

# Sewer System Management Plan



## Rossmoor/Los Alamitos Area Sewer District

Revised July 10, 2017

Originated September 29, 2005

Prepared by  
**PSOMAS**

# **Sewer System Management Plan**



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**Revised July 10, 2017  
Originated September 29, 2005**

**Psomas  
3 Hutton Centre Drive, Suite 200  
Santa Ana, CA 92626**

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

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- B – RLAASD Emergency Contacts
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- D – Sewer Maintenance Service Agreement between RLAASD and Empire Pipe Cleaning & Equipment, Inc.; RLAASD Hot Spots Cleaning List; Agreement between the City of Los Alamitos and RLAASD for Right of Way Emergency Services
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# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 1.0 General Background Information

Rossmoor/Los Alamitos Area Sewer District (RLAASD or District), established in 1952 (as the Los Alamitos County Water District and renamed in 1997) operates and maintains approximately 57 linear miles of gravity sewers serving over 8,000 residential and commercial connections in Rossmoor, Los Alamitos, and portions of Long Beach, Seal Beach and Cypress, which are all located within Orange County with the exception of Long Beach located in Los Angeles County.

On April 26, 2002, the California Regional Water Quality Control Board (RWQCB), Santa Ana Region (SARWQCB), adopted Order No. R8-2002-0014 establishing General Waste Discharge Requirements (WDR) for all sewage collection agencies in Orange County lying within the Santa Ana Region. Among other things, the WDR mandated the preparation of a Sewer System Management Plan (SSMP), which has a primary goal of preventing Sanitary Sewer Overflows (SSO). RLAASD prepared their 2005 SSMP consistent with Order No. R8-2002-0014.

On May 2, 2006, the State adopted Order No. 2006-0003-DWQ, which is the Statewide General WDR for publicly owned sanitary sewer systems. The Statewide WDR now governs. The Statewide SSO Monitoring and Reporting Program (MRP) requirements in the Statewide WDR were updated in 2008 with Order No. 2008-0002-EXEC, and later superseded with Order No. WQ 2013-0058-EXEC, which now governs as the Statewide MRP.

This District's SSMP has been updated consistent with Order No. 2006-0003-DWQ, with the reporting requirements updated consistent with Order No. WQ 2013-0058-EXEC. Both orders are included in Appendix A.

Per Order No. 2006-0003-DWQ, the outline of the SSMP is as follows:

- Goal
- Organization
- Legal Authority
- Operation and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- Fog Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- SSMP Program Audits
- Communication Program

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 2.0 Goal

As stated in Order No. 2006-0003-DWQ:

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

To achieve this primary goal, RLAASD has established the following supporting goals:

1. Maintain uninterrupted sewage flow without health hazard, effluent leakage, or water infiltration and inflow.
2. Operate a sanitary sewer system that meets all regulatory requirements.
3. Avoid sanitary sewer overflows, but if and when they occur, respond quickly and mitigate any impact of the overflow.
4. Maintain standards and specifications for the installation of new wastewater systems.
5. Verify the wastewater collection system has adequate capacity to convey sewage during peak flows.
6. Provide training for District staff.
7. Implement and manage a control program to limit fats, oils, grease, and other debris that may cause blockages in the sewer collection system.
8. Identify and prioritize structural deficiencies and implement short-term and long-term maintenance and rehabilitation actions to address each deficiency.
9. Meet all applicable regulatory notification and reporting requirements.
10. Provide excellent customer service through efficient system operation and effective communication strategies.

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## 3.0 Organization

As stated in Order No. 2006-0003-DWQ:

(ii) **Organization:** *The SSMP must identify:*

- (a) *The name of the responsible or authorized representative as described in Section J of this Order.*
- (b) *The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and*
- (c) *The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).*

### Management and Maintenance

RLAASD is governed by a five member Board of Directors elected to four-year at-large terms by the registered voters residing within the District. Administrative and management functions are performed by District General Manager Susan Bell. Ms. Bell is also the District's designated Legally Responsible Official (LRO), who is responsible for the implementation and administration of the District's SSMP and for the certification of all SSO-related reporting submitted by the District to the California Integrated Water Quality System (CIWQS) Online Database.

The District has contracted with Empire Pipe Cleaning and Equipment, Inc., (Empire) since 1995 to provide sewer system maintenance, and to respond to all sewer system emergencies. The District currently has a 2-year service agreement with Empire that runs through January 31, 2018.

Empire cleans 100% of the District's sewer lines annually. "Hot Spots" in the system (20 sewer segments) require additional cleaning due to high grease buildups and are cleaned every six months to prevent potential backups and overflows. RLAASD also contracts with Empire to CCTV inspect an average of 6% to 8% of their sewer system annually, which is approximately 20,000 linear feet (LF) per year of the 301,661 linear foot sewer system. Over the past two years, i.e., 2016 and 2017, the District opted to temporarily increase the annual CCTV coverage to approximately 40,000 LF per year.

Empire furnishes emergency services on a 24-hour basis, 7 days a week schedule including holidays. Per the contract terms, Empire must respond to all requests for emergency service within one hour.

### District's Chain of SSO Communication

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The report of an SSO may be detected by a variety of sources, i.e. business owners, residents, City/County staff, police, District staff, etc. The District's General Manager, Susan Bell, is responsible for taking all reports of possible sewer overflows 24-hours per day.

The General Manager can be reached at the following numbers:

Office	(562) 431-2223 (this is also the District's 24-hour Emergency Response Line that refers the caller to Susan Bell's cell phone number after hours to report an emergency condition)
Cell phone	(562) 708-1772

The General Manager will immediately field review the reported sewer overflow to assess the situation. In most cases, the General Manager will contact Empire, to respond and remediate the emergency within one hour:

Empire Emergency Hotline (714) 639-8352

The City of Los Alamitos will provide traffic control, police, and fire services on an emergency basis within the City boundaries:

City of Los Alamitos (562) 431-3538

The Orange County Sanitation District, which is the receiving trunk system of RLAASD collected wastewater, can also be reached in a SSO emergency:

OCSD Main Phone Number: (714) 962-2411 (Monday-Thursday Hours: 7:30 AM - 5 PM) (Friday Hours: 7:30 AM - 4 PM)

OCSD Control Center (714) 593-7025 (After hours/emergency)

Additional Emergency Contacts are listed in Appendix B.



