# STATE WATER RESOURCES CONTROL BOARD

**1001 I Street, Sacramento, California 95814 INFORMAL STAFF DRAFT – FEBRUARY 2021 ORDER WQ 202X-XXXX-DWQ**

**STATEWIDE WASTE DISCHARGE REQUIREMENTS** **GENERAL ORDER FOR**

**SANITARY SEWER SYSTEMS**

All ***italicized*** terms in this General Order are defined in Attachment A of this Order.

# Table 1. Key Definitions for the Purpose of this Order

|  |  |
| --- | --- |
| Public  Sanitary Sewer System | A public *sanitary sewer system* is a system owned by a public agency that is comprised of more than one mile of pipes or sewer lines and that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, syphons, wet wells, diversion structures and/or other pertinent supporting infrastructure, upstream of a wastewater treatment plant headworks, including:   * *Laterals* owned by *the Enrollee;* * Temporary storage and conveyance facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures. |
| Public  Enrollee | A *Public Enrollee* is a public entity that has submitted a complete application and has obtained approval for regulatory coverage under this General Order, including:  A federal or state agency, municipality, special district, or other public entity that owns and/or operates a public *sanitary sewer system* with pipelines totaling more than one (1) mile in length; |
| Private  Enrollee | A *Private Enrollee* is a private entity that has submitted a complete application and has obtained approval for regulatory coverage under this General Order, including:  A private sanitary sewer system that owns and/or operates a pipe or sewer line greater than 500 feet where the State Water Resources Control Board or a Regional Water Quality Control Board requires the private system to be regulated, and that is not regulated under separate waste discharge requirements issued by a Regional Water Quality Control Board. |
| 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. |

|  |  |
| --- | --- |
| Spill | A *spill* is a release of *sewage* from any portion of a *sanitary sewer system* due to system backup, system overflow, measurable system leaks, operational failure and/or infrastructure failure.  . |
| Exfiltration1 | Exfiltration**1** is a confirmed spill of *sewage* from a *sanitary sewer system* that reaches *waters of the state* through holes in pipes or large joint separations. |
| Discharge | A *discharge* is a *spill*, or any other type of release, of sewage from a *sanitary sewer system* whether or not it reaches a *water of the State.* |
| *Sewage* | *Sewage* is untreated domestic, municipal, commercial and/or industrial wastewater conveyed in a *sanitary sewer system* upstream of a treatment plant headworks. |
|  |  |

**1** This General Order does not regulate underground leakage of sewage from a sanitary sewer system to underground soil that does not reach groundwater, the ground surface, or a surface *water of the State.* Such leakageis not consideredto be *exfiltration* and is not subject to regulation under this 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, nor 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*.

# Table 2. Administrative Information

|  |
| --- |
| This Order was adopted by the State Water Resources Control Board on XXXX XX, 202X. |
| This Order shall become effective on XXXX XX, 202X. |
|  |

**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

XXXX XX, 202X.

AYE: NAY:

ABSENT ABSTAIN:

Jeanine Townsend Clerk to the Board

# Table of Contents

Contents

[STATE WATER RESOURCES CONTROL BOARD 1](#_Toc75441459)

[Table 1. Key Definitions for the Purpose of this Order 1](#_Toc75441460)

[Table 2. Administrative Information 2](#_Toc75441461)

[Table of Contents 3](#_Toc75441462)

[1. INTRODUCTION 1](#_Toc75441463)

[2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS 1](#_Toc75441464)

[2.2. Effective Date of This Order 2](#_Toc75441465)

[2.3. Application Package Requirements for New Applicants 2](#_Toc75441466)

[2.3.2. Approval of Complete Application Package for System Enrollment 2](#_Toc75441467)

[2.3.3. Required Application for Enrollment Package Items 2](#_Toc75441468)

[2.4. Regulatory Coverage Transfer 3](#_Toc75441469)

[3. FINDINGS 3](#_Toc75441470)

[3.1. Legal Authorities 3](#_Toc75441471)

[3.1.2. Discharge of Sewage 3](#_Toc75441472)

[3.1.3 Water Boards Authority for Reporting 4](#_Toc75441473)

[3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements 4](#_Toc75441474)

[3.1.5. Previous Statewide General Waste Discharge Requirements 5](#_Toc75441475)

[3.2. General 5](#_Toc75441476)

[3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses 5](#_Toc75441477)

[3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes 6](#_Toc75441478)

[3.2.4. Underground Sanitary Sewer System Leakage 7](#_Toc75441479)

[3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration 7](#_Toc75441480)

[3.3. Water Quality Control Plans, Policies and Resolutions 8](#_Toc75441481)

[3.3.2. State Water Board Antidegradation Policy 8](#_Toc75441482)

[3.3.3. State Water Board Sources of Drinking Water Policy 8](#_Toc75441483)

[3.3.4. State Water Board Cost of Compliance Resolution 8](#_Toc75441484)

[3.3.5. State Water Board Human Right to Water Resolution 9](#_Toc75441485)

[3.3.6. State Water Board Open Data Resolution 9](#_Toc75441486)

[3.3.7. State Water Board Response to Climate Change 9](#_Toc75441487)

[3.4. California Environmental Quality Act 9](#_Toc75441488)

[3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders 9](#_Toc75441489)

[3.6. Notification to Interested Parties 9](#_Toc75441490)

[4. PROHIBITIONS 10](#_Toc75441491)

[4.2. Discharge of Sewage to Waters of the State 10](#_Toc75441492)

[4.3. Discharge of Sewage Creating a Nuisance 10](#_Toc75441493)

[5. SPECIFICATIONS 10](#_Toc75441494)

[5.1. Sewer System Management Plan Development and Implementation 10](#_Toc75441495)

[5.2. Five-Year Sewer System Management Plan Update 10](#_Toc75441496)

[5.3. Proactive System Resiliency – Risk Assessment and Remediation Prioritization 11](#_Toc75441497)

[5.3.1. Proactive System Resiliency Requirement for Disadvantaged Communities 11](#_Toc75441498)

[5.4. Local Resources for Full Implementation of Sewer System Management Plan 11](#_Toc75441499)

[5.5. Designation of a Legally Responsible Official 11](#_Toc75441500)

[and 12](#_Toc75441501)

[5.6. Designation of Data Submitters 12](#_Toc75441502)

[5.7. Certification of Sewer System Management Plan 12](#_Toc75441503)

[5.8. Reporting Certification 12](#_Toc75441504)

[5.9. System Capacity 13](#_Toc75441505)

[5.10. System Performance Analysis 13](#_Toc75441506)

[5.11. Internal Program Audits 14](#_Toc75441507)

[5.12. Spill Response and Remedial Actions 15](#_Toc75441508)

[5.13. Notification, Monitoring, Reporting and Recordkeeping Specifications 16](#_Toc75441509)

[ Category 1 Spill 16](#_Toc75441510)

[ Category 2 Spill 16](#_Toc75441511)

[ Category 3 Spill 16](#_Toc75441512)

[ Category 4 Spill 17](#_Toc75441513)

[5.14. Electronic Sanitary Sewer System Service Boundary Map 17](#_Toc75441514)

[5.15. Required Notification of Spills from Privately-Owned Sewer Laterals and/or Sanitary Sewer Systems to Regional Water Board 18](#_Toc75441515)

[5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services 18](#_Toc75441516)

[5.17. Annual Report 18](#_Toc75441517)

[5.18. Electronic Reporting Account for New Enrollee 19](#_Toc75441518)

[5.19. Unintended Failure to Report 19](#_Toc75441519)

[5.20. System-specific Reduced Reporting 19](#_Toc75441520)

[5.21. Duty to Provide Information to State Water Board and Applicable Regional Board 20](#_Toc75441521)

[6. PROVISIONS 20](#_Toc75441522)

[6.1. Enforcement Provisions 20](#_Toc75441523)

[6.1.2. Monetary Penalties 21](#_Toc75441524)

[6.1.3. Falsifying or Failure to Report 21](#_Toc75441525)

[6.1.4. Severability of General Order 21](#_Toc75441526)

[6.1.5. Indirect Discharges 21](#_Toc75441527)

[6.1.6. Water Boards’ Considerations for Discretionary Enforcement 21](#_Toc75441528)

[6.1.7. Enforcement Consideration of Reporting Compliance 22](#_Toc75441529)

[6.2. Professional Licensing and Certification 23](#_Toc75441530)

[6.3. Other Regional Water Quality Control Board Orders 23](#_Toc75441531)

[6.4. Sewer System Management Plan Availability Provisions 24](#_Toc75441532)

[6.5. Entry and Inspection Provisions 24](#_Toc75441533)

[6.5.2. Pre-Inspection Questionnaire 24](#_Toc75441534)

**Table of Attachments**

[Attachment A – Definitions ..................................................................................................... A-1](#_bookmark45)

[Attachment B – Application For Enrollment ............................................................................ B-1](#_bookmark46)

[Attachment C – Notice Of Termination ...................................................................................C-1](#_bookmark47)

[Attachment D – Sewer System Management Plan – Required Elements ..............................D-1](#_bookmark48) [Attachment E1 – Notification, Monitoring, Reporting And Recordkeeping Requirements..... E1-1](#_bookmark87) [Attachment E2 – Summary Of Notification, Monitoring, Reporting And Record Keeping](#_bookmark117)

[Requirements Per Spill Categories........................................................... E2-1](#_bookmark117)

[Attachment F – Regional Water Quality Control Board Contact Information .......................... F-1](#_bookmark123)

# INTRODUCTION

A *sanitary sewer system* is a combination of pipelines, valves, pump stations, manholes, and other auxiliary infrastructure designed, operated, and maintained to convey *sewage* from system users to a downstream wastewater treatment plant or facility. Untreated *sewage* oftencontains high levels of suspended solids, non-digested organic waste, pathogenic organisms, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants. *Sewage* spilled from a *sanitary sewer system* maythreaten public health, *beneficial uses* of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements. Section 5 is enforceable by the State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires *Enrollees* to:

* + Comply with specifications, provisions, and notification, monitoring and reporting requirements that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Quality Control Board *Basin Plans*), and statewide water quality control policies;
  + Comply with federal and state prohibitions of *discharge* of *sewage* to waters of the United States and other waters of the State;
  + Prevent spills from the sanitary sewer system in violation of this General Order, to the extent practicable.
  + Proactively operate and maintain sewer systems to promote system resiliency and the prevention of *spills*;
  + Prevent *discharges* of *sewage* to waters of the State through effective implementation of a Sewer System Management Plan, to the extent practicable;
  + Monitor, analyze, and track *spills* for ongoing system performance evaluation; and
  + Timely report noncompliance with this General Order.

This General Order supersedes previous State Water Board Order 2006-0003-DWQ and amendments thereafter.

# REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

* 1. **Requirements for *Continuation of Existing Regulatory Coverage***

To maintain continuation of regulatory coverage from previous Order 2006-003-DWQ to coverage under this General Order, **60-days-prior-to the effective Date of this General Order**, XXXX XX, 202X, the *Legally Responsible Official* of an *Enrollee* with regulatory coverage under previous General Order 2006-0003-DWQ shall electronically certify *Continuation of Existing Regulatory Coverage* in the *California Integrated Water Quality System (CIWQS)*. The *Legally Responsible Official* will receive an automated CIWQS-issued Notice of Applicability email, dated per the date of the *Enrollee*’s electronic certification, that the *Enrollee* maintains continuation of regulatory coverage under this General Order, commencing on the Effective Date of this Order. All regulatory coverage under previous Order 2006-003-DWQ will cease on the Effective Date of this Order. An *Enrollee* with coverage under previous Order 2006-0003-DWQ that fails to electronically certify continuation of coverage under this General Order as specified above, will not have regulatory coverage for its sanitary sewer system as of the Effective Date of this Order.

# Effective Date of This Order

**Upon the Effective Date of this General Order**, except where provided, all requirements within this Order, including the Attachments to this Order, become effective; the *Enrollees* shall comply with requirements of this General Order upon the Effective Date.

