, the size of the interceptor, and the volume of flow discharged by the establishment.	Routine cleaning will prevent plugging of the sewer line between the food service establishment and the sanitary sewer system. If the line plugs, the sewer line may back up into the establishment, and the business will need to hire someone to unplug it.	Interceptor should have no more than 1/3 the depth as grease, **and,** Interceptor should have no more than 1/4 the depth as sediment, **and** No more than 25% of the depth should be a combination of grease (top) & sediment bottom).

NO GREASE

A Message from Valley Center Municipal Water District, Valley Center, CA.
For more information contact the Engineering Department at 760-735-4500

Let's Tackle Grease in the Kitchen

WHY SHOULD YOU HELP?

- Prevent grease buildups from blocking sewer lines.
- Stop sewer overflows into streets, storm drains and waterways.
- Save money spent on costly cleanups of sewage spills.
- Reduce the number of times you have to clean out your grease trap.
- Protect the quality of our water.

DO!

Put oil and grease in covered collection containers.

Scrape food scraps from dishes into trash can and garbage bags and dispose of properly. Avoid using garbage disposal.

Remove oil and grease from dishes, pans, fryers and griddles. Cool first before you skim, scrape, or wipe off excess grease.

Prewash dishes and pans with cold water before putting them in the dishwasher.

Cover kitchen sink with catch basket and empty into garbage can as needed.

Cover floor drain with fine screen and empty into garbage can as needed.

DON'T!

Don't pour grease down the drain.

Don't put food scraps down the drain.

Don't rinse off oil and grease with hot water. Don't run water over dishes, pans, fryers, and griddles to wash oil and hot grease down the drain.

More Ways to Tackle Grease

- Use environmentally safe cleaning products instead of harsh detergents or cleaners that can damage sewer lines.
- If you generate large amounts of used cooking oil, reuse or recycle it. To find a recycler, check the phone book under "recyclers" or "rendering companies."
- If you generate small amounts of used cooking oil, reuse it as often as possible and then pour it into a container you can throw away. Never pour it down the drain!

For more information, please contact the VCMWD FOG Control Program Manager at (xxx) xxx-xxxx, Engineering Dept., Valley Center, CA .

This flyer was made possible thanks to information taken from the Texas Commission on Environmental Quality's Flyer #GI-290.

How a Sewer System Works

A typical sanitary sewer system is constructed of a network of pipes connected to each building that transports sewage to a wastewater treatment plant.

A property owner's sewer pipes are called service laterals and connect to larger local main and regional sewer lines.

Service laterals are the responsibility of the property owner and must be maintained by the property owner. Many city agencies have adopted ordinances requiring maintenance of service laterals.

Operation and maintenance of local and regional sewer lines are the responsibility of the local public works department and the sanitation district.

What is a Sewage Spill?

Sewage spills occur when the wastewater flowing in an underground pipe becomes blocked and overflows through a manhole, cleanout, and/or broken pipes. Sewage spills can potentially cause health hazards and damage to homes and businesses. They threaten the environment, local waterways, and beaches.

What to Look For

Sewage spills can be a very noticeable gushing of water from a manhole or a slow water leak that way take time to be noticed. Don't dismiss wet areas that cannot be accounted for. Look for:

- Drain backups inside the building;
- Wet ground and water leaking around manhole lids on your street;
- Seeping water from cleanouts or outside drains;
- Unusual odorous wet areas on sidewalks, external walls, or ground/landscape around a building.

What to Do

Time is of the essence in dealing with sewage spills. Property owners are required to immediately:

*Control and minimize the spill. Keep spills contained on private property and out of gutters, storm drains, and public waterways by using dirt as barricades until help arrives. Do not use any water inside the building - it will create more discharge. Do not wash sewage into the street or gutter. Call Maintenance Services or a plumber for advice on proper cleanup.

*Clear the sewer blockage. Always wear gloves and wash your hands. Call a plumber if necessary.

* Keep children and pets away from spill.

If you see signs of a sewage spill on public or private property
Or need help with a private sewage spill
Call Valley Center MWD
We're Here To Help!
760-735-4500

Sewage Spills Regulatory Codes & Fines

California Health and Safety Code, Sections 5410-5416
No person shall discharge raw or treated sewage or other waste in a wanner that results in contamination, pollution, or a nuisance. Any person who causes or perm its a sewage discharge to any state waters:

- must immediately notify the Local Health Officer of the discharge.
- shall reimburse the Local Health Ot'ficer for services that protect the public's health and safety (water-contact receiving waters).
- who fails to provide the required notice to the Local Health Officer is guilty of a misdemeanor and shall be punished by a fine (between $500-$ 1,000) and/or imprisonment for less than one year.

California Water Code. Anicle 4, Chapter 4 Sections 13268-1327

California Code of Regulations, Title 23 Civision 3 Chapter 9 2 /nicle 2 Sections 2250-2261
A ray person who causes or permits sewage in excess of 1 000 callons to be discharged to state w aters shall immediatel notif)' the Office of Emergency Sen'ices at (800) 852-7550
A ray person w'ho leals to provide the notice required by this section is _uil ' of a misdemeanor and shall be punished by a f ne (less llaan $20 000) aad/or imprisonment for not morethan one year.
This subdivision shall apply tla land discharges that would have resulted in a seeage discharge to state water, but for a public agency's emergency response or cleanup action.

(Regulator' Codes proc ided courtes) of the Otaute County Sanitation District)

You Are **Responsible** for a Sewage **Spill Caused** by a Blockage in Your Sewer **Lines**

Sewage **Spills**

Reference Guide

Your Responsibility as a Private Property Owner

Common Causes of Sewage Spills

*Grease builds up and eventually blocks sewer pipes. Grease gets into the sewer from household drains, as well as froiaa poorly maintained commercial grease traps and interceptors. Grease is the most common cause of pipe blockages.