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## 4.0 Legal Authority

As stated in Order No. 2006-0003-DWQ:

- (iii) **Legal Authority:** *Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*
- (a) *Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);*
  - (b) *Require that sewers and connections be properly designed and constructed;*
  - (c) *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*
  - (d) *Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and*
  - (e) *Enforce any violation of its sewer ordinances.*

### Ordinances Providing District Legal Authority

The following ordinances provide District legal authority:

1. *Ordinance No. 18* adopted by the District on July 11, 1963 entitled “An Ordinance of the Los Alamitos County Water District of Orange County, California, Adopting New Standard Specifications and other Regulations for the Construction of Sanitary Sewers within the Los Alamitos County Water District, and Repealing Ordinances 5, 12 and 16 and Resolution No. 45 of Said District, and all other Ordinances, Resolutions and Motions Inconsistent Herewith” A copy of this ordinance is included in Appendix C.
2. *Ordinance No. 36* adopted by the District on October 5, 1989 (specifically Section 3(r)) entitled “An Ordinance of the Los Alamitos County Water District of Orange County, California, Amending Ordinance No. 18 of Said District Relating to Standard Specifications and other Regulations to Safeguard the Sewage System.” A copy of this ordinance is contained in Appendix C.
3. *Ordinance No. 38* adopted by the District on December 9, 1991 and entitled “An Ordinance of the Los Alamitos County Water District of Orange County, California, Amending Ordinance No. 18 Relating to Standard Specifications and other Regulations to Safeguard the Sewage System.” A copy of this ordinance is contained in Appendix C.
4. *Ordinance No. 41* adopted by the District on October 11, 2004 entitled “An Ordinance of the Board of Directors of the Rossmoor-Los Alamitos Area Sewer District, Adopting Fats, Oils and Grease Control Regulations Applicable to Food Service Establishments.” A copy of Ordinance No. 41 is included in Appendix C.

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As previously noted, a copy of each of the aforementioned ordinances is included in Appendix C.

### Authority to Prevent Illicit Discharges to Sanitary Sewer System

Ordinance No. 36 prohibits illicit discharges to the sanitary sewer system. As examples:

“3(e) No person shall throw or deposit, or cause to be thrown or deposited, either directly or indirectly into the District’s sewage system:

(i) any unground garbage, ashes, cinders, rags, carbide, flammable or poisonous liquid, chemicals, paint, sand, grit, grass clippings, metal, glass; any wax, grease or oil of mineral origin; oils, fats, or greases of animal or vegetable origin; or any other substances or materials which may necessitate or require frequent repair, cleaning out or flushing out to render the sewage system operative; or

(ii) any substance or material that is prohibited by the most current regulations of the Industrial Wastewater Division of the County Sanitation Districts of Orange County.”

“3(q) Every private or public wash rack, car wash, and floor slab used for cleaning machinery or machine parts, and auto service, garage, or any business from which trade wastes containing petroleum-based oil or grease, sand, grit or metal shavings, may be sewered only through an interceptor (clarifier) of approved design for such use and protected from any inflow from storm and surface water. Said interceptors shall be maintained in an efficient operating condition by cleaning as often as necessary to maintain such condition. No materials removed from such interceptors shall be disposed of either directly or indirectly into the sewer system.”

“3(r) It shall be unlawful for any person to connect or direct any rain surface or subsurface water or drainage system to the sewage system.”

Other prohibitions of illicit discharges to the sanitary sewer system can be found in Ordinance 18 and Ordinance 36, which are included in Appendix C.

### Authority to Require Proper Design and Construction of Sewers and Connections

All District sewers and sewer connections must be designed and constructed in strict conformance with the most recent edition (November 1980) of the District’s “Standard Specifications for the Construction of Sanitary Sewers.” Conformance with design and construction provisions as set forth in this document is the basis for receiving approved engineering plans from the District. The District’s Standard Specifications also stipulates the requirements for installing, testing and inspecting new and rehabilitated sewers. The legal authority establishing the requirements set forth in the Standard Specifications is contained in the previously referenced Ordinance Nos. 18, 36, and 38.

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### Authority to Limit of Fats, Oils, Greases and Other Debris to Prevent Blockages

The District adopted Ordinance No. 41 on October 11, 2004 entitled “An Ordinance of the Board of Directors of the Rossmoor-Los Alamitos Area Sewer District, Adopting Fats, Oils and Grease Control Regulations Applicable to Food Service Establishments.” As part of Ordinance 41, the Board of Directors adopted the “Regulations of the Rossmoor-Los Alamitos Area Sewer District Applicable to Food Service Establishments for Controlling Fats, Oils and Grease” attached in Ordinance No. 41 as Exhibit 1 (RLAASD FOG Regulations). The RLAASD FOG Regulations were made applicable to Food Service Establishments within the District effective upon the adoption.

The following “Purpose and Policy” is reported under Article 1 – General Provisions of the FOG Regulations:

- A. The purpose of these regulations is to facilitate the maximum beneficial public use of the District’s sewer services and facilities while preventing blockages of the sewer facilities resulting from discharges of Fats, Oils and Grease (“FOG”) to the sewer facilities, and to specify appropriate FOG discharge requirements for Food Service Establishments.
- B. These regulations shall be interpreted in accordance with the definitions set forth in Section 1.2. The provisions of these regulations shall apply to the direct or indirect discharge of all wastewater or waste containing FOG carried to the sewer facilities of the District.
- C. To comply with Federal, State, and local policies and to allow the District to meet applicable standards, provisions are made in these regulations for the regulations of wastewater or waste containing FOG discharges to the sewer facilities.
- D. These regulations establish quantity and quality standards on all wastewater and/or waste discharges containing FOG, which may alone or collectively cause or contribute to FOG accumulation in the sewer facilities causing or potentially causing or contributing to the occurrence of sewer system overflows (“SSOs”).

### Authority to Ensure Access for Maintenance, Inspection, or Repairs of Public or Private Sewers

As stated in Ordinance No. 18:

“3(g) The Inspector shall have the right to enter into or upon any property, structure or premise served by any public or private sewer for the purpose of examining and inspecting the construction or condition of any such sewer, and every person owning, controlling or occupying such property, structure or premise shall permit such entrance and give such aid as may be necessary or required for such examination or inspection.”

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### Authority to Enforce Violation of Sewer Ordinances

As stated in Ordinance No. 18:

“3(n) Every person, firm or corporation, as principal, agent, or otherwise, violating or failing, neglecting or refusing to comply with any of the provisions of this ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00), or by imprisonment not to exceed six (6) months, or by both such fine and imprisonment; and each such person, firm or corporation, as principal, agent, or otherwise, shall be guilty of a separate offense for each day during any portion of which a violation of, or failure, neglect, or refusal to comply with, any of the provisions of this ordinance, is committed, continued or permitted by such person, firm or corporation.”