# Application Package Requirements for New Applicants

* + 1. **Application Package for System Enrollment**

Within 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a *sanitary sewer system* required to be enrolled under this General Order, a legally authorized representative of the public or private entity that maintains legal responsibility over the *sanitary sewer system* shall submit a complete Application for Enrollment package as provided in Attachment B of this General Order.

A previous *Enrollee* of Order 2006-0003-DWQ that fails to complete the *Continuation of Existing Regulatory Coverage,* as specified in section 2.1 above, is a New Applicant and does not have coverage under this General Order until the date of approval of its complete application package for system enrollment, as specified in section 2.3.2 below.

# Approval of Complete Application Package for System Enrollment

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 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 for Enrollment Package to the State Water Board.

# Required Application for Enrollment Package Items

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

* + - * **Application for Enrollment Form**. A completed Application for Enrollment form (Attachment B), signed and certified by a *Legally Responsible Official*, in accordance with section 5.5 (*Designation of Legally Responsible Official*). 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 required 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 2C or 3C based on the population served by the *sanitary sewer system*. The current fee schedule for *sanitary sewer system*s is listed under Category C2 at the following website: [Fee](https://www.waterboards.ca.gov/resources/fees/water_quality/)  [Schedule](https://www.waterboards.ca.gov/resources/fees/water_quality/) (<https://www.waterboards.ca.gov/resources/fees/water_quality/>)

# 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 notice serving as a Regulatory Coverage Transfer request 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 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 between the existing *Enrollee* and the new *Enrollee* becomes effective; and
* Acknowledgement that the existing *Enrollee* is liable for violations occurring up to the transfer date and that the new *Enrollee* is liable for violations occurring on and after the 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 approved regulatory coverage for the new *Enrollee*.

# FINDINGS

# Legal Authorities

* + 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).

# Discharge of Sewage

A *discharge to water* of untreated *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 to water* 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)).

# Water Boards Authority for Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and 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.

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.”

Failure to comply with the notification, monitoring and reporting requirements of a Water Board 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 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 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.

California has over 1100 publicly owned *sanitary sewer systems* regulated by a State Water Board statewide order since 2006. (See finding below.) 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. All *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 system*s 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 will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

# 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 unintended *discharges* to waters of the State. Order 2006-003-DWQ prohibited discharges of untreated or partially treated *sewage*, Order 2006-0003-DWQ also required systems-specific management, operation, and maintenance of sewer systems greater than one mile in length.

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*. In adopting Order 2006-003-DWQ, the State Water Board found that this “proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan” 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.” (Finding No. 3)

# General

* + 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.

# Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sanitary sewer spills may:

* + - * Adversely affect or threaten water quality when reaching *receiving waters*.
      * Contain pollutants, including nutrients, toxics from industrial, commercial, and residential sources, wastewater solids and debris, and other untreated waste;
      * 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 *beneficial uses* (with associated acronym representations as included in statewide water quality control plans and Regional Water Quality Control Board *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);
      * 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);
      * Fresh water replenishment (FRSH);
      * Groundwater recharge (GWR); and
      * Inland saline water habitat (SAL).

# Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Many *spills* are preventable through *sanitary sewer system* management using *currently accepted industry-wide practices* to address major causes of *spills* including but not limited to:

* + - * Blockages from sources including but not limited to:
        + Grease, oils, and fats;
        + Tree roots;
        + Rags; and
        + Sediment and debris.
      * Sewer system damage from identified system-specific environmental, climate, and climate-change impacts that are within the enrollee’s control, including but not limited to:
        + ~~Sea level rise and 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;~~
        + ~~Wildfires and surrounding burn areas;~~
        + ~~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 operation and maintenance.
      * Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
        + Excessive storm or ground water inflow/infiltration;
        + Population increases 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, if applicable.
      * ~~Community impacts, including but not limited to:~~
        + ~~Power outages;~~
        + ~~Vandalism; and~~
        + ~~Contractor-caused or other third party-caused damages.~~

# Underground Sanitary Sewer System Leakage

Some *sanitary sewer system*s may leak, allowing *sewage to exit* from the system. Leakage, in and of itself, does not threaten *beneficial uses*. Leakage that remains in the underground infrastructure trench and/or the soil matrix, and that does not *discharge* into a *water of the State* (surface water or groundwater) does not threaten *beneficial uses* and is not subject to regulation under this Order.

Excessive leakage that -*discharges* to a *water of the State*. Exfiltrated *sewage* that *discharges* to groundwater may threaten and impact *beneficial uses* of groundwater and pollute groundwater. Additionally, excessive leakage that bubbles upto the ground surface or into a compromised underground *drainage conveyance system* that *discharges* into a *water of the United States*, or into groundwater, if it is a functional equivalent of a direct discharge to a *water of the United States*, may: (1) be a Clean Water Act violation, (2) threaten and impact *beneficial uses* of surface waters, and (3) pollute surface water.

# Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

In many cases, excessive inflow and infiltration to *sanitary sewage systems* is preventable through proactive sewer system management. Excessive inflow and infiltration may impact the efficiency of treatment at a downstream wastewater treatment plant. When the structural integrity of a *sanitary sewer system* deteriorates, high volumes of inflow and infiltration (including rainfall-induced infiltration) may enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, and in large wet weather events, may lead to bypassing a portion of the treatment process, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

# Water Quality Control Plans, Policies and Resolutions

* + 1. **Regional Water Board Basin Plans**

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.

# 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 system*s into waters of the State aligns with Resolution 68-16. A *sewage* discharge from sanitary sewers to a *water 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 clarifies the existing prohibitions of sewage discharges to all waters of the State, as provided in previous Order 2006-0003-DWQ, (2) adds regulation of sewage spills due to excessive leakage reaching groundwater only, and (3) enhances the ability for Water Board enforcement of violations of the established prohibitions.

# 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 designates all waters of the State, with certain exceptions, as suitable or potentially suitable for municipal or domestic supply.

# 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. This order is consistent with these directives because \_\_\_.

# 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.

# 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.

# 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.

# 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.

# State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

In accordance with State Water Board, Division of Financial Assistance funding program policies and guidelines, local public agencies may apply for Clean Water State Revolving Fund low-interest loan funding assistance for costs associated with complying with this General Order.

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.

# Notification to Interested Parties

On XXXX XX, 202X, 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 XX-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 XXXX XX, 202X, 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 before or 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.

# PROHIBITIONS

* 1. **~~Discharge of Sewage from a Sanitary Sewer System~~**

~~Any~~ *~~spill~~* ~~of sewage from a~~ *~~sanitary sewer system~~* ~~is prohibited~~*~~.~~*

# Discharge of Sewage to Waters of the State

Any discharge of untreated or partially treated sewage to waters of the State is prohibited.

# Discharge of Sewage Creating a Nuisance

Any discharge of untreated or partially treated *sewage* that creates a *nuisance* as defined in Water Code section 13050(m) is prohibited.

# SPECIFICATIONS

# Sewer System Management Plan Development and Implementation

The *Enrollee* shall develop, maintain, and implement an *Sewer System Management Plan* (SSMP), of this General Order (Definitions) to prevent *spills* from its system(s). The SSMPmust address, at minimum, all required activities in Attachment D of this General Order (Sewer System Management Plan – Required Activities) while taking into consideration risk management and cost benefit analysis. However, if the Enrollee believes that any required activity is not appropriate or applicable to the Enrollee’s sanitary sewer system program, the SSMP does not need to address that activity. The Enrollee must justify in writing within the SSMP why that activity is not applicable.

# Six-Year Sewer System Management Plan Update

At a minimum, the *Enrollee* shall update its SSMP every six (6) years after the original date of its first SSMP adoption by the local governing board. The SSMP must be approved by the *Enrollee’s* local governing board or responsible party and the *Legally Responsible Official* must certify and submit into CIWQS or place on the Enrollee’s web page the updated SSMP or a link to the SSMP.

During the time period in between its local board approval of SSMP updates, the *Enrollee* must regularly document changes and updates to its SSMP in a change log.

# Sewer System Resiliency – Risk Assessment and Remediation Prioritization

The *Enrollee* shall develop and implement system resiliency efforts, as specified in Attachment D of this General Order (SSMP – Required Activities) to address high-risk and high-priority sewer/program areas that are contributing, or potentially contributing to system *spills*. Unless a system meets the provisions described in section 6.1, the *Enrollee* shall include updated risk assessment and remediation prioritization elements in each 6-year SSMPupdate. The *Enrollee* shall implement (and update as necessary) the system resiliency elements in its SSMP.

If an *Enrollee’s* next *Sewer System Management Plan* update is within two (2) years of the effective date of this General Order, the system resiliency requirements must be included in the subsequent SSMP.

# Sewer System Resiliency Requirement for Very Small Sanitary Sewer Systems and Disadvantaged Communities

In recognition of lack of local resources available for *very small sanitary sewer systems* or *disadvantaged communities*, the Risk Assessment and Remediation Prioritization requirements specified in this section and in Attachment D of this General Order are reduced to a one-time requirement for *very small sanitary sewer systems* or *disadvantaged communities*. V*ery small sanitary sewer systems* or *Disadvantaged communities* are required to conduct and implement a one-time Risk Assessment, Remediation Prioritization, and corresponding System Resiliency Actions, as detailed in Attachment D of this General Order, and must include the updated System Resiliency Actions in its next update of its SSMP.

If a *very small sanitary sewer system* or *disadvantaged community*’s next SSMP update is within four (4) years of the effective date of this General Order, the one-time system risk analysis and remediation prioritization requirements must be included in the subsequent SSMP update.

# Local Resources for Implementation of Sewer System Management Plan

# The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.

# Designation of a Legally Responsible Official

The *Enrollee* shall designate at least one duly authorized representative that has the appropriate knowledge, authority, and expertise to serve as a *Legally Responsible Official* (LRO) to certify the SSMP and spills. The *LRO* shall complete the LRO form in CIWQS for each of its enrolled systems. (A *LRO* that represents multiple enrolled systems shall complete a LRO form for each system.)

The LROmust:

* Have responsibility over operation or management of the *Enrollee’s sanitary sewer system* (Examples include a General Manager, sewer systems superintendent or manager, an operations manager, a public utilities manager, or a district engineer);

The LROshall certify that the SSMP and subparts thereof comply with the requirements of this General Order.

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 [help@ciwqs.waterboards.ca.gov](mailto:help@ciwqs.waterboards.ca.gov) and copying the appropriate Regional Water Board as provided in Attachment F of this General Order.

# Designation of Data Submitters

The *Legally Responsible Official* may designate one or more individuals as a *Data Submitter* for reporting purposes. The *Legally Responsible Official* shall authorize the designation of one or more *Data Submitter*s through CIWQS prior to the individuals entering *spill* data into CIWQS.

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

# ~~Certification of Sewer System Management Plan~~

# Reporting Certification

The LROshall electronically certify and sign, on the *Enrollee’s* behalf, all applications, reports, SSMP(s) and corresponding updates, and other information submitted electronically to the State Water Board and/or a Regional Water Quality Control Board, as accommodated by CIWQS, and as follows:

*“I certify under penalty of perjury under the laws of the State of California that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment for knowing violations. Additionally, I certify that: this report complies with the requirements of the Statewide Sanitary Sewer Systems General Order.”*

All electronic reporting, electronic signatures and accompanying certifications must be in compliance with the State database procedures provided in *CIWQS*.

All hardcopy submittals to the State Water Board and/or a Regional Water Board must be accompanied by the above certification statement. The State Water Board or Regional Water Boards receiving hardcopy submittals shall confirm receipt in writing within five calendar days of receipt to the Enrollee.

# System Capacity

The *Enrollee* shall maintain the system capacity necessary to convey base flows and the agency’s defined design peak wet weather flows to reasonably prevent: (1) system capacity-related *spills*, and (2) adverse impacts to the treatment efficiency of downstream wastewater treatment facilities. System capacity must meet or exceed the design criteria as defined in the System Evaluation and Capacity Assurance Plan in the *Enrollee*’s *Sewer System Management Plan*.