"Structural problems caused by tree roots in the lines, broken/cracked pipes, missing or broken cleaiaout caps, and/or undersized sewers can cause blockages.

*Infiltration and inflow (I/I) impacts pipe capacity and is caused when groundwater or rainwater enters the sewer system through pipe defects and illegal connections.

Help Us Protect the Environment!

Report Sewage Spills Immediately!

760-735-4500

Storm Drain System

Sewage must never enter the storm drain system. This is a separate system which transports storm water runoff directly from city streets to the ocean.

You Can Help Protect The Environment!

Grease, oil, and fat should go from the pan...

..to the can

Never pour grease, cooking oil, or fat down the sink.

They can clog drains and cause sewer pipes to back up and cause sewage spills. Cool down your cooking oil, grease, or fat and pour them into a container with a secure lid.

Trash the can — not your pipes

Wipe out pots and pans with a paper towel before doing dishes - you will use less soap and decrease clogs. **Dispose of food scraps in** the trash - not down **garbage disposals, drains,** or toilets.

Items that should NOT be disposed of in the sewer system

- Ø Cooking Grease and Oil
- Ø Food Debris
- Ø Diapers
- Ø Cotton Balls
- Ø Kitty Litter
- Ø Acne Pads
- Ø Dental Floss
- Ø Feminine Hygiene Products
- Ø Condoms
- Ø Band Aids
- Ø Paper Towels
- Ø Sanitary Wipes
- Ø Dirt, Sand, Rocks
- Ø Q-Tips
- Ø Rags
- Ø Plastic
- Ø Drinking Straws
- Ø Tooth Picks

City and County Agency Responsibilities

Public Works Department, Facility Maintenance: responsible for maintaining the City's sewer main lines, protecting City property, public areas, streets, and the local storm drain system; responsible for collecting, treating, and disposing of wastewater for the base.

Commanding General,

MCAGCC Twentynine Palms: responsible for closing public areas and food-service businesses if a sewer spill poses a threat to public health.

Regional Water Quality Control Board: responsible for protecting state waters and enforcing state sewer regulations.

You Could Be Liable for Endangering the Environment

Local and state agencies have legal jurisdiction and enforcement authority to ensure that sewage spills are remedied. They may respond and assist with containment, relieve pipe blockages, and/or cleanup of the sewage spill, especially if the spill is flowing into storm drains or onto public property. A property owner may be charged for costs incurred by these agencies responding to private property spills.

Call the Maintenance Services Department immediately for advice and/or assistance before a small overflow becomes a major liability.