As stated in Ordinance No. 36:

“3(u) When a discharge of wastes causes an obstruction, damage, or any other impairment to the operation of the District's facilities and requires the flushing, clean out, repair or replacement of the District's facilities, the District may assess a charge against the discharger for all costs of the work required to clean or repair the facility and the costs incurred to resume normal operations. A service fee of 25 percent of District's costs may be added to these charges.”

“3(v) Except as otherwise provided, all charges and penalties imposed pursuant to the provisions of this Ordinance are due and payable upon receipt of notice thereof. All such charges shall become delinquent 30 days after mailing notice thereof to the mailing address of the discharger subject to such charges. Any charge that becomes delinquent shall have added to it a penalty charge equal to 10 percent to the charge that became delinquent and thereafter an additional penalty shall accrue on the total charge due, including the ten percent basic penalty at the rate of one-half of one percent per month until paid.”

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## 5.0 Operation and Maintenance Program

As stated in Order No. 2006-0003-DWQ:

- (iv) **Operation and Maintenance Program:** *The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:*
- (a) *Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;*
  - (b) *Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;*
  - (c) *Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;*
  - (d) *Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and*
  - (e) *Provide equipment and replacement part inventories, including identification of critical replacement parts.*

### 5.1 District SSOMP Objectives

The District's Sanitary Sewer Operation and Maintenance Program (SSOMP) is designed to ensure that the sanitary sewer collection system is properly maintained and inspected to reduce and prevent overflows, which impact public health, the environment, and the beneficial uses of waters of the State. Additionally, the SSOMP is intended to satisfy the conditions of Order No. 2006-0003-DWQ, which is the Statewide General WDR for publicly owned sanitary sewer systems, and to minimize liability in potential enforcement actions or third party lawsuits involving the District.

Additional objectives of the Preventative Maintenance Program are as follow:

- Provide appropriate customer service
- Protect wastewater collection system
- Protect private and public property

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- Provide clearly documented policies, procedures, and guidelines for District staff to reference and follow.

### **5.2 Sewer System GIS Mapping and Database Records**

The District utilizes Geographic Information System (GIS) software to maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, and appurtenant facilities. An up-to-date GIS map of the District's sanitary sewer system is shown on Figure 5-1. The District's GIS also maps Orange County Sanitation District (OCSD) trunk sewers in the District's service area. The GIS database also tracks the locations of sewer laterals where such information is available.

Characteristic information associated with each system element is stored in the GIS database including pipe diameter, slope, material, age, and cleaning and CCTV inspection history. The sewer system GIS is available for audit. The tracking system is continually updated with wye data, cleaning and inspection records, and current mapping information.

### **5.3 Sewer Maintenance Service – System Cleaning and Emergency Service**

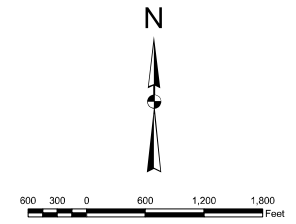
The District has a 2-year sewer maintenance service agreement with Empire Pipe Cleaning and Equipment, Inc., (Empire) (February 1, 2016 through January 31, 2018), which has been providing these services to the District since July 5, 1995. The current service agreement with Empire is included in Appendix D.

#### *Sewer Cleaning*

Empire cleans 100% of the District's sewer lines annually. Materials such as grease or debris, which might contribute to a stoppage downstream, are removed and disposed of by Empire as part of the cleaning operation. The sewer system is cleaned sequentially per District atlas maps such that approximately equal portions are completed each month for each annual period. The District has identified 20 sewer segments in the system that require additional cleaning due to the high volume of grease that accumulates in these segments. These "Hot Spots" are cleaned every six months to prevent potential backups and overflows. See Appendix D for the listing of Hot Spot sewer segments.

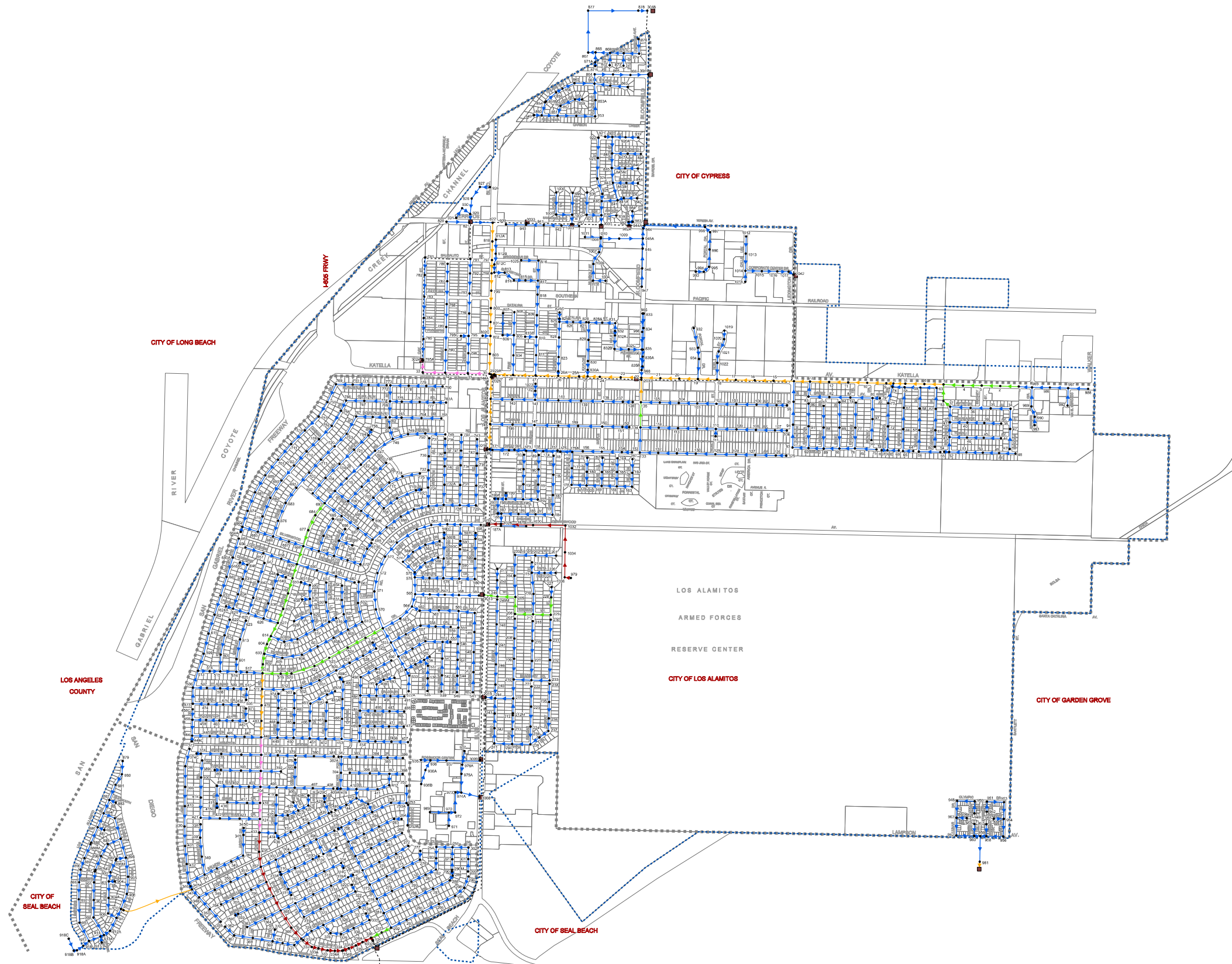
Empire furnishes all labor, material, and high-pressure water jet and vacuum equipment, sewer ball and rodding machine equipment to perform the cleaning operations and to remove material that might create a blockage. At locations selected by District, Empire performs spot television inspection of up to 20,000 feet annually for cleaning verification (as previously noted, 40,000 LF was CCTVd in 2016 and another 40,000 LF will be CCTVd in 2017). Empire performs root cutting as needed to accomplish the spot television inspections.