# ~~System Performance Analysis~~

# Internal Program Audits

The *Enrollee* shall conduct an internal program audit, at a minimum of every two years from the most recent SSMP approval date, to evaluate the effectiveness of its sewer system management program, identify deficiencies, and recommend corrective actions. The internal program audit addressing a two (2) year period subsequent to the *Enrollee’s* last audit due date and, at minimum, address the following tasks:

* Evaluate the implementation and effectiveness of its *Sewer System Management Plan* in preventing *spills*;
* Evaluate the *sanitary sewer system*’s long-term and short-term performance, optionally noting any relevant external drivers (such as wet weather or power shutoffs), if known; and
* Identify proposed modifications to the SSMPto correct deficiencies.

The *Enrollee* shall submit an audit report certified by the LRO, including audit findings and recommended corrective actions, in *CIWQS* **within six months after the end of the audit period**.

New *Enrollees* 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 program audit for the time period between the date of its Notice of Applicability (NOA) and the second subsequent December 31st date, and
* Submit the audit report in CIWQS by June 1 of the following calendar year or within six months after the end of the audit period.

New *Enrollees* shall conduct subsequent internal program audits every two years thereafter.

*Enrollees* with *sanitary sewer system*s enrolled in previous Order 2006-0003-DWQ shall perform audits two and four years after the most recently updated SSMP (i.e., after 24 months and after 48 months). An audit and separate audit report is not required for the fifth and sixth year of an SSMP cycle; audit findings should instead be used in the subsequent SSMP update.

See following table for clarification.

|  |  |  |
| --- | --- | --- |
|  | **Audit Period** | **Audit Due Dates** |
| New Enrollees without an SSMP | NOA Date through Second Dec 31st Date | June 1st Date after Second December 31st Date |
| *Example* | *NOA Date of August 2, 2022*  *Audit Period of August 2, 2022*  *through December 31, 2023* | *June 1, 2024* |
| Enrollees with an SSMP | Audit periods end two and four years after the most recent SSMP update | Six months following Audit Period |
| *Example* | *SSMP adopted October 1, 2022; audit periods end October 1, 2024, and October 1, 2026.* | *April 1, 2025 and April 1, 2027* |
|  | *SSMP adopted January 15, 2023; audit periods end January 15, 2025 and January 15, 2027* | *July 15, 2025 and July 15, 2027* |

# Spill Response and Remedial Actions

When a *sanitary sewer system spill* occurs, the *Enrollee* shall take steps and remedial actions to:

* Stop the *spill* and prevent/minimize a *discharge to a water of the State*;

Minimize impact on the environment resulting from the spill, to the extent practicable;

* Recover and properly dispose of as much of the spilled *sewage* as practicable, including all *wash down water*;

The *Enrollee*’s remedial actions to *spills* must be consistent with the Emergency Response Plan in its SSMP. At minimum, remedial actions must include the following to the extent they may be applicable to the discharge and not inconsistent with the Emergency Response Plan:

* Intercepting and rerouting of *sewage* flows around the system failure;
* Containment of sewage flows to prevent spread or discharge to a water of the State;
* Covering storm water system inlets in curbs to prevent sewage from entering the system;
* Vacuum truck or other means of recovery of *spills* and *wash down water, if feasible*;
* Cleanup of sewage and debris at the spill site;
* System modifications, if feasible, to prevent recurring *spills:*
* Required notification, monitoring, reporting, and recordkeeping, as required in this General Order; and
* Public notification and signage as required by State and local public health agencies. ([Local Health Services/Offices](https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx) (https://[www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx)](http://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx))

# Notification, Monitoring, Reporting and Recordkeeping Specifications

* + 1. **General**

The *Enrollee* shall comply with all notification, monitoring, reporting, and record keeping requirements in Attachment E of this General Order (Notifications, Monitoring, Reporting and Recordkeeping Requirements), per 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 w*ater of the United States*, or a *drainage conveyance system* tributary to a

*water of the United States*; or

* + - * + A municipal separate storm sewer system that discharges to a *water of the United States* when the *sewage* is not fully captured and returned to the *sanitary sewer system* or disposed of properly.

Note: For purposes of this General Order, any volume of *sewage* not recovered from a municipal separate storm sewer system or other *drainage conveyance system* that *discharges* to a *water of the United States*, is considered a *discharge* to a w*ater of the United States* unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

# Category 2 Spill

A Category 2 spill is an above ground *spill* of 1000 gallons or greater, from or caused by a *sanitary sewer system* regulated under this General Order.

# Category 3 Spill

A Category 3 spill is an above ground *spill*, of greater than or equal to 50 gallons and less than 1000 gallons, from or caused by a *sanitary sewer system* regulated under this General Order.

# Category 4 Spill

A Category 4 spill is an above ground *spill* of less than 50 gallons, from or caused by a *sanitary sewer system* regulated under this General Order.

# Electronic Sanitary Sewer System Service Boundary Map

**Within 12 months of the Effective Date of this General Order**, or within six (6) months of approval of an Application for Enrollment, an *Enrollee* must maintain and submit into the *CIWQS* database an updated sanitary sewer system service area boundary map as follows:

* + 1. An electronic spatial map of the *Enrollee’s* sewer system service area boundaries, digitized at a minimum scale of 1:24,000, and including the following elements:
       - The corresponding WDID number (or numbers for *Enrollees* with multiple systems); and
       - Date map produced/updated.

The electronic map must use a format specified by the State Water Board.

* + 1. The waste discharge identification number(s) (WDID) of the wastewater treatment facility(ies) that receives *sewage* from the *Enrollee’s* sewer system(s), if known. (The WDID is the regulatory identification number of the waste discharge requirements for the treatment facility issued by a Regional Water Quality Control Board.)

# Voluntary Notification of Spills from Privately-Owned Sewer Laterals and/or Sanitary Sewer Systems to Regional Water Board

After becoming aware of a *spill* from a private sewer lateral or private *sanitary sewer system* that is not owned by the *Enrollee,* and/or the *Enrollee* is not responsible for its operation and maintenance, the *Enrollee* is encouraged to voluntarily notify the State Water Board and applicable Regional Water Quality Control Board of any of the following observations through the CIWQS spill notification portal and the contact information provided in Attachment F of this General Order:

* A *spill* that results, or potentially results, in a spill volume equal or greater than 10,000 gallons to a *drainage conveyance system* that discharges to a *water of the State*, **or**
* Any volume of sewage discharged to a *water of the State*

When reporting in the CIWQS Online Database, the *Enrollee* should identify the spill as occurring from, and caused by, a private *sanitary sewer system* (or portion thereof) and identify a responsible party (other than the *Enrollee*), if known. The *Enrollee* is not required to certify the private spill report.

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

Upon observing or acquiring knowledge of a *spill* from a privately-owned lateral or privately-owned *sanitary sewer system*, that is estimated to be greater than or equal to 10,000 *gallons that discharges, or has the potential to discharge into a water of the State or drainage conveyance discharging to a water of the State*, the *Enrollee* is encouraged to voluntarily notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271)responsible party.

# Annual Report

The *Enrollee* shall submit an *Annual Report* (previously termed as Collection System questionnaire in Order 2006-0003-DWQ) as specified in Attachment E1, section 3.5. of this General Order, into *CIWQS* **by April 1 of each year**.

# Electronic Reporting Account for New Enrollee

**Within 30 days of the date of Approval of its Application for Enrollment**, a new *Enrollee* shall contact State Water Board staff by email at [CIWQS@waterboards.ca.gov](mailto:CIWQS@waterboards.ca.gov) for assistance in obtaining a database account and corresponding “Username” and “Password” for formal registration into *CIWQS*. The online account will provide the *Enrollee* secure access to the *CIWQS* database.

**Within 30 days of obtaining a CIWQS account**, a new *Enrollee* shall submit its initial *Annual Report*, as specified in Attachment E of this General Order, into *CIWQS*, and submit subsequent *Annual Reports* by April 1 of each year, as specified in section 5.2.2 above.

# Unintended Failure to Report

If an *Enrollee* becomes aware that they unintentionally failed to submit any relevant facts in any report required in this General Order, the *Enrollee* shall promptly notify State Water Board staff by email at [SanitarySewer@Waterboards.ca.gov](mailto:SanitarySewer@Waterboards.ca.gov) for assistance in formally amending the corresponding report(s) in the *CIWQS* database.

# ~~System-specific Reduced Reporting~~

# Duty to Provide Information to State Water Board and Applicable Regional Board

In accordance with Water Code section 13267 and/or section 13383, upon written request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the *Enrollee* shall provide to the State Water Board and/or the applicable Regional Water Board within the specified due date, any requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order. Upon request by State or Regional Water Board staff, the *Enrollee* shall provide copies of records required to be kept by the General Order to the State Water Board and/or applicable Regional Water Board.

# PROVISIONS

# Enforcement Provisions

* + 1. **Enforceability of 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.

# Monetary Penalties

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

# 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.

# 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.

# Indirect Discharges

In the event that a *spill* enters into a *drainage conveyance system*, the *Enrollee* shall take all feasible steps to prevent additional *sewage* from entering into *drainage conveyance systems* (including *flood control channels* or structures) or waters of the State by blocking the *drainage conveyance system*, removing the *sewage* from the *drainage conveyance system*, and sanitizing the system in a manner that does not inadvertently impact *beneficial uses* in the downstream *receiving water* body.

# Water Boards’ Considerations for Discretionary Enforcement

Consistent with the State Water Board Water Quality Enforcement Policy adopted on April 4, 2017 and effective October 5, 2017, the State Water Board or a Regional Water Board may consider the Enrollee’s efforts to contain, control, and mitigate *spills* when considering Water Code section 13327 factors. In assessing the factors, the State Water Board or the applicable Regional Water Board will also consider:

* + - * The *Enrollee’s* compliance with this General Order including compliance with reporting requirements;
      * The *Enrollee’s* compliance with implementing its SSMP;
      * The overall effectiveness of the *Enrollee*’s SSMP with respect to:
        + System management, operation, and maintenance;
        + Adequate treatment facilities, *sanitary sewer system* facilities, and/or components with a specified design capacity, to reasonably prevent *spills* (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.), to the extent practicable;
        + 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;
        + The *Enrollee’s* responsiveness to reduce and mitigate the impact of the *discharge*.
      * The *Enrollee’s* efforts to identify 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*;
      * For Category 1 spills greater than 50,000 gallons, the *Enrollee’s* use of water quality sampling to assess impacts to *beneficial uses* and the environment;
      * The *Enrollee’s* follow up actions to proactively 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 *spill*s based on a design storm event identified in the *Enrollee’s* SSMP;
        + Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to proactively prevent spills, and contain and eliminate discharges to waters of the State, to the extent practicable;
      * The *spill* duration and factors causing the event; and
      * The spill was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee.

# Enforcement Consideration of Reporting Compliance

Consistent with the State Water Board Water Quality 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 the reporting requirements in this General Order;
      * The use of credible 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 documentation 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, document, 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 all *spill* reports.

# Professional Licensing

The California Business and Professions Code sections 6735, 7835, and 7835.1 require that engineering and geologic evaluations and judgments be performed by or under the direction of licensed professionals. Any plan or report submitted in compliance with the requirements of this Order, which requires technical interpretation, or proposes either a design, or a design change to a sanitary sewer system must be prepared by, or under the direction of, appropriately licensed professionals (e.g., registered civil engineer, professional geologist, or other registered certified specialty geologist) by the State of California. In addition, the licensee must sign and provide their registration number, or stamp the submitted plan or report.

# Other Regional Water Quality Control 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, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
* 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; or
* ~~To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board.~~

Certain Regional Water Boards have issued waste discharge requirements to *sanitary sewer system* owners/operators within their jurisdictions. This General Order establishes minimum requirements to prevent *spills.* Although it is the State Water Board’s intent that this Order be the primary regulatory mechanism for *sanitary sewer systems* statewide, a Regional Water Board may issue more stringent or more prescriptive waste discharge and reporting requirements for *sanitary sewer systems* in its region.

# Sewer System Management Plan Availability Provisions

The *Enrollee’s* certified Sewer System Management Plan must be maintained at appropriate locations (*Enrollee’s* offices, facilities, and/or Internet homepage) and must be available in a format accessible to the public, Water Board staff, and system engineering, operating and maintenance personnel, at all times.