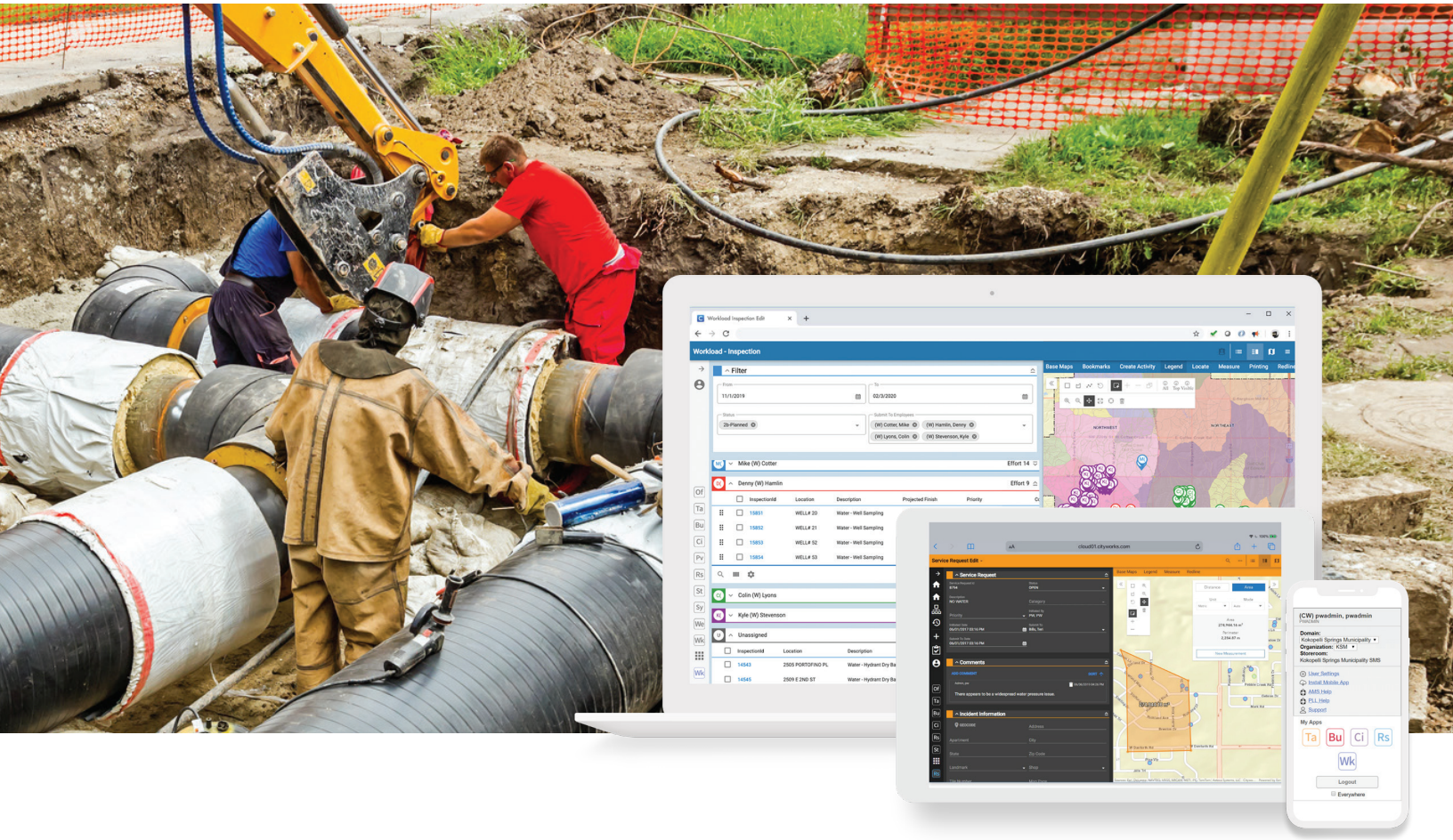
APPENDIX I

Cityworks Product Description

Cityworks®
A TRIMBLE COMPANY

Asset Management System

Cityworks.com



ASSET MANAGEMENT SYSTEM (AMS)

MANAGE YOUR WORK. ANYWHERE. ANYTIME.

For more than 20 years, Cityworks has been the leading GIS-centric solution for public asset management. Cityworks AMS is designed to help organizations manage public assets and their associated data, work activities, and business processes. We are committed to helping cities and utilities build resilient, safe, and sustainable communities.

Give staff the power of GIS and automation. Cityworks AMS is built exclusively on ArcGIS, giving both office staff and field crews access to real-time data and simplified workflows.

Streamline operations. Configure templates and inboxes to help manage work, track costs, and improve operations. Complete work anywhere and on any device.

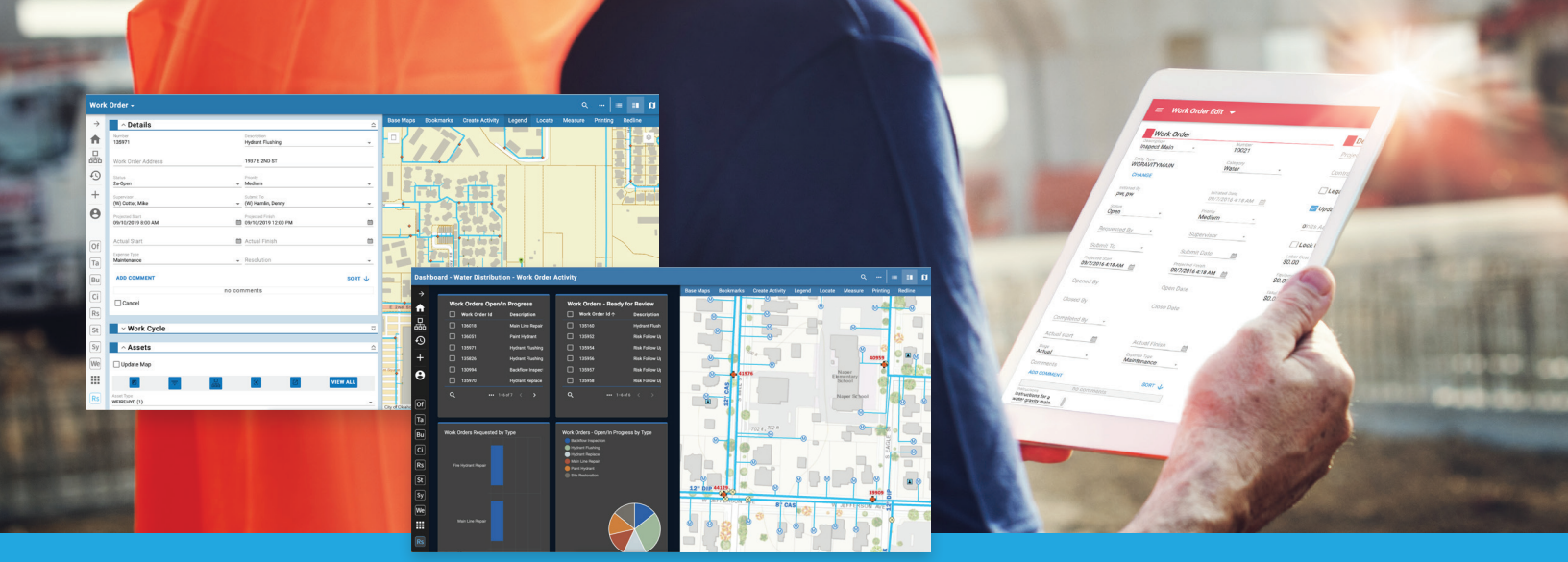
Improve collaboration. Share asset data and streamline communication among employees, across departments, and with your customers.

Identify and evaluate risk. Cityworks and ArcGIS can help you identify your riskiest assets and put the right plans in place to improve them.

Make insightful decisions. Use dashboards, analytics, and maps to visualize data, understand resources, and report more accurately.

SOLUTIONS FOR:

- Work Orders
- Service Requests
- Inspections
- Warehouse Management
- Reports and Analytics
- Mobile Workforce
- Infrastructure Management
- Vegetation Management
- Pavement Management
- Facilities and Plant Management



THE GIS-CENTRIC PLATFORM

- **Leverage your investment in GIS** without redundancy, data synchronization, or special integration.
- Use the ArcGIS geodatabase as the authoritative system of record for **all asset classes**—linear, dispersed, and condensed.
- Support your organization throughout the entire **asset management workflow**: from data collection and work management to regulatory reporting and strategic planning.
- Use ArcGIS tools for simple and **effective location intelligence**, supported by web maps and single sign-on access to Esri apps and analytics solutions.

GIS-Centric

Built exclusively on Esri® ArcGIS®, Cityworks helps you fully leverage your authoritative GIS data and provides a total solution to improve your agency's operational effectiveness.