# Rossmoor / Los Alamitos Area Sewer District



## Legend

- City Boundaries
- District Boundary
- Sewer Manhole and Number
- Sewer Pipe Diameters**
  - 8" Sewer Pipes
  - 10" Sewer Pipes
  - 12" Sewer Pipes
  - 15" Sewer Pipes
  - 18" Sewer Pipes
  - 20" to 51" Trunk Sewers (OCSD)



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### Emergency Service

As part of the sewer maintenance service agreement, Empire also furnishes emergency service consisting of all emergency repairs, maintenance, and any other work required to keep the system in operation. These services do not include performing any construction or major repairs to, or replacement of permanent sewer facilities and appurtenances. Empire furnishes emergency services on a 24-hour basis, seven days a week including holidays. It is stipulated in the service agreement that Empire must respond to all RLAASD requests for emergency services within one hour of the District's call for service.

### Reporting

Per the service agreement, Empire provides the District with a monthly written report of the line cleaning and emergency services provided. The report includes the location of lines cleaned or where emergency procedures were performed; date and time of day; quantity of lineal feet cleaned; notation of conditions encountered in each pipeline reach and manhole; and the result obtained.

Empire logs in at the District's office at the beginning of each line cleaning operation and after each emergency call. Empire's written report is to contain any recommendation for improvements to any portion of the District sewer system they deem advisable.

## **5.4 Sewer System CCTV Inspections and Rehabilitation**

As part of the District's agreement with OCSD, RLAASD has contracted with Empire to CCTV inspect an average of 6% to 8% of their sewer system annually, which is approximately 20,000 linear feet (LF) per year of the 301,661 linear foot sewer system (as previously noted, the District increased coverage in 2016 and 2017 to approximately 40,000 LF per year). Based on reviews of these CCTV tapes, the District has rehabilitated or replaced sewers found to be defective as part of a Capital Improvement Program (CIP) to maintain sewer infrastructure integrity.

Empire uses a state-of-the-art closed circuit television system to internally inspect sewer mains, and in some cases, service line connections. This system consists of a color camera with a pan and tilt head that can turn 90 degrees in any direction and is self-propelled through sewer lines transmitting a picture to a monitor and video recorder located inside a van.

Most recently, approximately 44,000 LF of sewers were videotaped and evaluated/rated between late 2014 and 2016 using the National Association of Sanitary Sewer Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) rating system. Fifteen sewer segments (sewer pipe between two manholes) were found to have defects that warrant priority rehabilitation by point repair and/or by lining the segment, with these repairs scheduled for 2018. An additional three segments are scheduled for rehabilitation in 2021 as they are less severe than the first 15 segments; and three more segments are scheduled for rehabilitation in 2023 as they are less severe than the segments scheduled for 2021.

An additional 75 segments were found to have defects that most likely do not require rehabilitation within the next 10 years, but that will be scheduled for CCTV inspection between 2017 and 2023



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to assess any deterioration of the defects that might warrant rehabilitation. These CCTV inspections will be in addition to the typical annual inspections conducted for these years.

As previously noted, the District increased the linear footage of sewer CCTV to approximately 40,000 LF in 2016, which is twice the historical annual average of approximately 20,000 LF, and have scheduled another 40,000 linear feet for CCTV inspection in mid-2017.

The District keeps inventory of when segments are videotaped, and maintains a schedule to re-videotape segments in an orderly and timely manner. Figure 5-2 shows the District sewer system, when each portion of the system was last videotaped, and the areas in the system proposed for CCTV in 2017.

Most recently, based on CCTV conducted primarily in 2014, sewers with significant defects requiring immediate attention were repaired in early 2016 as part of the District's CIP. The 37 sewer improvements (that included cured-in-place-pipe (CIPP) lining of entire pipe segments; short point CIPP lining repairs; point pipe replacement repairs; and removal and replacement of entire sewer segments) had a construction cost of approximately \$800,000.