# Entry and Inspection Provisions

* + 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, for the purposes of assuring compliance with this General Order or as otherwise authorized by the Water Code, any substances or parameters at any location.

# 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, as provided by the Water Board staff if requested, within 14 days of an inspection.

# 

# ATTACHMENT A - DEFINITIONS

**Annual Report**

An Annual Report is an annual mandatory report (previously termed as Annual Collection System Questionnaire in Order 2006-0003-DWQ) in which the *Enrollee* provides an annual update to its efforts taken to prevent *spills* and eliminate *discharges* during a specific calendar year, as required by this General Order.

# Basin Plan

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

# Beneficial Uses

The term “Beneficial Uses” is a Water Code term used to identify the uses of specific waters of the State to be protected against 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.

# ~~Best Industry Practices and Available Technologies~~

# Certified Collection System Operator

A certified collection system operator, for purposes of this General Order, is an individual that holds a valid collection system operations and maintenance certification by the California Water Environment Association, and has completed the corresponding education, testing, and experience requirements to maintain active certification.

# Certified Report

A certified report is a report that is electronically submitted into the *California Integrated Water Quality System* (*CIWQS*) Spill Database and is “certified” by an *Enrollee’s Legally Responsible Official*.

# California Integrated Water Quality System (CIWQS)

CIWQS is the State Water Board, statewide electronic reporting database that provides for electronic reporting of mandatory reports that are requirements of State and Regional Water Board-issued waste discharge requirements.

# Continuation of Existing Regulatory Coverage

Continuation of Existing Regulatory Coverage is the automatic continuation of regulatory coverage for *Enrollee*s with regulatory coverage under previous Order 2006-0003-DWQ, from the previous Order to this General Order. Enrollees continuing existing regulatory coverage are not required to pay application fee for enrollment under this order.

# Data Submitter

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

# 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.

**Discharge (*associated verb* Discharged)**

A *discharge* is a *spill*, or any other type of release, of *sewage* from a *sanitary sewer system* regardless of whether the sewage reaches a *water of the State.*

# Drainage Conveyance System

A drainage conveyance system is a municipal separate storm sewer system or other (municipal or non-municipal) drainage canal, channel, pipeline or conveyance system constructed to provide drainage through transport of stormwater and non-stormwater flows.

# Environmentally Sensitive Area

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

# Exfiltration

# Exfiltration is a confirmed spill of *sewage* from a *sanitary sewer system* that reaches *waters of the state* through holes in pipes or large joint separations

# Flood Control Channel

A flood control channel is a channel constructed 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 Board, Council, or Commission of a municipal corporation;
* a group of people that has the authority to exercise governance over an organization (e.g., homeowners association board, etc.);
* a political entity or a socio-political group (e.g., chiefdom, tribe, religious denomination, etc.);
* a Department or Division of a Federal or State authority with management responsibilities for divisions or departments enrolled under the WDR;
* a private enrollee corporation or business’s Chief Executive officer, Chief Operation officer, Managing Partner, or other personnel who formulates the policy and directs the organization.

# Lateral (Service Lateral)

A lateral is an underground segment of pipe that conveys the *sewage* of a *sanitary sewer system* user (residential, commercial, or industrial user) through an approved connection into a *sanitary sewer system*.

Typically, the length of lateral closer to the serviced building or property, to the cleanout closest to the main sewer system, is referred to as the upper lateral. The length of pipe from the cleanout closest to the main sewer system, to the main sewer system, is referred to as the lower lateral.

# Legally Responsible Official

A Legally Responsible Official is an *Enrollee*’s official representative, designated by the *Enrollee* with authority to sign and certify all reports required by this General Order. (For purposes of electronic reporting requirements in this General Order, a Legally Responsible Official’s report certification is through an electronic signature and accompanying electronic certification, which is a component of the *CIWQS* database procedures.)

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

# Private Enrollee

A Private Enrollee is a private company that owns and/or operates a *private sanitary sewer system* or *private sewer* lateral greater than 500 linear feetthat is not regulated under separate waste discharge requirements issued by a Regional Water Quality Control Board.

# Private Sewer Lateral

A private sewer *lateral* is the privately-owned portion of the sewer network that conveys

*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 one mile or more that is owned and/or operated by a private individual, company, or corporation (e.g., Homeowner’s associations). A private sanitary sewer system may or may not connect into a publicly owned *sanitary sewer system*.

# Public Enrollee

A Public Enrollee is a federal or state agency, municipality, county, special district or other public entity that owns and/or operates a *sanitary sewer system* with pipelines totaling more than one (1) mile in length.

# Public Sanitary Sewer System

A sanitary sewer system is a system of pipes, pump stations, siphons, diversion structures, wet wells, manhole structure, tanks and other storage facilities, and/or other conveyances or components of conveyances, upstream of a wastewater treatment plant headworks, used to collect and convey *sewage*. Temporary storage and conveyance facilities (including but not limited to vaults, siphons, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are part of the sanitary sewer system. For purposes of this General Order, the downstream wastewater treatment plant is not part of the sanitary sewer system.

# Receiving Water

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

# Satellite Collection System

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

# Sewage

Sewage is untreated domestic, municipal, commercial, and/or industrial wastewater conveyed in a *sanitary sewer system* upstream of a treatment plant headworks.

# Sewer System Management Plan (SSMP)

A sewer system management plan is a living document a sanitary sewer system owner develops and implements to effectively manage sewage collection and conveyance through its system in accordance with this General Order.

# Small Sanitary Sewer Systems

# A small sanitary sewer system is a sanitary sewer system with less than 100 miles of gravity pipelines, not including sewer laterals or force mains.

# A very small sanitary sewer system is a sanitary sewer system with less than 20 miles of gravity pipelines, not including sewer laterals or force mains.

# Spill

A *spill* is a release of *sewage* from a *sanitary sewer system* due to system backup, system overflow, measurable system leaks, operational failure and/or infrastructure failure. ~~A~~ *~~spill~~* ~~includes underground exfiltration of sewage from a~~ *~~sanitary sewer system~~* ~~through cracks in pipes, misaligned joints, seepage through porous materials, or other means, to surrounding soil and any of the following: groundwater, the ground surface, or a surface~~ *~~water of the State~~*~~.~~

~~Exfiltration of sewage that is limited to underground soil, and does not reach groundwater, the ground surface, or a surface~~ *~~water of the State~~* ~~is not considered to be a~~ *~~spill~~* ~~under this General Order, and is not subject to regulation under this Order.~~

# Training

Training is continued, on-the-job and formal educational training for all collection system administrative, maintenance, engineering, and operations staff and managers, including contractors.

# 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.

# Water of the State

A water of the State is any surface water or groundwater, including saline waters, 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, natural washes and pools, wetlands, sloughs, and estuaries, including in dry conditions, regardless if flow or water exists. Waters of the State include waters of the United States.

# Water of the United States

*A Water of the United States* is a surface water or waterbody identified as *a water of the United States* that is subject to federal jurisdiction in accordance with the Clean Water Act and Navigable Waters Protection Rule (effective June 22, 2020 per the information included in the following federal register weblink:

[https://www.federalregister.gov/documents/2020/04/21/2020-02500/the-navigable-waters-](https://www.federalregister.gov/documents/2020/04/21/2020-02500/the-navigable-waters-protection-rule-definition-of-waters-of-the-united-states)  [protection-rule-definition-of-waters-of-the-united-states](https://www.federalregister.gov/documents/2020/04/21/2020-02500/the-navigable-waters-protection-rule-definition-of-waters-of-the-united-states)).

# 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 |
| * Enrollee Under Order 2006-0003-DWQ |
| Existing WDID Number: |
| * Change of Information |
| Existing WDID Number: |

# Applicant Information:

|  |
| --- |
| Legally Responsible Official Name (First, Last): |
| Title: |
|  |
| Phone: |
| Email Address: |
| Agency/Company Name: |
| Mailing Address: |
| City(ies), State, ZIP: |
| County: |
| Sanitary Sewer System Name(s) or Unique Identifier: |
| Regional Water Quality Control Board(s): |
| Signature and Date: |

1. **Applicant Type (Check one):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ☐  City | ☐  County | ☐  State | ☐  Federal | ☐ Special District | ☐  Joint Government | ☐  Private |

1. **Wastewater Treatment Plant Ultimately Treating System Waste:**

Discharger Name on Wastewater Treatment Plant Discharge Permit:

WDID No.:

1. **Population of Community Served (Check one):**

* Less than 50,000
* Greater than or equal to 50,000

1. **Billing Information:**

Billing Address:

City, State ZIP:

Billing Contact Person and Title:

Phone and Email Address:

# Application Fee:

The application fee, as required by Water Code section 13260, is required for new applicants and is based on the daily population served by the *sanitary sewer system*. (See updated [fee schedule](https://govt.westlaw.com/calregs/Document/IEEE14760D45A11DEA95CA4428EC25FA0?viewType=FullText&amp;originationContext=documenttoc&amp;transitionType=CategoryPageItem&amp;contextData=(sc.Default))) Check one of the following and enter fee amount:

* + - Population Served < 50,000 – Total Fee submitted is $
* Population Served ≥ 50,000 – Total Fee submitted is $

The applicant must make the appropriate 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

Attention: Statewide Sanitary Sewer System Program Sacramento, CA 95812-1888

# Electronic Signature Submittal Certification

*I,*

*(print name), certify that I am the legally*

*responsible official for (agency/company). My signature on this form certifies that, I agree, my California Integrated Water Quality System (CIWQS) user Identification and password constitute my electronic signature and any information I indicate I am electronically certifying contains my signature. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as by a hand-written signature.*

*I agree that I will protect my electronic signature from unauthorized use, and that I will contact the State Water Resources Control Board, within 24-hours of discovery, if I suspect that my electronic signature has been lost, stolen, or otherwise compromised. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I will not delegate or share it with any other person.*

# Application Submittal Certification

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

Printed Name: Title: Signature: Date:

# ATTACHMENT C - NOTICE OF TERMINATION

1. **Enrollee Information**

|  |
| --- |
| Enrollee Name: |
| Legally Responsible Official Name (First, Last): |
| Title: |
| Phone: |
| Email: |
| Mailing Address: |
| Address (Line 2): |
| City, State, ZIP: |
| County: |
| Sanitary Sewer System(s): |
| Waste Discharge Identification Number(s) (WDID): |
| Regional Water Quality Control Board(s): |
| Signature and Date: |

1. **Basis of Termination**

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

# Certification

*I certify under penalty of law that 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer System Order 202X-XXXX-DWQ, and 2) this document and all attachments including verification of mileage of sewer lines were prepared under my direction and supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine 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.*

Printed 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

[Table of Contents removed because of automated formatting challenges and proposed re-organization of this section]

# ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN

A Sewer System Management Plan (SSMP) is a living planning document that documents ongoing local sewer management program activities, procedures, and decision-making to assure short-term and long-term sewer system resiliency. The *Enrollee* must implement a Sewer System Management Plan that promotes system resiliency through:

* Planning and decision making;
* Routine operations and maintenance;
* Focus on high-risk system *spill* areas;
* Capital improvement projects;
* Staff resources and equipment;
* Local program resources from sewer rates and other local resources to support necessary staffing, contractors, equipment, and *training;* and
* T*raining* 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. of this Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Quality Control 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 requirements that an *Enrollee* shall include and address in its SSMP and subsequent updates as well as suggested elements that are not required. The *Enrollee* shall identify any required activities in this Attachment that are not applicable to the Enrollee’s system and shall provide justification in its SSMP explaining why the activity is not applicable. Some sections also include optional elements for the SSMP, which are suggested, but not required.

# SEWER SYSTEM MANAGEMENT PLAN INTRODUCTION

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

# Regulatory Content

The Sewer System Management Plan Introduction should provide a general description of the local sewer system management program, discussion regarding the Enrollee’s Plan implementation, and necessary updates incorporated into the Plan, leading to the *Enrollee* sustained regulatory compliance with this General Order.