Mobile

Empower your field crew to interact directly with GIS assets by collecting information, reporting observations, uploading pictures, completing outstanding tasks, and using visual map tools to streamline workflows.

Open Architecture

Cityworks is built on open standards, giving you complete access to your data in an open architecture that easily integrates with existing business systems.

Public Engagement

Cityworks data and ArcGIS tools empower your customers to provide input, remain informed, and monitor progress.

Flexible

Easily create templates to manage common asset management activities. Or, think outside the box and modify them for virtually any business process where workflow, tracking, and GIS are needed.

Location Intelligence

GIS maps offer a superior platform for interpreting data and supporting location intelligence. Cityworks and ArcGIS help local governments and utilities do more with less when managing capital infrastructure and regulations.

Cityworks® A TRIMBLE COMPANY

For more information contact us at:
info@cityworks.com • 801-523-2751 • Cityworks.com

ArcGIS Hub Specialty | ArcGIS for Local Government Specialty | ArcGIS Marketplace Provider | ArcGIS Online Specialty | Release Ready Specialty | ArcGIS Indoors Specialty

Available on the App Store | ANDROID APP ON Google Play

esri Partner Network Platinum

EMPOWERING GIS INTELLIGENCE

APPENDIX J

Understanding Your Low Pressure Wastewater Pump Collection System (LPCS)

Valley Center Municipal Water District

Understanding Your Low Pressure Wastewater Pump/Collection System (LPCS)

What Is a Low Pressure/Collection System (LPCS) - Using a small pump, the LPCS conveys wastewater from a storage tank/vault (See Figure 1) on your property to a network of fully sealed collection lines connected to Lower Moosa Canyon Water Reclamation Facility (LMCWRF) or to the Woods Valley Ranch Water Reclamation Facility (WVRWRF) where it is then treated to meet state and federal mandated treatment standards.

Why is your home on a LPCS? - Due to the terrain topography, rocks and soil conditions in your neighborhood the LPCS was the best option for conveying wastewater and doing the least damage to the environment. A typical gravity collection system would have been very difficult or impossible to install in your neighborhood without extensive grading and excavation.

How does the LPCS work? - There is a gravity line that is connected from your home to a pump vault on your property. The household waste from your sinks, showers, toilets, dishwasher, and washing machine is carried through this gravity line where it enters the pump vault. In the pump vault, is a low pressure pump that operates off a level sensor. This sensor starts and stops the pump depending on household waste level within the vault. When the pump is running, the pump pushes the household waste through the discharge line to the sealed collection lines in the street and then is conveyed to the wastewater treatment plant for treatment.

What components of the LPCS are on my property? (See Figure 2)

- Pump and Tank Vault (See Figure 1)
- Alarm Control Panel (See Figure 2 & 3)
- Property Service Lateral Connection Box (See Figure 2)
- Monitoring Radio (See Figure 4)

Where are the LPCS components located on my property?

Pump and Pump Vault – Typically, the pump and pump vault is installed in a convenient location away from your home. To identify the location of your system on your property look for a green secured lid, approximately 24" in diameter. This is the cover for the pump and pump

vault. The location of the system was determined during the application process with the original property owner. During this process, District staff reviewed the plot plan with the applicant to determine the best location for the system on the property. If you need help locating your system or have any questions, please call: (760)735-4500.

Alarm Control Panel - The Pump that is in the pump vault is connected to the alarm control panel that is powered by electricity from your power supply cabinet or circuit breaker (See Figure 5). The Alarm Control Panel is typically located adjacent to the pump and pump vault. The alarm control panel is a grey enclosure that is about the size of a shoe box, normally mounted on a post or on the side of your home. The location of the panel was determined during the application process. (See Figures 3 & 4)

DO NOT OPEN THE ALARM CONTROL PANEL DUE TO ELECTRICAL HAZARDS;
CALL THE VALLEY CENTER MUNICIPAL WATER DISTRICT
FOR 24 HOUR ASSISTANCE (760)735-4500

Audible Alarm - There is an audible alarm and red light on the control panel. When the level in your pump vault reaches a high level the alarm will sound and the light will turn on. This can be caused by either a pump failure or higher than normal flows entering the pump vault. **To silence alarm**, push the external silence button that is located on the bottom of the Control Panel box (See Figure 6) and then ***CALL THE VALLEY CENTER MUNICIPAL WATER DISTRICT FOR 24 HOUR ASSISTANCE. (760)735-4500.***

Property Service Lateral Connection Box - The lateral connection box is located near or by the curb in the front of your property. It is a square enclosure that is approximately 24"x24" in size and looks very similar to a water meter box (See Figure 2). The lid should be marked sewer. Inside the box is an isolation valve and non-return check valve. The valves are used for servicing and protecting your system.

UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO OPERATE THESE VALVES. OPERATING THESE VALVES WILL CAUSE DAMAGE TO YOUR PUMPING SYSTEM, AND MAY CAUSE A SEWER SPILL. CALL THE VALLEY CENTER MUNICIPAL WATER DISTRICT FOR 24 HOUR ASSISTANCE. (760)735-4500.

Monitoring Radio – this radio will alert the Valley Center Municipal Water District of any issues with your system.