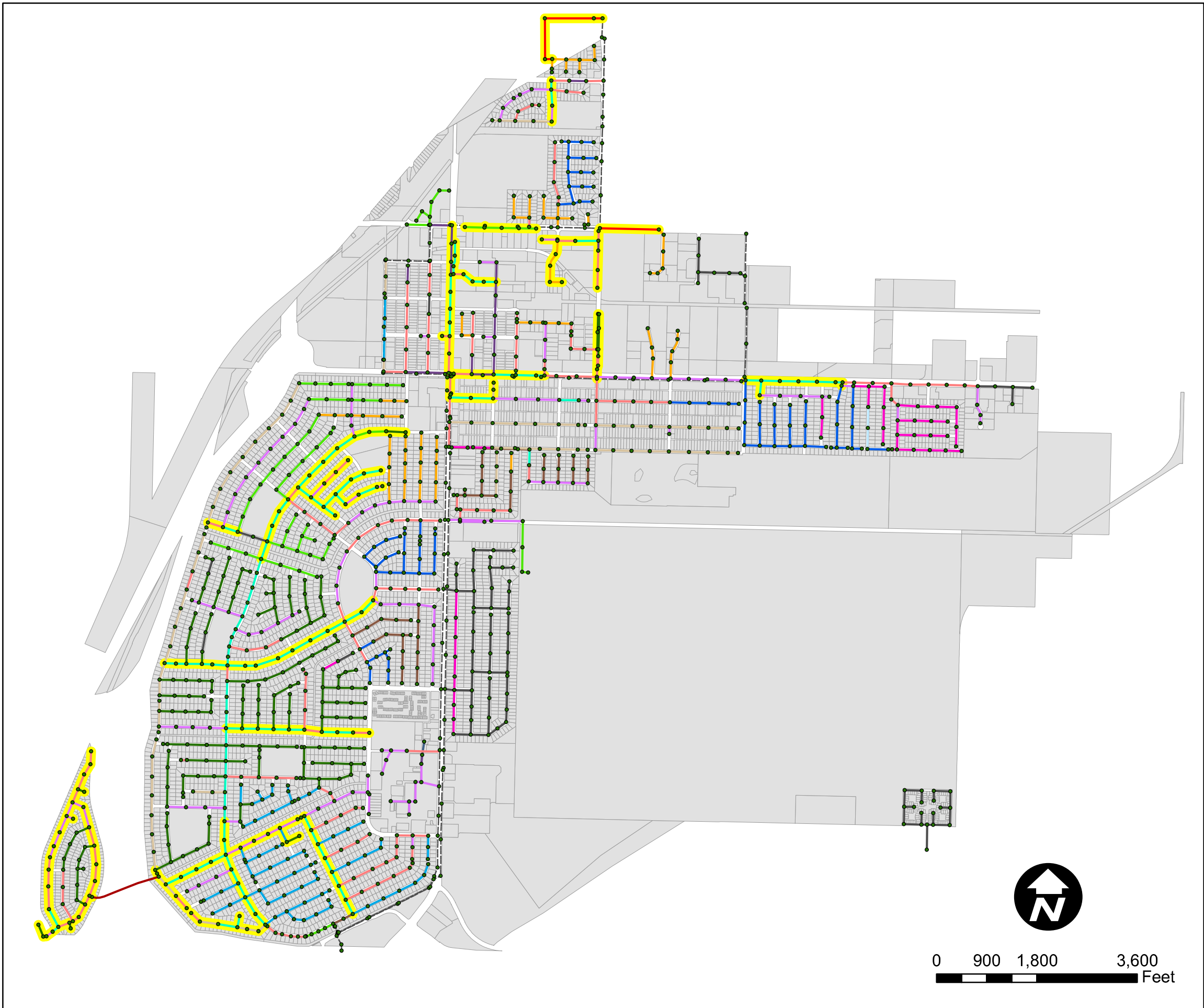
### **5.5 Training and Best Management Practices**

The District provides training for both staff and directors. The District's General Manager has completed the following training seminars:

- Orange County Sanitation District's Sewer Spill Seminar
- California Water Environmental Association's (CWEA) Control of Fats, Oils, & Grease Advanced Training Course
- Special District Institute's Leadership and Management Training Course Consisting of 48 hours of classroom instruction in the following disciplines:
  - Special District Governance
  - Special District Finance
  - Special District Administration

Other RLAASD Board of Directors have completed the same or similar training seminars.

NASSCO sets industry standards for the assessment, maintenance and rehabilitation of underground infrastructure including sanitary sewers, and has established a Pipeline Assessment Certification Program (PACP), as well as a Manhole Assessment Certification Program (MACP). The District's CCTV contractor, Empire, and the District's Engineer, Psomas, utilize staff that are PACP and MACP trained and certified. Psomas staff are also California- registered Professional Engineers.



**LEGEND**

**RLAASD Sewer  
(Last Inspected Year)**

- Unknown
  - 2001
  - 2002
  - 2003
  - 2004
  - 2005
  - 2006
  - 2007
  - 2008
  - 2009
  - 2010
  - 2011
  - 2012
  - 2013
  - 2014
  - 2015
  - 2016
  - Proposed 2017 CCTV
- Outside RLAASD**
- - - - - OCSD Sewer

**FIGURE 5-2. HISTORICAL & 2017  
PROPOSED CCTV INSPECTION**



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PACP is the North American Standard for pipeline defect identification and assessment, providing standardization and consistency to the methods in which pipeline conditions are identified, evaluated and managed. PACP allows pipeline system owners to create a comprehensive database to properly identify, plan, prioritize, manage and renovate their pipelines based on condition evaluation.

The PACP methodology renders a detailed report following industry standards of quality and objectivity, and also enables a numerical condition rating (0 through 5) for each pipe segment surveyed. This allows for the prioritization of maintenance, cleaning, and rehabilitation projects, as well as the development of long-term capital improvement strategies. PACP training also encompasses the causes of sewer pipe deterioration, a history of underground construction and maintenance, and how best to calibrate, set up, and operate a sewer inspection camera.

MACP training includes two separate protocols for manhole inspection: Level 1 inspection is a basic condition assessment of the manhole that does not require confined space entry or remote equipment, while the Level 2 inspection fully documents features, dimensions, and defects through-out the manhole, and generally requires remote equipment and/or entry into the manhole.

Empire staff are also trained on sewer cleaning techniques and protocol. There are a variety of sewer cleaning techniques and equipment that can be used depending on factors such as the size, age, and material of the sewer and the nature of the problems encountered such as grease deposits, root intrusions, or excessive sediment accumulation. The primary methods of opening blockages are by rodding, cutting, hydraulic flushing, and the use of balls or bags to create scouring velocities along the sides of the sewer. Modern sewer cleaning tools, such as hydraulically driven rotating root saws, can be used in conjunction with flushing to wash the pipe wall and re-suspend sediments. The resultant solids can then be vacuumed and removed at the downstream manhole. The root saw can be effective in cutting the grease mass to a circular cross-section at or near the original pipe wall diameter. Care must be taken not to damage the pipe when using these types of tools.

By any cleaning method used, solid grease balls and slabs are sent down the line with the sewage. If there is no attempt to catch and remove these solids, they may contribute to causing additional blockages downstream on their way to the treatment plant. Empire captures the grease released during cleaning by inserting screens, nets, or similar restrictions in downstream manholes and by using vacuum trucks (vactors) to remove the grease from the sewer. The waste from the vacuum truck is typically disposed of at the headworks of the OCSD treatment plant.