# Sewer System Management Plan Update Schedule

The Introduction section must include a schedule for the *Enrollee* to update the SSMP, including the schedule for conducting audits*.*

# Sewer System Overview

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

* + - Location, including county(ies);
    - 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;
    - Software and data management systems;
    - Sewer system ownership boundary with regard to sewer *laterals, including ownership and maintenance responsibilities between the Enrollee and private entities for upper and lower sewer laterals.*
    - Population and community served;
    - Estimated number or percent of residential, commercial, and industrial service connections; and
    - Unique service boundary conditions and challenge(s).

# SEWER RATES AND ALLOCATED SEWER SYSTEMS RESOURCES

The SSMP should include a narrative explanation of local funding sources, including sewer rate schedule and structure, used to fund staff, contractors, consultant, equipment and *training* for operating, maintaining, and improving the collection system:

# ~~Minimum Sewer System Management Program Resources~~

# Current Sewer Rate Schedule(s) and Local Funding Resources

The SSMP should include:

* + - Current local board-approved sewer rate structure and schedule(s);
    - Forecasted period the local board will update the current rates, if applicable; and
    - Other funding resources, if applicable.

# Organizational Staffing Plan and Organizational Chart

The SSMP must include: the name of the Legally Responsible Official (LRO)(s) as described in Section 5.5, as well as, the position titles, telephone numbers, or email addresses for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.

# Chain of Communication for Reporting Spills

The Sewer System Management Plan should include a description and corresponding information of the required chain of communication from initial receipt of spill information to the final reporting and certification of a *spill* in the *California Integrated Water Quality System* (*CIWQS*), including identifying by position title the administrative, technical, managerial, and public outreach staff involved in an emergency spill response.

The SSMP may include a list of key contact telephone numbers at other utilities or agencies that are to be notified in the event of a spill.

# Sewer System Department and Local Resources Program Budgets

The SSMP must include information regarding budget(s) for the *Enrollee’s* compliance with this General Order. The budget information should include:

* + - Collection system operation, maintenance, planning, and engineering;
    - Capital improvement program;
    - Personnel *training*; and

The SSMP must also describe:

* + - The funding mechanisms for Capital Improvement Projects
    - The chain of command for budget decision making.
    - Local rate structure;
    - Accounting mechanisms and procedures that are generally accepted accounting practice;
    - Financial auditing procedures to ensure an adequate measure of revenues and expenditures; and
    - Financial and accounting program procedures compliant with applicable laws and regulations.

# LEGAL AUTHORITY

The SSMP should include copies or an electronic link to updated sewer system use ordinances, service agreements and/or other legally binding procedures that the *Enrollee* possesses the necessary legal authority to:

* Prevent illicit *discharges* into its sewer system from inflow and infiltration; unauthorized stormwater; chemical dumping; unauthorized debris; cut roots; and trash.
* Require that sewer system components and connections be properly designed and constructed;
* Ensure authority and access for maintenance, inspection, and/or repairs for portions of the service *lateral* owned or maintained by the *Enrollee*;
* Limit the *discharge* of fats, oils, and grease, rags, and other debris that may cause blockages;
* Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
* Obtain easement accessibility agreements for locations requiring operations and maintenance, if applicable.

# SEWER SYSTEM SERVICE AREA INFORMATION

The SSMP must delineate the Enrollee’s current sewer system service area boundaries, and should contain general information and description of, at minimum, the following items:

# Description of Service Area Utilities

The SSMP must include a description of the following:

* + - *Enrollee’s sanitary sewer system*, including:
      * Approximate length of gravity line segments;
      * Approximate length of force mains;
      * Number of pumping facilities;
      * Estimated number of privately owned *lateral*s served by the system; and
      * Other critical sanitary sewer system components.
    - Names of public agencies operating publicly owned sewer systems connected to the Enrollee’s sewer system;
    - Name of the municipal separate *storm sewer* system or *drainage conveyance system* agency operating within the Enrollee’s sewer system service boundary; and
    - A narrative description of drinking municipal water intake facilities, aquifers, and supply wells located within the Enrollee’s sewer system service boundary.

The SSMP may include a narrative description and/or maps of stormwater drainage areas and corresponding *receiving water*s.

# Sewer Service Area Inter-Agency Coordination and Collaboration

The SSMP should provide a protocol to establish coordination and collaboration with stormwater and drinking water agencies/departments in the Enrollee’s sewer service boundary, which should include:

* + - Routine coordination for *sanitary sewer system* operation and maintenance;
    - Inter-agency coordination and collaboration during and after a *spill* event;
    - Coordination for proposed modifications to sanitary sewer system operations and maintenance, as necessary; and
    - Coordination for proposed capital improvement projects, as necessary.
* ~~Updated contact information of local stormwater and drinking water agencies/departments staff for emergency~~ *~~spill~~* ~~response purposes, routine~~ *~~sanitary sewer system~~* ~~operation and maintenance, and applicable planning purposes.~~

# SEWER SYSTEM PLANNING, OPERATIONS AND MAINTENANCE INFORMATION / DATA SYSTEMS

The Sewer System Management Plan should include a description of the Enrollee’s information and data systems used for capital planning of existing and future assets, and system operations and maintenance.

# INCORPORATION OF LOCAL PROGRAM AUDIT FINDINGS INTO SEWER SYSTEM MANAGEMENT PLAN

The *Enrollee* must incorporate the findings of its local program audits as required in section 5.11 of this General Order. At a minimum, the Sewer System Management Plan updates must include the steps necessary to address identified system/program deficiencies.

# SEWER SYSTEM RESILENCY

The *Enrollee* shall manage its *sanitary sewer system*, through implementation of its Sewer System Management Plan, to assess risk and prioritize actions that promote system resiliency.

# ~~Condition Assessment~~

# ~~Capacity Assessment~~

# 7.1 System Evaluation and Capacity Assurance Plan

# The *Enrollee* shall prepare and implement a System Evaluation and Capacity Assurance Plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as, flows related to wet weather events. The capacity assessment must evaluate and identify hydraulically-deficient system areas or components that are contributing or have the potential to contribute to *spill*s, based on information that includes, but is not limited to, *spill* history, infrastructure inspections, and operation and maintenance logs.

The assessment must address, if applicable:

* + - Existing system condition assessments, as applicable;
    - Flood-prone system areas subjected to increased infiltration and inflow, under normal local and regional storm conditions, if applicable;
    - Major system elements to accommodate dry weather peak flow conditions
    - Inflow and infiltration reduction programs;
    - Redundancy in pumping and storage capacities, if applicable; and
    - Non-stormwater sources that contribute to peak flows associated with *spill* events, if known and applicable.

The System Evaluation and Capacity Assurance Plan must ~~include evaluation standards to~~ assess, at a minimum:

* + - Pump stations;
    - Gravity pipelines and manholes; and
    - Pressure (force) mains.

~~The findings of the Capacity Assessment should be further assessed for risk and prioritized corrective actions through the Capital Improvement Plan component of the Sewer System Management Plan, as specified in section 7.3 through section 7.5 of this Attachment.~~

# Design and Construction Procedures, Standards, and Specifications

The Sewer System Management Plan must identify and reference current design and construction standards and specifications for the installation, repair, and rehabilitation of existing and proposed system infrastructure, including but not limited to pipelines, pump stations, and other system appurtenances.

should reference

Project design standards should consider potential flooding and erosion due to high intense storm events, rising groundwater, or high waterbody flow conditions.

# ~~Procedures, Protocols and Standards~~

# ~~Component-specific Design Criteria~~

~~If design criteria and standards for system construction and installation, repair and rehabilitation do not exist, or if existing design criteria and standards are deficient to address necessary capacity determinations, a system condition assessment must include component-specific evaluation to appropriately assess design criteria and/or existing conditions.~~

# 7.2 Risk Assessment

The Sewer System Management Plan must provide procedures for assessing risk of identified potential system and programmatic deficiencies that may compromise the integrity of the *sanitary sewer system* and local sewer management program(s). The Risk Assessment procedures should, at minimum:

* + - Incorporate condition assessment and capacity assessment information conducted on different components/segments of the current system infrastructure;
    - Identify high risk system components and system areas that may potentially cause or contribute to *spills;*
    - Evaluate risk for potential *spill*s due to increased infiltration and inflow, bank erosion (in canyons and along coastal bluffs);
    - Evaluate risk due to environmental impacts of climate change or natural disasters
    - Evaluate inundation risk of low-lying pump stations.
    - Evaluate the severity of the consequences of the *spills.*

The Risk Assessment should include a ranking system that categorizes high-risk system components/segment areas, for subsequent prioritization of corrective actions. Risk measures and categorization should be based on the severity of the consequences of system *spills*. It is recommended that high-risk system components/areas be further categorized as short-term modifications to system operations and maintenances or long-term capital projects.

* + - ~~System or program areas to be addressed through short-term modifications to system operations and maintenance; and~~
    - ~~System or program areas to be addressed through long-term operations and engineering mitigation.~~

# 7.3 Remediation Prioritization

The Sewer System Management Plan should provide procedures for the prioritization of operation and maintenance modifications and capital projects that are the subject of the *Enrollee’s* System Resilience Actions per section 7.4 below. Remediation prioritization should consider the immediacy of remediation of higher risk system areas identified in the *Enrollee’s* Risk Assessment.

# System Resiliency Actions

The Sewer System Management Plan should include specific actions to ~~, and corresponding schedules~~ to ~~immediately~~ address necessary system resiliency for the identified high- risk portions of the sewer system ~~and local sewer management program deficiencies~~ that contribute to, or have the potential to contribute to, *spills*. The System Resiliency Actions should propose implementation of the following elements to address ongoing system resiliency:

* + - Action schedules including interim milestones and estimated interim milestone completion dates of operation and maintenance program modifications, or capital improvement projects;
    - ~~Local budgeting, fee rate structure modifications and local resources to support interim milestones;~~
    - ~~Schedule for pursuing and acquiring external funding for planning, design and construction of projects, as necessary; and~~
    - Action resources, including interim milestones and estimated schedule for acquiring necessary staff resources (including consulting and contracting services), equipment, data systems and other non-monetary resources.

Through the identification, prioritization, and remediation of:

* Short-term (less than two years) system problems, vulnerabilities should be addressed through a modified operation and maintenance program; and
* High-priority long-term infrastructure vulnerabilities, problem areas should be addressed through an updated capital improvement program.

# ~~System Resiliency Actions – Operation and Maintenance~~

~~The Sewer System Management Plan must include System Resiliency Actions necessary to address preventative operation and maintenance activities through, at minimum:~~

* + - * ~~Updated scheduling of regular system maintenance and cleaning;~~
      * ~~Enhanced inspections, video surveillance, and maintenance in high risk system areas;~~
      * ~~Immediate actions to address roots, fats, oils and grease potentially resulting in system blockages and failures;~~
      * ~~Higher frequency system maintenance of high-risk system and more frequent update of operation and maintenance program areas;~~
      * ~~Increased data collection of infrastructure condition of high-risk system updated data collection systems; and~~
      * ~~Joint coordination between operational staff and engineering staff/consultants to optimize engineered capital improvements.~~

# ~~System Resiliency Actions – Capital Improvement Component~~

~~The Sewer System Management Plan must include System Resiliency Actions that address capital improvement projects necessary to address high-risk system deficiencies identified in the most updated condition assessment and capacity assessment as follows:~~

* + - * ~~Identification of high-risk, high-priority capital improvement projects;~~
      * ~~Project action schedules including interim milestones and feasible interim project milestone completion dates;~~
      * ~~Local budgeting, fee rate structure modifications and local resources to support interim milestones;~~
      * ~~Identification of internal and external sources of funding;~~
      * ~~Identification of internal and external sources of funding;~~
      * ~~Schedule for pursing and acquiring external planning, design and construction funding, as necessary; and~~
      * ~~Action resources, including interim milestones and schedule, for acquiring necessary staff resources (including consulting and contracting services), equipment, data systems and other non-monetary resources.~~

# 7.5.1 Implementation and Update of System Resiliency Actions

The *Enrollee* shall implement its System Resiliency Actions after System Resiliency Actions are identified and, at minimum:

* + - * Incorporate its System Resiliency Actions into its Sewer System Management Plan during each 5-year Sewer System Management Plan update, and
      * Implement the System Resiliency Actions per corresponding schedule.