The Do's and Don'ts of Using Your LPCS - To avoid blockages and damage to your LPCS system the following items should ***NOT*** be placed into your sinks or toilets;

- Plastic, glass or metal
- Kitty litter
- Cooking oils or grease
- Concrete materials such as grout
- Sanitary napkins
- Flushable Wipes
- Gravel or sand
- Flammable materials
- Paints
- Diapers
- Q-tips

Other considerations:

- Don't connect troughs or rain gutters to the system
- Don't plant shrubs or trees close to equipment or pipelines
- Don't bury the vault lid

Ownership and Responsibilities of Facilities – The following facilities are owned by the property owner: Interceptor tank assembly (only used with Septic Tank Effluent Pump "STEP" Systems); Emergency Storage Tank (only with Grinder Pump Systems); Pump Vault Assembly, including pump, motor pump controls, and suction and discharge connections; Alarm control panel and connecting wires; Pressure discharge line between tank and service lateral connection point; and other valves and appurtenances required for these items.

The following facilities shall be installed by the Applicant: 1) gravity wastewater line between the house and the on-site LPCS facility, and 2) electrical power supply to the on-site facility.

VCMWD shall provide the following specific repair and maintenance services for the onsite LPCS facilities in a timely manner. Any additional work or repairs required are the responsibility of the applicant and are not included in the services provided for by the monthly low pressure wastewater collection system maintenance fee.

- 24-hour on call status
- Investigate alarm/unit malfunction notification
- Repair or replacement of defective components or upgrade of functioning components, excluding those items listed above
- Periodic pumping of Interceptor Tank ("STEP" Systems only) and inspection of the onsite LPCS facilities
- District shall exercise reasonable care to protect the area and improvements around the

onsite LPCS facilities and shall endeavor to leave the premises and improvements in the same condition as found. District shall not be responsible for any damages to landscaping, paving or other site improvements which are installed on the property.

The following specific items are excluded from the services provided by the District:

- Repair or replacement of any component of the onsite LPCS facility due to the negligence of the applicant;
- Repair or replacement of the gravity wastewater line or electrical line from the house to the on-site LPCS facilities;
- Repair or replacement of the discharge line from the Pump Vault Assembly to the District's Low Pressure Collection System;
- Repair or replacement of the Interceptor Tank or Emergency Storage Tank;
- Repair or replacement of the Pump Vault;
- Replacement of landscaping, paving or other site improvements installed in violation of the District's standard specifications, which may be damaged in the execution of repair or maintenance activity.

The Applicant's responsibilities are as follows:

- Applicant shall pay a monthly low pressure wastewater collection system maintenance fee, for specific maintenance services provided by the District.
- The Applicant remains ultimately responsible for the proper operation and maintenance of the on-site LPCS facilities. Maintenance and repair of facilities not provided by the District will be the responsibility of the Applicant.
- Applicant shall notify the District by phone (760) 735-4500 or other such number as designated by the District, immediately upon any indication of improper operation or malfunction of the on-site LPCS facilities; i.e., audible and/or visual alarm activation, wastewater spills, unusual noises coming from the on-site pump unit or odors from any part of the on-site LPCS facilities.
- Applicant shall instruct other persons having access to the property, tenants, groundskeeper, etc., in the proper operation and notification procedures applicable to the on-site LPCS facilities.
- Applicant shall not, without prior notification and approval of the District, make any adjustments or repairs to the on-site LPCS facilities.
- The Applicant shall grant the District access to the on-site LPCS facilities for

maintenance and inspection purposes.

How can I get more information about my LPCS? - Go to the Valley Center Municipal Water District web site: **www.valleycenterwater.org.** On the District home page, go to services, wastewater and then click on Sewer System Management Plan. Then go to appendix C Article 170, 171 and 172 to get more information about your LPCS and all wastewater services.

Thanking you for your attention and consideration.