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## 6.0 Design and Performance Provisions

As stated in Order No. 2006-0003-DWQ:

(v) *Design and Performance Provisions:*

- (a) *Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- (b) *Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

As stated in Section 4.0, all District sewers and sewer connections must be designed and constructed in strict conformance with the most recent edition (November 1980) of the District's "Standard Specifications for the Construction of Sanitary Sewers." Conformance with design and construction provisions as set forth in this document is the basis for receiving approved engineering plans from the District. The District's Standard Specifications also stipulates the requirements for installing, testing and inspecting new and rehabilitated sewers. The legal authority establishing the requirements set forth in the Standard Specifications is contained in the previously referenced Ordinance Nos. 18, 36, and 38.

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 7.0 Overflow Emergency Response Plan

As stated in Order No. 2006-0003-DWQ:

*(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:*

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

The Statewide SSO Monitoring and Reporting Program (MRP) requirements were updated in 2008 with Order No. 2008-0002-EXEC, and later superseded with Order No. WQ 2013-0058-EXEC. The District's SSMP has been updated consistent with Order No. 2006-0003-DWQ (See Appendix A of SSMP). However, the Overflow Emergency Response Plan of the District's SSMP has been updated consistent with Order No. WQ 2013-0058-EXEC (See Appendix A of SSMP), i.e. (vi)(c) of Order No. 2006-0003-DWQ is replaced with the requirements set forth in Order No. WQ 2013-0058-EXEC.

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 7.1 District Sanitary Sewer Overflow Emergency Response Plan (SSOERP) Purpose and Objectives

The SSOERP is designed to ensure that every report of a SSO is immediately dispatched to the appropriate crews so the report can be confirmed, and the effects of the overflow can be negated or minimized with respect to impacts to public health and the beneficial uses of waters of the State. The SSOERP follows the requirements of the Statewide General WDR for publicly owned sanitary sewer systems (Order No. 2006-0003-DWQ), and the Statewide SSO Monitoring and Reporting Program (MRP) requirements (Order No. WQ 2013-0058-EXEC).

The SSOERP further includes provisions to ensure safety pursuant to the directions provided by Orange County Health Care Agency (OCHCA), and the federal Occupational Safety and Health Agency (OSHA). The SSOERP ensures that SSO notification is appropriately made to the California Office of Emergency Services (Cal OES), and that SSO reporting is appropriately submitted to the California Integrated Water Quality System (CIWQS) Online Database.

The primary objective of the SSOERP is to protect public health, the environment, and the beneficial uses of receiving waters, while minimizing potential District liability in potential SSO enforcement actions or third party lawsuits. Additional objectives include:

- Provide appropriate customer service
- Protect the wastewater collection system
- Protect private and public property
- Provide clearly documented policies, procedures, and guidelines for District staff to reference and follow

Sewer Overflows may result from blocked or restricted sewers, pipe failures, exceeding the system capacity, as well as other natural or man-made causes. In an effort to eliminate overflows, RLAASD actively engages in regular line cleaning and maintenance; CCTV video inspections; additional cleaning for “hot spots”; public education (annual report mailings and personal visits to educate restaurant managers in “hot spot” areas); flow monitoring; and proactive repair and rehabilitation of the sewer system.

## 7.2 Summary of SSO Monitoring and Reporting Requirements

The SSOERP follows the Statewide SSO Monitoring and Reporting Program requirements of Order No. WQ 2013-0058-EXEC (MRP), which is included in Appendix A of this SSMP. A summary of spill categories and definitions; and notification, reporting, monitoring, and record keeping requirements from the MRP are shown in Table 7-1 and Table 7-2, respectively.

## 7.3 Notification Requirements

Notification requirements for SSO events are detailed in Section B of the MRP.

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

**Table 7-1 Spill Categories and Definitions**

Categories	SSO Definitions
<b>Category 1</b>	<p>Discharges of untreated or partially treated wastewater of <b><u>any volume</u></b> resulting from an enrollee’s sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> <li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li> <li>• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</li> </ul>
<b>Category 2</b>	<p>Discharges of untreated or partially treated wastewater of <b><u>1,000 gallons or greater</u></b> resulting from an enrollee’s sanitary sewer system failure or flow condition that <b><u>do not</u></b> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
<b>Category 3</b>	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.</p>
<b>Private Lateral Sewage Discharge (PLSD)</b>	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems <b><u>within a privately owned sewer lateral</u></b> connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</p>

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**Table 7-2 Notification, Reporting, Monitoring and Record Keeping Requirements**

Element	Requirement	Method
<b>Notification</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>• Within two hours of becoming aware of any Category 1 SSO <b>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</b>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</li> </ul>	Call Cal OES at: <b>(800) 852-7550</b>
<b>Reporting</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO enddate.</li> <li>• Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.</li> <li>• Category 3 SSO: Submit certified report within 30 calendar days of end of month in which SSO occurred.</li> <li>• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.</li> <li>• “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.</li> <li>• Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee’s Legally Responsible Official(s).
<b>Water Quality Monitoring</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>• Conduct water quality sampling <b>within 48 hours</b> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	Water quality results must be uploaded into CIWQS for Category 1 SSOs >= 50,000 gallons to surface waters.
<b>Record Keeping</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>• SSO event records.</li> <li>• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	Self-maintained records shall be available during inspections or upon request.



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SSO notification is to be made to Cal OES, which pursuant to Water Code section 13271(a)(3), forwards the SSO notification information' to local government agencies and first responders including local public health officials and the Santa Ana Regional Water Quality Control Board.

All reporting is to be submitted to the CIWQS Online Database, and is to be certified by a person designated as the District's Legally Responsible Official (LRO), i.e. a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person. For RLAASD, Susan Bell, the District General Manager, is the designated LRO.

### **7.4 District SSO Procedures**

This section establishes the procedure for RLAASD to communicate, mobilize, respond to, and correct or repair any condition that may cause or contribute to an SSO. The District will respond to each reported SSO caused by public or private facilities that occur within the District on public or private property. This plan takes into consideration a wide variety of potential system failures that could create an overflow to surface waters, onto land, into groundwater, or into buildings.