The System Resiliency Actions incorporated into the Sewer System Management Plan must be reviewed by operation and maintenance personnel prior to the local governing board approval and *Legally Responsible Official* certification of the corresponding Sewer System Management Plan update.

An *Enrollee* that is a *disadvantaged community* shall incorporate and implement its identified System Resiliency Actions in a one-time Sewer System Management Plan update as specified in section 5.3.1 of this General Order.

# IMPLEMENTATION OF OPERATION AND MAINTENANCE PROGRAM

The Sewer System Management Plan must include implementation of, at minimum, the following operation and maintenance activities and protocols for its *sanitary sewer system, if applicable*:

* Routine system operation and maintenance including planned schedules and frequencies for preventative cleaning activities;
* Condition assessments or inspections, identify planned schedules, frequencies, and appropriate techniques for identifying system defects, the planned amount (percentage) of Enrollee’s system to be assessed each year, and a justification for the schedule;
* Remediation plans for roots, fats, oils, grease, rags, and flushable paper products causing blockages or other performance problems;
* Rehabilitation and replacement of critical infrastructure and system components;
* Stormwater management to minimize impacts to infrastructure caused by storm events.
* Staffing, contractor, and *training* needs to implement Operation and Maintenance Program modifications;

# ~~Routine Operation and Maintenance~~

# ~~Modified Operation and Maintenance~~

# ~~Operations and Maintenance Priorities~~

# ~~Rehabilitation and Replacement~~

The SSMP must identify system operations and maintenance that address high-risk, high-priority system or program problem areas, including condition assessment procedures that:

* + - Prioritize assessment of infrastructure in high-risk areas, such as those in the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Conduct additional assessments of portions of a sanitary sewer system within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List to determine if the sanitary sewer system is potentially contributing to the impairment; and
    - Identify system assets and locations that hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;

# ~~8.5 Stormwater Management and Erosion Control Plan~~

# IMPLEMENTATION OF CAPITAL IMPROVEMENT PROGRAM

The SSMP must include a description of the process for developing the Enrollee’s capital improvement projects and an estimated schedule by fiscal year plan, including how the following considerations are addressed in the plan:

* Anticipated region-specific and system-specific climate change, to the extent known;
* Service area population change;
* Capacity assessment results; and
* Existing or potential failure of existing system infrastructure.

The SSMP should include an implementation schedule describing how existing and proposed resources will be utilized to implement high priority capital improvement projects identified in the Enrollee’s System Resiliency Assessment and Actions

# ~~Capital Improvement Program Implementation Resources~~

# ~~Capital Improvement Project Schedules~~

# Record Keeping

The SSMP must provide a description of the Enrollee’s record keeping system, which should document at minimum:

* Identified high-risk, high-priority capital improvement projects;
* Capital improvement program work-order history per location;
* Operations and maintenance work-order history per location;
* Data system records;
* Inspections;
* Spill response records for *spills* from the Enrollee’s sanitary sewer system; and
* *Training* of staff and contractors.

# ~~LOCAL SEWER SYSTEM PROGRAM BUDGET AND RESOURCES~~

# SPILL EMERGENCY RESPONSE PLAN

The SSMP must include a developed Spill Emergency Response Plan addressing all *spills* to *waters of the State*. The *Enrollee* shall implement a Spill Emergency Response Plan that identifies standard operating procedures for responding to spills in a manner that reduces *spill* volumes and collects information for prevention of future spills. The Spill Emergency Response Plan should include, at minimum:

* Procedures for compliance with notification, monitoring and reporting requirements of this General Order, the Water Code, other State law and regulations;
* Procedures to promptly notify necessary local officials for Category 1 spills;
* Procedures to assure primary responders and regulatory agencies are notified of

*spills* in a timely manner;

* ~~A strategy for effective training of sanitary sewer system operations and maintenance staff, local program support staff, and contractors~~
* ~~A strategy to evaluate competency annually for collection systems staff and contractors (if applicable) covering the pertinent requirements in this Order;~~
* Procedures to assure prompt detection at strategic locations and response to *spills*;
* Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities;
* Procedures to assure all reasonable steps are taken, and available and feasible technologies, practices, and equipment, including mutual aid agreements established with other agencies or contractors, are used to: (1) expedited containment, recovery, and *discharge* prevention to waters of the State, and (2) minimize or correct any adverse impact on the environment resulting from the *spills.*
* Procedures for inter-Agency coordination and collaboration among the Enrollee’s staff and staff of other utility agencies/departments in accordance with pre-planned coordination with *storm drain* agencies prior, during, and after a *spill* event;
* Procedures to prevent or minimize a *discharge* to a *water of the State*;
* Procedures for post-spill assessment of response activities; and
* Procedures for documentation and reporting for *spill* events.

# SEWER PIPE BLOCKAGE CONTROL PROGRAM

The SSMP must include an evaluation of the Enrollee’s service area to determine a system-specific pipe blockage control program to address roots, fats, oils, grease, rags and debris. The SSMP must include the following as appropriate:

* An implementation plan and estimated schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances;
* A plan and schedule for the disposal of pipe-blocking substances generated within the *sanitary sewer system* service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a *sanitary sewer system* service area;
* Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, record keeping 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 maintenance schedule for each section;
* Development and implementation of source control measures for major sources of fats, oils, and grease reaching the *sanitary sewer system* for each section identified above.
* ~~Development and implementation program staffing and~~ *~~training~~*~~.~~

# TRAINING

The SSMP must include a description of the *training* resources (in-class, *training* materials, mentor shadowing, etc.) provided to technical, administrative staff, managerial staff, and contractors that have an integral role in the Enrollee’s compliance with this General Order. The training program should provide *training* resources for staff and contractors to have the following required skills:

* Thorough understanding of the requirements of this General Order corresponding with staff position;
* Competency to fulfill all the requirements of this General Order corresponding with staff position;
* Thorough understanding of Spill Emergency Response Procedures corresponding with staff position;
* Skilled estimation of *spill* volume corresponding with staff position;
* Electronic CIWQS reporting skills corresponding with staff position; and
* Maintenance of professional certifications, such as California Water Environment Association collection system operator certifications, corresponding with staff position.

# LOCAL COMMUNITY AND INTERAGENCY COMMUNICATION

The SSMP must include communication procedures for the *Enrollee* to maintain routine communication with its local governing board, the public, utility agencies/companies within and adjacent to the service area, and satellite agencies on the development, implementation, and performance of its SSMP, if applicable. The communication procedures should include public communication and outreach procedures for:

* The public to provide input to the *Enrollee* on program modifications;
* The public to have adequate information regarding past *spill*s;
* The public to have information on recent *spills* and *discharges* that resulted in closures to beaches or recreational areas, or that entered a drinking water reservoir; and a description of corrective actions that were taken in response to such *spills* or *discharges*.
* The public to have access to the Sewer System Management Plan;
* The public to view local program audits;
* Private-owners of *lateral*s and owners of adjacent *sanitary sewer systems* to be informed of local ordinances and private infrastructure maintenance responsibilities; and
* Owners of *satellite sewer systems* to collaborate in joint outreach efforts and sewer system improvement projects, when appropriate.

# ~~SEWER SYSTEM MANAGEMENT PLAN ADAPTIVE MANAGEMENT~~

# ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

**Table of Contents**

[Table of Contents removed because of automated formatting challenges while redlining]

# ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORD-KEEPING REQUIREMENTS

The notification, monitoring, reporting and recordkeeping requirements in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. Failure to comply with the notification, monitoring, reporting and recordkeeping requirements 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 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 a *water of the State*, response and corrective action(s) taken.

# NOTIFICATION REQUIREMENTS

* 1. **~~Water Board Notification~~**

~~Within two (2) hours of the Enrollee’s knowledge of any~~ *~~spill~~*~~, the Enrollee must notify the State Water Board through the CIWQS Spill Notification Portal.~~

# California Office of Emergency Services Notification

* + 1. **Notification of Spills of 1000 Gallons or Greater**

For a *spill* with a ***discharge* of 1000 gallons or greater** to a *water of the State* (Water Code section 13271), 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.

# Spill Notification Information

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

* + - * Name and phone number of the person notifying 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 a *water of the United States* 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 *Enrollee* was informed of the *spill* event;
      * Name of responsible agency or private system/*lateral* owner causing the *spill*;
      * *Spill* cause or suspected cause (if known);
      * Amount of *spill* contained;
      * Name of receiving water body receiving or potentially receiving discharge;
      * Description of water body impact and/ or potential impact to *beneficial uses*.

# Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that an *Enrollee* certifies the *spill* report in the *CIWQS* Online Spill 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 a water of the United States 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*.

# SPILL-SPECIFIC MONITORING REQUIREMENTS

For Category 1 Spills, the *Enrollee* shall develop and implement monitoring, water quality sampling, and impact analysis requirements for spills greater than 50,000 gallons as specified in sections 2 in its entirety, and section 3 of this Attachment, for assessment and reporting of all impacts of the *spill* and impacts on *waters of the United States*.

# Water Quality Monitoring Representation

All samples and measurements collected for monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

# Sufficiently Sensitive Methods

Sampling 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 lowest quantified minimum level of the analytical methods approved under 40 Code of Federal Regulations Part 136 is at or below the *receiving water* pollutant criteria, if applicable.

# Environmental Laboratory Accreditation Program-certified Laboratories

The analysis of a water quality sample required per this General Order must be performed by a laboratory that has accreditation or certification 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).

# Monitoring Equipment Calibration

Monitoring and sampling instruments and devices used to implement the requirements of this General Order must be properly maintained and calibrated. The *Enrollee* must maintain records documenting the maintenance and calibration of instruments and devices to ensure continued accuracy.

# Spill Volume Estimation

The *Enrollee* shall estimate *spill*-relatedvolumes using estimation factors, calculations, and documentation for electronic reporting. The *Enrollee* shall employ visual standards and field calculations to assess the approximate spill magnitude. 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.

# Spill Location and Spread

The *Enrollee* shall monitor the spread of the *spill* by gathering:

* + - Global positioning system (GPS) coordinates of:
      * The system location where *spill* originated; and
      * The location(s) of *discharge* into a *water of the State*, as applicable;
    - Photographic evidence documenting critical *spill* locations, including origination point, *drainage conveyance system* entry locations, ponding, *discharge* to *receiving waters*, and boundaries of *spill* spread, before and after clean up.

# Spill Travel Time to Receiving Water

In addition to estimating *spill* volume, the *Enrollee* shall estimate *spill* travel time to the *water of the State*. For Category 1 spills into a *drainage conveyance system*, the *Enrollee* must estimate the *spill* travel time from the point of entry into the *drainage conveyance system* to the point of *discharge* into the *water of the United States*.