Valley Center Municipal Water District

FIGURE 1.
WH231 – E-One
STORAGE TANK

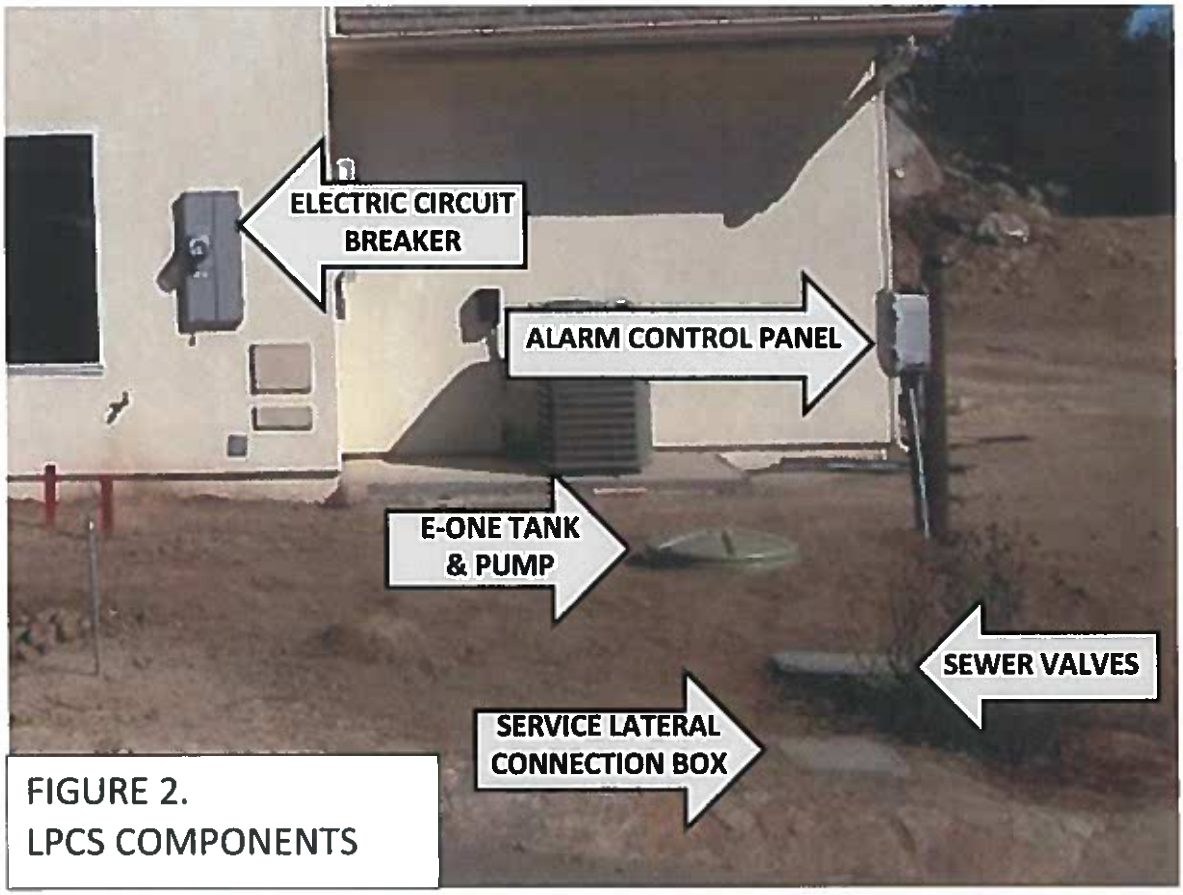


FIGURE 2.
LPCS COMPONENTS

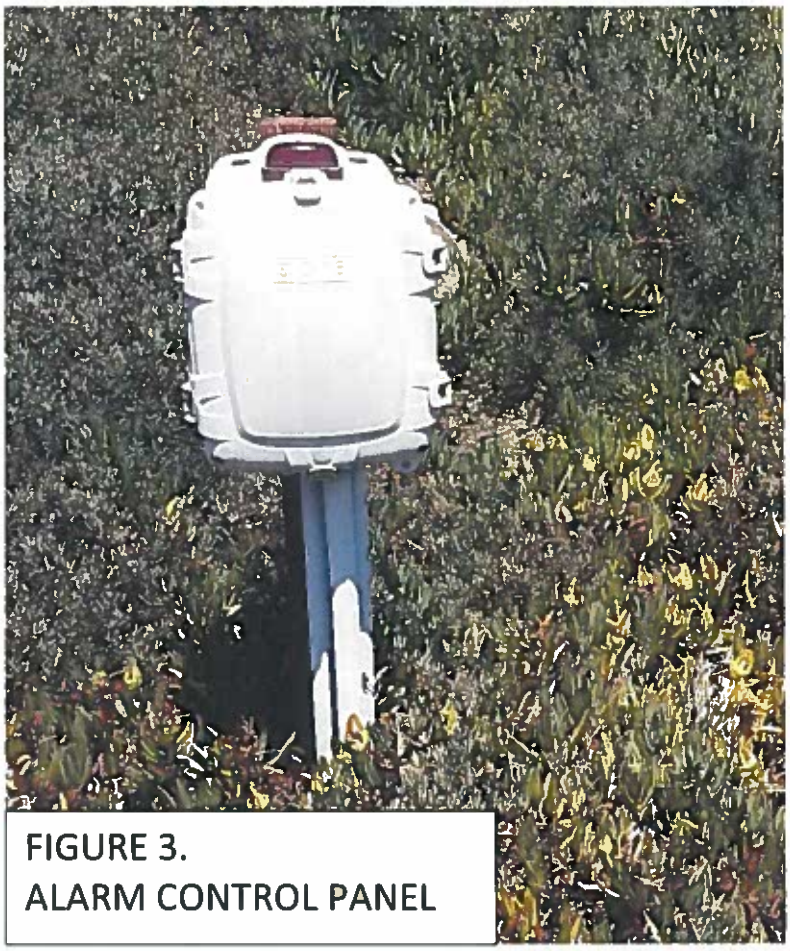


FIGURE 3.
ALARM CONTROL PANEL

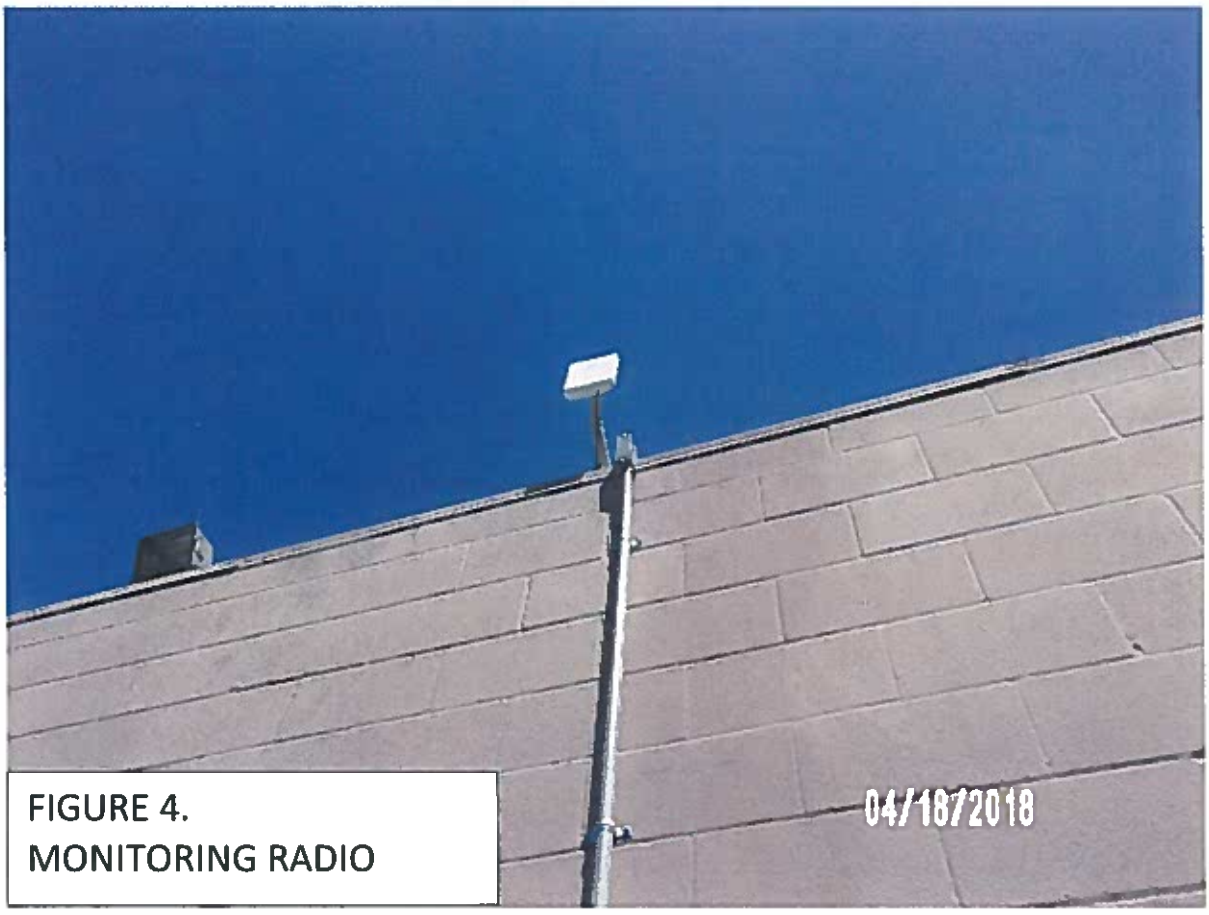


FIGURE 4.
MONITORING RADIO

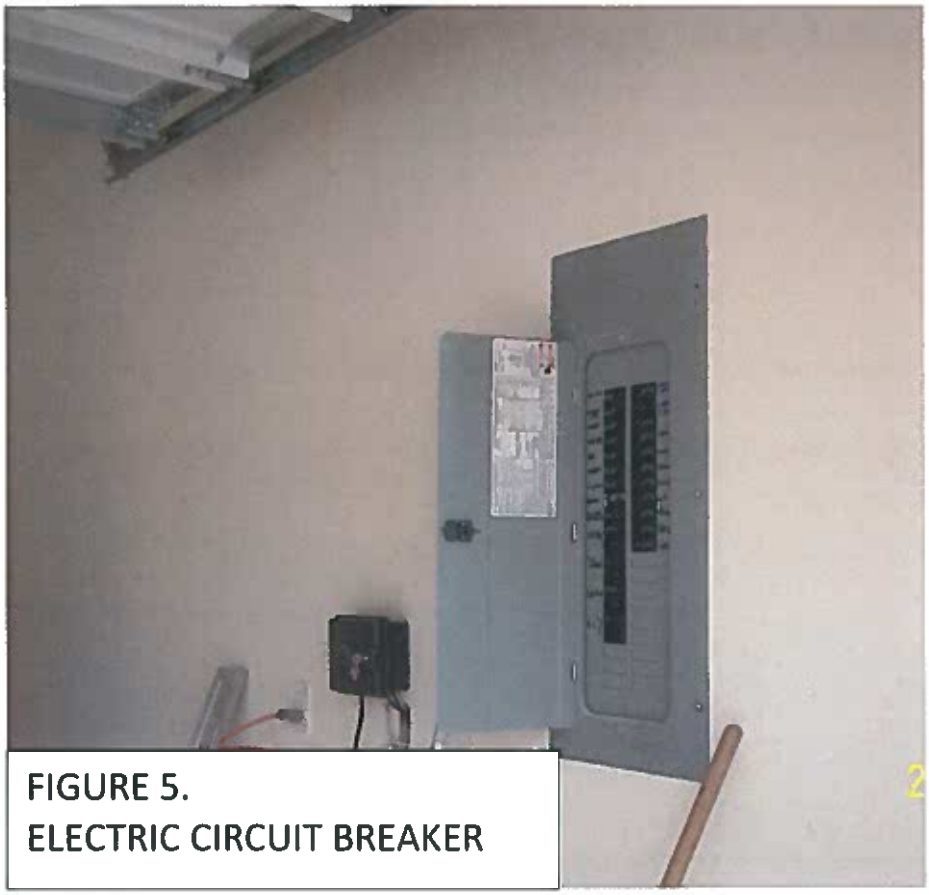


FIGURE 5.
ELECTRIC CIRCUIT BREAKER

FIGURE 6.
EXTERNAL SILENCE

APPENDIX K

Change Log

Appendix K

Valley Center Municipal Water District

SSMP Change Log

Date of Change	Element No.	SSMP Element	SSMP Subsection	Description of Change	Change Authorized By	Change Suggested By
7/28/22		**Introduction**		Updated information for service area and connections	District Engineer	
8/1/2022		**Introduction**		Added text (VCMWD) to designate the Valley Center Municipal Water District throughout the document	District Engineer	
8/1/2022		**Organization**	Figure 2.1	Made changes Organization Chart	District Engineer	
7/28/2022	2	**Organization**	Figure 2.2	Made changes for chain of communication. Facility Alarm goes to On-Call Duty	District Engineer	
7/28/2022	4	**Operation and Maintenance Program**	A	Added text regarding using Cityworks.	District Engineer	
7/28/2022	4	**Operation and Maintenance Program**	B	Updated information for the Woods Valley Ranch WRF and Moosa Canyon WRF	District Engineer	
7/28/2022	4	**Operation and Maintenance Program**	E	Added text about the Orchard Run Lift Station	District Engineer	
8/1/2022	6	**Overflow Emergency Response Plan (OERP)**	Table 6.1	Updated the Enrollee Contacts Responsible for SSMP	District Engineer	
7/28/2022		**Appendix B**		Appendix B – Contact Information was updated.	District Engineer	
7/28/2022		**Appendix I**		Appendix D – Collection system maps updated.	District Engineer	
7/28/2022		**Appendix E**		Appendix E – Sewer Overflow Response Plan (SORP) updated categories.	District Engineer	