#### *Receipt of Information Regarding an Overflow of Sewage*

The report of an SSO may be detected by a variety of sources, i.e. business owners, residents, City/County staff, police, District staff, etc. The District's General Manager, Susan Bell, is responsible for taking all reports of possible sewer overflows 24 hours a day. Ms. Bell can be reached at the following numbers:

Office	(562) 431-2223 (this is also the District's 24-hour Emergency Response Line that refers the caller to Susan Bell's cell phone number after hours to report an emergency condition)
Cell phone	(562) 708-1772

The District's office is equipped with a 24-hour voice mail system which tells the caller to phone Ms. Bell's cell phone number after hours in the event of a sewer emergency. The City of Los Alamitos and the Orange County Sanitation District also maintain emergency access phone numbers for the General Manager, 24 hours a day. Emergency contact information is provided in Section 3.0 with additional Emergency Contacts listed in Appendix B.

#### *Dispatch of Appropriate Crews to Site of Sewer Overflow*

Notification of failure of any element within the wastewater collection system that threatens to cause or causes a sewer overflow will trigger an immediate response to isolate and correct the problem. The General Manager will immediately respond to the site of the reported sewer overflow to assess the situation. Crews and equipment are available to respond to any sewer overflow location 24 hours/day, 7 days/week including holidays. The District has entered into formal agreements with the following entities for emergency services:

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- **Maintenance Contractor:** The maintenance contractor (currently Empire Pipe Cleaning and Equipment Company) also furnishes emergency services on a 24-hour basis, 7 days a week schedule including holidays. It is stipulated in the service agreement that Empire must respond to all RLAASD requests for emergency service within one hour of the District's call for service. Empire provides labor and equipment (vactor truck, root removal equipment, CCTV equipment, etc.) to address the emergency condition. Empire provides the District with a written report of the emergency service work. See "Sewer Maintenance Service Agreement between the Rossmoor-Los Alamitos Area Sewer District and Empire Pipe Cleaning and Equipment, Inc." at the end of this SSOERP.
- **City of Los Alamitos:** The City will provide traffic control, police, and fire services on an emergency basis within the City boundaries. See "Agreement between the City of Los Alamitos and the Rossmoor/Los Alamitos Area Sewer District for Right of Way Emergency Services" in Appendix D.

Additional maintenance personnel, as well as contractors, and "Mutual Aid Agencies" such as OCSD are on call 24 hours, should assistance be needed.

The following procedures will be implemented in the event of an overflow:

- The General Manager takes the report and promptly responds to the reported spill site.
- The General Manager gathers information, assesses the situation, and dispatches the appropriate personnel and equipment, i.e. vactor truck, Health Care Agency, police services, etc.
- Based on the reported situation and condition, the General Manager then orders containment, correction, and clean-up procedures.

### *Overflow Containment, Correction, and Clean-Up*

The following procedures are followed to contain, correct, and clean-up a sanitary sewer overflow in all instances, public or private:

- Notify restaurants, businesses, residents, etc. that discharge into the blocked or broken sewer line, to stop using sinks, toilets, dishwashers, etc. The local water agency may be called to shut off water service to affected properties, if necessary.
- Contain the spill immediately by sandbagging, trenching, etc., to keep the contaminant from spreading any further. Contain the spill beginning at the furthest downstream point, working back toward the origin of the spill, to prevent the introduction of sewage into the storm drains and surface waters.
- As required, call for additional support from one or more of the following: City of Los Alamitos, OCSD, Orange County Fire Authority, City of Seal Beach, City of Cypress (Mutual Aid).

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- Establish a perimeter with cones, yellow caution tape, and personnel to insure public safety and contain the spill.

If the spill is the result of blockage, break, or deficiency in a public sewer line, contain the spill first; make all efforts to clear the line and/or begin emergency repairs; contact the responsible party immediately. Relinquish containment/clean-up responsibilities when private property crews arrive, but remain on-site until 100% containment and 100% clean-up are achieved. Lend aid as needed.

Clean-up procedures should commence at the furthest downstream point working back toward the origin of the spill. Clean-up should use a simultaneous hydro flush and vacuum operation. If bleach or disinfectant is used, the disinfectant must also be simultaneously washed and vacuumed so as not to allow any bleach/disinfectant to reach the waters of the State. In most cases, RLAASD will have its contractor, Empire Pipe Cleaning and Equipment Inc., respond per agreement to abate the spill. However, if situations arise which due to magnitude or an unusual nature, the District may request “Mutual Aid” from neighboring cities or from the Orange County Sanitation District. See Appendix B for Emergency Contacts and phone numbers.

### 7.5 Reporting

Reporting requirements for SSO events are detailed in Section C of the MRP. All SSO reporting is to be done through the CIWQS Online SSO Database Account and certified by Susan Bell, the District’s LRO).

#### SSO Reporting to CIWQS - Timeframes

1. Category 1 and Category 2 SSOs – All SSOs that meet the criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
  - Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. in Order No. WQ 2013-0058-EXEC (See Appendix A). Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c in Order No. WQ 2013-0058-EXEC (See Appendix A).
  - A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b in Order No. WQ 2013-0058-EXEC. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d in Order No. WQ 2013-0058-EXEC.
2. Category 3 SSOs – All SSOs that meet the criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of

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the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e in Order No. WQ 2013-0058-EXEC.

3. “No Spill” Certification – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 – January/ February/ March, Q2 – April/May/June, Q3 – July/August/September, and Q4 – October/ November/ December. If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
4. Amended SSO Reports – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request permission to amend an SSO report, but only if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

### SSO Technical Report

An SSO Technical Report is to be submitted in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, is to include, at a minimum, the information outlined in Section C.5 of the MRP.

### Other SSO Reporting Requirements

Section C of the MRP also provides SSO reporting requirements regarding:

- Private Lateral Sewage Discharges (PLSD)
- CIWQS Online SSO Database Unavailability
- Mandatory Information to be included in CIWQS Online SSO Reporting

## **7.6 Water Quality Monitoring Requirements**

See Section D of the MRP.

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## **7.7 Record Keeping Requirements**

See Section E of the MRP.

## **7.8 Certification**

See Section F of the MRP.

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## 8.0 FOG Control Program

As stated in Order No. 2006-0003-DWQ:

- (vii) Overflow Emergency Response Plan - Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following:*
- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;*
  - (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
  - (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;*
  - (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
  - (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
  - (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and*
  - (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f).*

### District FOG Public Outreach and Education

The District has a FOG Public Outreach Program and produces educational materials to help businesses better understand the problems resulting from fats, oils and grease as well as a Training Video (on DVD) entitled “Training Video for Kitchen Best Management Practices for Food Service Establishments.” The video is available in both English and Spanish. Examples of District FOG public outreach and educational materials are included in Appendix D.