# Receiving Water Sampling Location(s)

The *Enrollee* shall collect a minimum of three (3) *receiving water* samples and one *sewage* sample, per day at the following discharge and *receiving water* locations to capture the impact of sewage discharge to a receiving surface water. For multiple-day *spills*, the Enrollee shall collect the set of samples each day, for the duration of the *spill*.

|  |  |  |
| --- | --- | --- |
| **Sampling Location** | **Sampling Location Name** | **Sampling Location Description** |
| DCS: *Sewage* prior to directly entering receiving surface water, or prior to entering a  *drainage conveyance system* that drains to a receiving surface water RSW: Receiving surface water  n: Number indicating more than one receiving surface water U: Upstream  D: Downstream | | |
| DCS\*: *Drainage conveyance system*\* | | |
| \*Upstream Drainage *Conveyance System* Monitoring Location\* | DCS-001U  through DCS-00nU | A point upstream of the point of *discharge*, to capture *drainage conveyance system* flow absent of *sewage discharge* impacts. |
| \**Sewage* prior to entering *drainage conveyance system*\* | DCS-001 (and DCS-00n  thereafter) | A point where a representative sample of the *sewage* is accessible to be sampled prior to entering into a drainage system. |
| *Receiving water* location(s) receiving *sewage discharge* | RSW-001  (and RSW-00*n* thereafter) | A point where a representative sample of the *receiving water* is collected at the initial point where the *sewage discharges* into the receiving surface *water*. |

|  |  |  |
| --- | --- | --- |
| **Sampling Location** | **Sampling Location Name** | **Sampling Location Description** |
| *Sewage* prior to entering  *receiving water* | DIS-001 (and DIS-00n  thereafter) | A point where a representative sample of the *sewage* is accessible to be sampled at the initial point of *discharge* into the receiving surface water, prior to entering the *receiving water*.  If sewage is *discharged* into a receiving *water* via a *drainage conveyance system*, a point where a representative sample of the *drainage conveyance system discharge* is accessible to be sampled at the initial point of *discharge*. |
| Upstream *Receiving Water* Monitoring Location1 | RSW-001U  through RSW-00nU | A point upstream of the point of *sewage discharge* (including point of *drainage conveyance system discharge* (as applicable)), to capture ambient conditions absent of *sewage discharge* impacts. |
| Downstream *Receiving Water* Monitoring Location1 | RSW-001D  through RSW-00nD | A point downstream of the point of *sewage discharge* (including point of *drainage conveyance system* discharge (as applicable)), where the *spill* material is fully mixed with the *receiving water*, and upstream of additional *discharges*/inputs into the *receiving water* from other sources of pollutants. |

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 water body banks, and size of *sewage* plume.

# Water Quality Sampling

For all spills with a field-estimated volume of 50,000 gallons or more discharged to waters of the United States, the *Enrollee* shall conduct water quality sampling of the *receiving water*(s) for the following constituents, as soon as possible, but no later than **12 hours** of the *Enrollee’s* knowledge of potential *discharge* to a *water of the United States*:

* + - * Sampling and laboratory analysis of:
        + Ammonia;
        + Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, or E. coli.

# 2.6. 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 CIWQS report.

# REPORTING REQUIREMENTS

All reporting required in this General Order is electronic reporting to the State Water Board, California Integrated Water Quality System (CIWQS) unless specified otherwise in this General Order.

# Individual Spill Reporting Provisions

* + 1. **Report for Individual Spill Events**

The *Enrollee* shall electronically submit one spill report for each individual Category 1-3 *spill* in the[*CIWQS* Online Spill Database](https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&amp;reportId=sso_main). If one *spill* event results in multiple appearance locations in a sanitary sewer system, the *Enrollee* shall complete one *spill* report containing information for the multiple appearance locations:

For each *spill* event, the *Enrollee* shall report:

* + - * Detailed description of cause of *spill*;
      * All applicable monitoring required in section 2 of this Attachment;
      * All assumptions and calculations used to estimate *spill* volumes; and
      * Location of all *spill* appearance points closest to the failure point, blockage, or location of the flow condition that caused the *spill*.

# Homeland Security Act

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

# Report Certification Requirements

* + 1. **Certified Reporting**

All information required to be electronically reported into CIWQS Online Spill Database must be certified by the *Legally Responsible Official* previously established to certify reports, as required in section 5.5 of this General Order.

Upon *spill* report certification, the *CIWQS* Online Spill Database will issue a final *spill*

identification (ID) number along with an email to the *Enrollee*.

# Draft Data Entry

Electronic entry of draft *spill* information into the *CIWQS* Online Spill Database may solely be conducted by a *Data Submitter(s)* previously designated by the *Legal Responsible Official*, as required in section 5.6 of this General Order.

# Individual Spill Reporting

* + 1. **Draft Category 1 and Draft Category 2 Spill Report**

Within three (3) business days of the *Enrollee’s* knowledge of a Category 1 and Category 2 *spill*, the *Enrollee* shall submit a Draft Spill Report to the State Water Board. The draft Spill Report must, at minimum, include the following items:

* + - * Contact information: Name and telephone number of *Enrollee* contact person to respond to *spill*-specific questions;
      * *Spill* location description and GPS coordinates of known geographical *spill*

boundaries;

* + - * Whether the *spill* developed into a direct or indirect (via a *drainage conveyance system*) *discharge* into:
        + A *water of the United States for a Category 1 spill;* or
        + A *water of the State* that is not a water of the United States, *for a Category 2 spill.*
      * Description of municipal separate *storm sewer* system or other *drainage conveyance system* transporting the *spill*, as applicable;
      * Description of immediate *spill* containment and cleanup efforts;
      * Estimate of the *spill* volume;
      * Description and GPS coordinates of all *discharge* point(s), as applicable;
      * Estimate of the *spill* volume that *discharged* to a *water of the*, or volume that was not recovered from a *drainage conveyance system;*
      * Estimate of the *spill* volume recovered;
      * *Spill* appearance point(s):
        + Number of appearance points;
        + Asset(s) in which *spill* appeared;
        + GPS coordinates of each *spill* appearance point or attach a sketch to illustrate the geographic location(s) of each *spill* appearance point; and
        + Description and location of *spill* appearance location(s). If a single *sanitary sewer system* failure results in multiple *spill* appearance locations, each appearance point must be described.
      * Estimate of the *spill* start date and time;
      * Date and time the *Enrollee* was notified of, or self-discovered, the *spill* event;
      * Estimate of the operator arrival time; and
      * For Category 1 *spills* greater than or equal to 1000 gallons, include at minimum:
        + The date and time the California Office of Emergency Services was called; and
        + The California Office of Emergency Services control number.

# Certified Category 1 Spill Report

Within **15 calendar days** of the *spill* end date, the *Enrollee* shall submit a Certified Category 1 Spill Report addressing all reporting requirements in sections 3.1 through

3.3.1 above, and the following items:

* + - * All information provided in Draft Category 1 Spill Report, with verification, or necessary modification based on subsequently acquired information after submittal of draft report;
      * Estimate of the *spill* end date and time;
      * *Spill* cause(s) (for example, root intrusion, grease deposition, etc.);
      * System failure location (for example, main, *lateral*, pump station, etc.);
      * The association of the *spill* with a storm event, if applicable;
      * Description of how the 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, assumptions and type of data relied upon to estimate the *spill* start time and the *spill* end time.
        + Description of *spill* corrective actions;
        + ~~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~~*~~.~~

* + - * ~~Detailed narrative of investigation and investigation findings of cause of~~ *~~spill~~*~~;~~
      * Name and type of water body(s) impacted;
      * Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to *spill*, if applicable:
        + Responsible entity for closing/restricting use of water body; and
        + Number of days closed/restricted as a result of the spill.
      * ~~Visual inspection of water body, narrative description, and photographs of impacted water body(s); and~~
      * ~~Water quality sample analysis results.~~

# Technical Report

For any *spill* with a net volume of 50,000 gallons or greater *discharged* into a *water of the State*, within **45 calendar days** of the *spill* end date, the *Enrollee* shall submit a Spill Technical Report as an attachment to the *CIWQS* Certified Spill Report. The Technical Report, at minimum, must include the following information:

* + - * *Spill* Causes and Circumstances, including at a minimum:
        + Complete and detailed explanation of how and when the *spill* was discovered;
        + Diagram showing the SSO failure point, appearance point(s), and final destination(s);
        + Detailed description of the methodology and available data used to calculate the *discharge* volume and, if applicable, the recovered *spill* volume;
        + Detailed description of the *spill* cause(s);
        + Copy of original field crew records used to document the *spill*; and
        + Historical maintenance records for the failure location.
      * *Enrollee’s* response to *spill*:
        + Chronological narrative description of all actions taken by the *Enrollee* to terminate the *spill*;
        + Explanation of how the Sewer System Management Plan Overflow Emergency Response Plan was implemented to respond to and mitigate the *spill*; and
        + Final corrective action(s) completed and/or planned to be completed including a schedule for actions not yet completed.
      * Water Quality Monitoring, including at a minimum:
        + ~~List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.5.2 of this Attachment;~~
        + ~~Regulatory agencies receiving sample results (if applicable). If no samples were collected, select either “no water quality samples collected” or “not applicable to this~~ *~~spill~~*~~”, and provide a detailed narrative for the reason;~~
        + Description of all water quality sampling activities conducted including analytical results and evaluation of the results; and
        + Detailed location map illustrating all water quality sampling points.
      * ~~Impact(s) of the~~ *~~spill~~* ~~including at minimum:~~
        + ~~Name and contact information of the responsible person(s) conducting impact assessment; and~~
        + ~~Description of impact assessment to evaluate short- and long-term impact(s) to~~ *~~beneficial uses~~* ~~of the surface water.~~

# Amended Spill Reports

The *Enrollee* shall update or add additional information to a certified Spill Report within **120 calendar days** of the *spill* end date by amending the report or by adding an attachment to the Spill Report in the *CIWQS* Spill Database. The *Enrollee* shall certify the amended report.

After **120 days**, the *Enrollee* shall contact the State Water Board at [SanitarySewer@waterboards.ca.gov](mailto:SanitarySewer@waterboards.ca.gov) to request to amend a Spill Report. The LROshall submit justification for why the additional information was not reported within the Amended Spill Report due date.

# Monthly Reporting

* + 1. **Category 2 and Category 3 Certified Spill Reports**

Within the first day of the second month from the *spill* end date, the *Enrollee* shall Certify a Spill Report for all Category 2 and Category 3 spills addressing all reporting requirements in sections 3.1 through 3.3.1 above, and the following items:

* + - * All information provided in Draft Category 1 Spill Report, with verification, or necessary modification based on subsequently acquired information after submittal of draft report;
      * Description of the *spill* event destination(s) and GPS coordinates of the furthest reaches of the *spill*;
      * Estimate of the *spill* end date and time;
      * *Spill* cause(s) (for example, root intrusion, grease deposition, etc.);
      * System failure location (for example, main, *lateral*, pump station, etc.);
      * The association of the *spill* with a storm event, if applicable;
      * Description of how the volume estimations were calculated, including, at minimum:
        + The methodology 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 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.
      * Description of *spill* corrective actions, including at a 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*.

* Detailed narrative of investigation and investigation findings of cause of *spill*;
* ~~Name and type of water body(s) impacted;~~
* ~~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.~~
* ~~Visual inspection of water body, narrative description, and photographs of impacted water body(s); and~~
* ~~Water quality sample analysis results~~.

# Monthly “No-Spills” Certification

If no *spill*s occur during a calendar month, the *Enrollee* shall certify that no *spills* occurred during a specified calendar month, within the first 30 days of the subsequent calendar month.

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

If the *Enrollee* has no *spill*s from its systems during a calendar month, but the *Enrollee* notified the Regional Water Board of a *spill* from a private *lateral* or a private system, the *Enrollee* shall certify “no-spills” for that calendar month.

If no *spills* occur during a calendar quarter, monthly “no-spill” reporting is not required, and the *Enrollee* shall certify that no spills occurred during a specified calendar quarter within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

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

By April 1 of each year, the Enrollee shall submit a certified annual report providing the following system-specific updates regarding its SSMPimplementation and compliance with this General Order. Each Annual Report must address updates to the previous calendar year. The updated *Annual Report* content, as listed below, must be entered directly in *CIWQS*:

* + - Updated sewer system service area boundaries and system service area (square miles);
    - Updated population served;
    - ~~Current annual system operation and maintenance budget;~~
    - ~~Current annual system capital expenditure budget;~~
    - ~~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 certification title of the above system operation and maintenance staff certified as a *certified collection system operator* by the California Water Environmental Association (CWEA), with:
      * Corresponding number of various *certified collection system operator* grade levels (Grade I, II, III, IV, and V).
* *Legally Responsible Official’s* active Professional Engineer license number or Certified Collection System Operator certification number*;*
* Updated 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/maintained 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 publicly-owned 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);
* Major *spill* causes (for example, root intrusion, grease deposition);
* System infrastructure failure points (for example, main, pump station, *lateral*, etc.);
* Ongoing *spill* investigations;
* A summary of Category 4 spills from the previous calendar year, including the total number of category 4 spills and a breakdown of total by cause; and
* A summary of exfiltration events from the previous calendar year.