Date of Change	Element No.	SSMP Element	SSMP Subsection	Description of Change	Change Authorized by	
7/28/2022		**Appendix E**		Appendix E – Sewer Overflow Report Form was updated in section 1, spill categories.	District Engineer	
7/28/2022		**Appendix E**		Appendix E – San Diego Board general guideline for sewage collection overflows flow chart was updated	District Engineer	
7/28/2022		**Appendix E**		Appendix E – Sewer Overflow Notice Flow Chart was updated	District Engineer	
7/28/2022		**Appendix E**		Appendix E – Sewer Overflow Notice Flow Chart was updated	District Engineer	
8/1/2022		**Appendix F**		Appendix F – Spill Categories was updated.	District Engineer	
8/1/2022		**Appendix F**		Appendix F – Flow Chart was Updated	District Engineer	
8/1/2022		**Appendix G**		Appendix G – Change minimum containment time from 6 hours to 8 hours.	District Engineer	
8/1/2022		**Appendix I**		Appendix I – Updated the list of commercial properties in both wastewater service areas, including the maps	District Engineer	
8/1/2022		**Appendix K**		Appendix K – Sanitary Sewer Overflow Event Summary Updated	District Engineer	
8/1/2022		**Appendix L**		Appendix L - Understanding Your Low Pressure Wastewater Pump Collection System (LPCS) Quick Reference Guide was deleted	District Engineer	
8/1/2022		**Appendix M**		Appendix M - SSMP Change Log updated.	District Engineer	

4/13/2026		**SSMP – All Elements**		All Elements of SSMP were revised and updated pursuant to requirements in SWRCB Order WQ 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems	District Engineer	SWRCB Required
4/13/2026		**SSMP Appendices I and K**		Information contained in Appendices I and K were determined to be unnecessary for inclusion in SSMP. Appendices I and K are now maintained in Wastewater Division files for use during Internal Audits.	District Engineer	Wastewater Division
4/13/2026		**New Appendix K – Change Log**		Inclusion of “Change Suggested By” column in Change Log for discussion and tracking purposes.	District Engineer	Ryan Madson, Wastewater Division
4/13/2026		**Appendix E**		Entire Spill Overflow Response Procedure (SORP) revised and updated pursuant to requirements in SWRCB Order WQ 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems. Now called Spill Emergency Response Plan (SERP).	District Engineer	SWRCB Required

APPENDIX L

Resolution Adopting SSMP Update

RESOLUTION NO. 2026-13

RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY CENTER MUNICIPAL WATER DISTRICT ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN 2026 UPDATE

WHEREAS, it is a requirement of the State Water Resources Control Board (SWRCB) for each sewer collection agency to prepare and update a specific plan for operating, maintaining, monitoring, evaluating, responding, reporting, and communicating its requirements to properly operate the sewer collection system, reduce and prevent sanitary sewer overflows, and mitigate any overflows that may occur;

WHEREAS, the Board of Directors originally adopted the Sewer System Management Plan (SSMP) in May 2010 in accordance with the SWRCB General Waste Discharge Order No. 2006-0003-DWQ, which required SSMP updates every five (5) years;

WHEREAS, SWRCB General Waste Discharge Order No. 2022-0103-DWQ, effective June 5, 2023, superseded all previous sanitary sewer system orders and established a new SSMP update schedule based upon population size served by collection systems;

WHEREAS, the District is required to update the SSMP by May 2, 2026, and every six (6) years thereafter and certify and submit to the Regional State Water Resources Control Board through the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database;

WHEREAS, District staff has prepared the "Sewer System Management Plan 2026 Update" in accordance with the requirements identified in the SWRCB General Waste Discharge Order No. WQ 2022-0103-DWQ; and

WHEREAS, as required by SWRCB General Waste Discharge Order No. WQ 2022-0103-DWQ, the District's SSMP must be approved by the Board of Directors prior to certification and submission by the Legally Responsible Owner of the collection system to CIWQS; and

WHEREAS, any non-substantive revisions or modifications to the SSMP required by the Regional Water Quality Control Board following adoption of this Resolution may be made administratively by the General Manager or their designee, without further action by the Board of Directors, provided such revisions do not materially alter the intent of the Plan.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of VALLEY CENTER MUNICIPAL WATER DISTRICT as follows:

1. The document entitled *"Sewer System Management Plan 2026 Update,"* as presented to the Board, is adopted as the operating manual for all wastewater collection facilities within the District.

2. The Legally Responsible Official shall upload and certify the *"Sewer System*

Management Plan 2026 Update" to the online CIWQS Sanitary Sewer System Database.

3. District staff is directed to post the approved *"Sewer System Management Plan 2026 Update"* on the District's website.

4. The General Manager, or designee, is hereby authorized to make non-substantive revisions or modifications to the "Sewer System Management Plan 2026 Update" as may be required by the Regional Water Quality Control Board or State Water Resources Control Board, without further action by the Board of Directors, provided such revisions do not materially alter the intent of the Plan.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of Valley Center Municipal Water District held on the 20th day of April 2026, by the following vote:

AYES: *Directors Ferro, Ness, Stehly, and Baker*
NOES: *None*
ABSENT: *Vacancy in Election Division Five (5)*

ATTEST:

Enrico Ferro, *President*

Coral Hutchins, *Board Secretary*