# Sewer System Management Plan Audit Reporting Requirement

The *Enrollee* shall certify its SSMP Audit and other pertinent audit information, in CIWQS in accordance with section 5.11 of this General Order.

~~If a Sewer System Management Plan Audit is not conducted and certified as required, the~~ *~~Enrollee~~* ~~shall:~~

* + - ~~Update~~ *~~CIWQS~~* ~~and select the justification for not conducting the Audit; and~~
    - ~~Notify its corresponding Regional Water Quality Control Board (see Attachment F) 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 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.~~

# Sewer System Management Plan Reporting Requirements

**Within every six (6) years from the date of its first submitted Sewer System Management Plan**, the *Enrollee* must certify its Sewer System Management Plan to *CIWQS*. If electronic document format or size capacity prevents the electronic upload of the Plan, the *Enrollee* may include an electronic link to its Sewer System Management Plan in lieu of uploading the Plan.

For New *Enrollee*s: Within nine (9) months of its Application for Enrollment Approval date, a new *Enrollee* shall submit a local Board-approved and certified Sewer System Management Plan to *CIWQS*. If electronic document format or size capacity prevents the electronic upload of the Plan, the *Enrollee* must provide 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 first submittal due date of the new Enrollee’s first SSMP.

# RECORD KEEPING REQUIREMENTS

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

# Record Keeping Time Period

The *Enrollee* shall maintain records listed in this Attachment, and records collected for compliance with this Order, and records collected in accordance with previous Order 2006-0003-DWQ, for five (5) years.

# 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.

# Spill Reports

The *Enrollee* shall maintain records for each of the following *spill*-related activity:

* *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 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, to document water quality monitoring for *spills* in which a net volume of 50,000 gallons or greater reached a surface water.

# Record Keeping for Category 4 *Spills* and Exfiltration Events

An *Enrollee* must maintain records of all Category 4 spill information and exfiltration **event information** and incude a summary in the corresponding Annual Report.

# 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 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 wastewater levels, flow rates, and/or volumes;
* Computerized maintenance management system records; and
* Asset management-related records.

# Sewer System Management Plan Implementation Records

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

# Audit Records

The *Enrollee* shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other local sewer system program 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.

.

# Equipment Records

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

# Work Orders

The *Enrollee* shall maintain record of work orders for ~~capital improvement projects and~~ operations and maintenance projects.

# Applicable Regional Water Quality Control Board Basin Plan

~~The~~ *~~Enrollee~~* ~~should keep a copy of the most recent applicable~~ *~~Basin Plan~~* ~~pertaining to all potential~~ *~~receiving water~~*~~s (surface waters and groundwater) of potential system~~ *~~spill~~*~~s.~~

# ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING, REPORTING AND RECORD KEEPING REQUIREMENTS PER SPILL CATEGORIES

This Attachment provides a summary of notification, monitoring, reporting and recordkeeping requirements, by spill category as defined in section 5 (Specifications) and Attachment E1 of this General Order, for quick reference purposes only. The content in this Attachment is summarized from the detailed reporting requirements in Attachment E1 and provided for summary purposes only.

# Table of Contents

[Table E2-1 Spill Category 1.................................................................................................. E2-2](#_bookmark118)

[Table E2-2 Spill Category 2.................................................................................................. E2-4](#_bookmark119)

[Table E2-3 Spill Category 3 and Category 4 ........................................................................ E2-5](#_bookmark120)

[Table E2-4 Private Lateral or Private System Spills ............................................................. E2-6](#_bookmark121)

[Table E2-5 Category 4 Spills with Approved System-Specific Reduced Reporting .............. E2-7](#_bookmark122)

|  |  |  |
| --- | --- | --- |
| **Table E2-1**  **Spill Category 1:** Spills to Waters of the United States | | |
| **Spill Requirement** | **Due** | **Method** |
| Notification | **~~Within two (2) hours~~** of the *Enrollee’s* knowledge of a Category 1 *spill* discharging or threatening to *discharge* to a *water of the United States:*   1. For Category 1 *spills* of 1000 gallons or greater, notify California Office of Emergency Services and obtain a notification control number; and/or 2. For all Category 1 *spills of 1000 gallons*, notify the State Water Board through the *CIWQS* spill notification portal. | 1. California Office of Emergency Services at: (800) 852-7550 2. https://ciwqs.waterboards.ca.gov in accordance with section 1.1 (Water Board Notifications) of Attachment E1. |
| Monitoring | * Conduct water quality sampling within **12 hours** of initial notification of a Category 1 *spill* of 50,000 gallons or greater to a *water of the United States*. * Conduct *Spill* Volume Estimation | In accordance with sections 2.1 through 2.3, and section 3 of Attachment E1. |
| Reporting of Category 1 Spills | * Submit Draft Spill Report **within three (3) business days** of having 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 a *water of the United States*. * Submit Amended Spill Reports **within 90 calendar days** after the *spill* end date. | In accordance with section 3.3 and section 3.5 (Individual Spill Report and Annual Report) of Attachment E1. |

|  |  |  |
| --- | --- | --- |
| **Table E2-1**  **Spill Category 1:** Spills to Waters of the United States | | |
| **Spill Requirement** | **Due** | **Method** |
| Record Keeping | Immediately and made available to State and/or Regional Water Board staff upon request.  Keep records for five years | In accordance with section 4 (Record Keeping Requirements) of Attachment E1. |

|  |  |  |
| --- | --- | --- |
| **Table E2-2**  **Spill Category 2:** Spills of 1000 Gallons or Greater That Are Not Category 1 Spills | | |
| **Spill Requirements** | **Due** | **Method** |
| Notification | **Within 24-48 hours** of the *Enrollee’s* knowledge of a *spill* discharging or threatening to *discharge* to a *water of the State:*   * Notify California Office of Emergency Services and obtain a notification control number; and/or * Notify the State Water Board through the *CIWQS* spill notification portal. | California Office of Emergency Services at: (800) 852-7550  *CIWQS* spill notification portal: https://ciwqs.waterboards.ca.gov in accordance with section 1.1 (Water Board Notifications) of Attachment E1 and Regional Water Board contact information in Attachment F of this Order. |
| ~~Monitoring~~ | * ~~Conduct monitoring within~~ **~~12 hours~~** ~~of initial notification of~~ *~~spill~~* ~~to a~~ *~~water of the State~~*~~.~~ | ~~In accordance with sections 2.1 through 2.3, and section 3 of Attachment E1.~~ |
| Reporting of Category 2 Spills | * Draft Spill Report: Within **three (3) business days** of having knowledge of the *spill.* * Within the first day of the second month from the *spill* end date, submit Monthly Certified Spill Report, as applicable. * Submit Amended Spill Reports **within 120 calendar days** after the *spill* end date, | In accordance with section 3.3.1. (Draft Spill Report), and section 3.4  (Monthly Report) of Attachment E1. |
| Record Keeping | After the event and response occur and is documented, then it will be available to State and/or Regional Water Board staff upon request  Keep records for five years | In accordance with section 4 (Record Keeping Requirements) of Attachment E1. |

|  |  |  |
| --- | --- | --- |
| **Table E2-3**  **Spill Category 3 and Category 4:** Spills less than 1000 Gallons and Not Category 1 Spills | | |
| **Spill Requirements** | **Due** | **Method** |
| ~~Notification~~ | ~~Notify the State Water Board through the~~  *~~CIWQS spill~~* ~~notification portal~~ | ~~https://ciwqs.waterboards.ca.gov~~ |
| ~~Monitoring~~ | *~~Spill~~* ~~Volume Observatory Monitoring~~ | ~~In accordance with sections 2.2 through 2.3, and section 3 of Attachment E1.~~ |
| Reporting of Category 3 and Category 4  Spill Reports | * Within the first day of the second month from the *spill* end date, submit Monthly Certified Spill Report, as applicable * Submit Amended Spill Reports **within 120 calendar days** after the *spill* end date | In accordance with  section 3.4 (Monthly Report) of Attachment E1. |
| Record Keeping | After the event and response occur and is documented, then it will be available to State and/or Regional Water Board staff upon request  Keep records for five years | In accordance with section 4 (Record Keeping Requirements) of Attachment E1. |

|  |  |  |
| --- | --- | --- |
| **Table E2-4**  ***Private Lateral or Private System Spill*s**  (Non-Enrollee Ownership or Responsibility) per section 5.11.3. and 5.11.4. of this General Order | | |
| **Spill Requirements** | **Due** | **Method** |
| Notification | Within two (2) hours of becoming aware of a *Private Lateral/System Waste Spill*, the *Enrollee* shall report all *private lateral/system waste spills* that:   * Are equal or greater than 1000 gallons, **or** * Result in a *discharge* to a *water of the United States*, **or** * Flow into a municipal separate *storm sewer* system or other *drainage conveyance system*, that is not fully captured, and *discharges* to a *water of the United States*. | Notify Applicable Regional Water Quality Control Board  (See Attachment F for contact information) |
| Voluntary Notification and Voluntary Reporting | * Voluntary notification to the California Office of Emergency Services for *spills* of 1000 gallons or greater * Voluntary Reporting to the CIWQS | * California Office of Emergency Services at: (800) 852-7550 (See section 5.16 of this General Order) * CIWQS Database Homepage Link (See section 5.15 and 5.16 of this General Order) |
| Monitoring | Not Applicable |  |
| Reporting | Not Applicable |  |
| Record Keeping | Not Applicable |  |

|  |  |  |
| --- | --- | --- |
| **Table E2-5**  **Category 4 Spills with Approved System-Specific Reduced Reporting**  per section 5.7 of this General Order | | |
| **Response Options** | **Due** | **Method** |
| Notification | Voluntary Notification of *Spills* from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services | California Office of Emergency Services at: (800) 852-7550 |
| ~~Monitoring~~ | *~~Spill~~* ~~and~~ *~~Discharge~~* ~~Volume Observatory Monitoring~~ | ~~In accordance with sections~~  ~~2.2 through 2.3, and section 3. of Attachment E1.~~ |
| Reporting | Submit all spill information in *Annual Report* | In accordance with section 3.5 of Attachment E1. |
| Record Keeping | Keep records for five years | In accordance with:   * Section 4 (Record Keeping Requirements) of Attachment E1, and * Deputy Director System- specific Reduced Reporting Approval Letter. |

# ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties and contact information to assist *Enrollees* 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.

[NorthCoast@waterboards.ca.gov](mailto:NorthCoast@waterboards.ca.gov) or (707) 576-2220

# Region 2 -- San Francisco Regional Water Quality Control Board:

Alameda, Contra Costa, San Francisco, Santa Clara (north of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

[XXXX@waterboards.ca.gov](mailto:XXXX@waterboards.ca.gov) or (510) 622-2300

# Region 3 -- Central Coast Regional Water Quality Control Board:

Santa Clara (south 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](mailto: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](mailto: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, (N. East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

[CentralValleySacramento@waterboards.ca.gov](mailto:CentralValleySacramento@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.

[CentralValleyFresno@waterboards.ca.gov](mailto:CentralValleyFresno@waterboards.ca.gov) or (559) 445-5116

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

[CentralValleyRedding@waterboards.ca.gov](mailto:CentralValleyRedding@waterboards.ca.gov) or (530) 224-4845

# Region 6 -- Lahontan Regional Water Quality Control Board:

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

[XXXX@waterboards.ca.gov](mailto:XXXX@waterboards.ca.gov) or (530) 542-5400

**Victorville Office:** Alpine, Mono, Inyo, Kern (East), San Bernardino, Los Angeles (N/E corner) counties.

[XXXX@waterboards.ca.gov](mailto:XXXX@waterboards.ca.gov) or (760) 241-6583

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

Imperial county and portions of San Bernardino, Riverside, San Diego counties. [XXXX@waterboards.ca.gov](mailto:XXXX@waterboards.ca.gov) or (760) 346-7491

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

Orange, Riverside, San Bernardino counties. [XXXX@waterboards.ca.gov](mailto:XXXX@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. [SanDiego@waterboards.ca.gov](mailto:SanDiego@waterboards.ca.gov) or (619) 516-1990

# End of Order 202X-XXXX-DWQ