### FOG Cleaning and Disposal

Empire captures the grease released during sewer cleaning by inserting screens, nets, or similar restrictions in downstream manholes and by using vacuum trucks (vactors) to remove the grease from the sewer. The waste from the vacuum truck is disposed of at the headworks of the OCS treatment plant.

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### *Legal Authority to Prohibit FOG Discharges to Sanitary Sewer System*

As identified in Section 4.0, District Ordinance No. 41 gives the District authority to prohibit FOG discharges to the sanitary sewer system. As part of Ordinance 41, the Board of Directors adopted RLAASD FOG Regulations, which were made applicable to Food Service Establishments within the District effective upon the adoption (Ordinance No. 41 that includes the RLAASD FOG Regulations are included in Appendix C).

### *FOG Facilities Requirements*

The District requires the installation of FOG facilities to maintain compliance with the RLAASD FOG Regulations including grease interceptors, grease traps, and flow monitoring and/or sampling facilities; as well as design submittal requirements of these facilities; requirements for best management practices; and FOG facilities maintenance requirements are included in Article 4 of the RLAASD FOG Regulations.

### *FOG Monitoring, Reporting, Record Keeping and Notification*

The District's FOG monitoring, reporting, record keeping and notification requirements are stated in Article 5, Sections 5.1, 5.4, and 5.5 of the RLAASD FOG Regulations.

### *FOG Inspection and Sampling*

The District's authority to inspect and sample the wastewater discharges of any Food Service Establishment within the District's service area is stated in Article 5, Sections 5.2 and 5.3 of the RLAASD FOG Regulations

### *Hot Spot FOG Identification and Cleaning Maintenance Schedule*

As discussed in Section 5.3, the District has identified 20 sewer segments in the system that require additional cleaning due to the high volume of grease that accumulates in these segments. These "Hot Spots" are cleaned every six months to prevent potential backups and overflows per their service agreement with Empire, the District's sewer cleaning contractor.

### *Enforcement of RLAASD FOG Regulations*

Enforcement of the RLAASD FOG Regulations including penalties for noncompliance is established in Article 6 of the RLAASD FOG Regulations.

Additional details on the District's FOG Control Program can be found in the RLAASD FOG Regulations (Appendix C).

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## 9.0 System Evaluation and Capacity Assurance Plan

As stated in Order No. 2006-0003-DWQ:

- (viii) **System Evaluation and Capacity Assurance Plan** - *The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*
- (a) **Evaluation:** *Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*
  - (b) **Design Criteria:** *Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and*
  - (c) **Capacity Enhancement Measures:** *The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding*
  - (d) **Schedule:** *The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.*

## 9.1 RLAASD and Orange County Sanitation District SSECAP Background Information

### RLAASD

In August 2001, Boyle Engineering Corporation prepared a comprehensive Sewer System Master Plan (2001 Master Plan) for RLAASD, which found the District's sewer system to be generally capable of handling normal and peak sewer flows. The Master Plan, which was based on a hydraulic model using proprietary software, identified a few sewers reaches within the District's collection system that may operate at or above generally acceptable engineering design criteria for peak flow conditions, i.e. at a d/D ratio of higher than 0.67 for sewers 12-inches in diameter and smaller or 0.90 for sewers greater than 12-inches, where "d" is the depth of flow in a sewer and "D" is the pipe diameter.



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The 2001 Master Plan further concluded that while RLAASD should continue to maintain an awareness of the possible potential for problems in these reaches, no specific actions were necessary or recommended unless new area developments are planned or sewer conditions change. In the event of such new development or changes, the District should monitor these particular reaches to determine whether further review or specific actions are warranted.

The RLAASD Master Plan also recommended a number of minor system improvements, all of which have since been implemented. Those recommendations included:

- Spot repair of cracked sewer pipelines;
- Plugging of all sewer manhole covers to prevent drainage inflow; and
- A continued maintenance program aimed at eradicating root and mineral deposit problems in the District's sewers.

Additionally, in 2003, RLAASD commissioned ADS Environmental to monitor sewer flows to assess the impact of inflow and infiltration into the District's sewer system. That report suggests that infiltration is not a significant problem for the District; however, it should be noted that the Rossmoor community was not included within the areas monitored during this study (the flow monitoring stations were all located in Los Alamitos). The report also noted that surcharge conditions (d/D ratio of 1.0) existed at one of five flow monitoring stations located near the intersection of Bradbury Road and Paseo Bonita in Los Alamitos. Despite this finding, it is important to note that the RLAASD has never experienced an SSO in this area.

### *Orange County Sanitation District*

All wastewater flows collected in the RLAASD sewer system are conveyed to the Orange County Sanitation District (OCSD) trunk system. In addition to the flow monitoring performed for RLAASD in 2003, ADS also monitored dry and wet weather sewer flows in the Rossmoor community during 2003, 2004 and 2005 under contract to OCSD. That data suggested a normal daily dry weather flow rate in Rossmoor of about 0.7 million gallons/day (mgd). Wet weather data collected during the February 2005 storm event (starting on February 18, 2005) showed flows ramping up as high as 3 mgd, which were sustained at that level for several days.

OCSD's ongoing flow monitoring program was created to monitor dry and wet weather sewer flows throughout OCSD's service area with the primary purpose to determine areas of high inflow and infiltration. Based on earlier monitoring data, one of the many areas of concern in the County appeared to be the Rossmoor community, which discharges to OCSD's Westside Pump Station located at 3112 Yellowtail Drive (at the south end of Rossmoor just north of Interstate 405). According to OCSD and ADS data, between 25 and 27 percent of the dry weather inflow to the Westside Pump Station originates in the Rossmoor area; however, during the major storm event of February 2005, monitoring data suggested that approximately 32 percent of the wet weather inflow to this pump station came from Rossmoor.

It is also important to note that ADS suggested that flows during the February 2005 storm might have been significantly higher had the Rossmoor system not been experiencing extensive

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backwater or surcharging conditions. ADS further reported that these backwater conditions appeared to be due to a downstream bottleneck or flow restriction. However, despite these reported backwater conditions, it is important to note that at no time did a sanitary sewer overflow occur in the Rossmoor/Los Alamitos Area Sewer District, even during these near record storm events.

Given the importance of the Westside Pump Station to both OCSD and RLAASD, OCSD upgraded the pump station in 2009 to address capacity issues and to minimize future surcharge conditions. The project included the replacement of four pumps that increased the overall pumping capacity from 12.8 million gallons per day (mgd) to 14.4 mgd, which is consistent with the long-term needs of OCSD to accommodate current and planned future wastewater flows. Additionally, an emergency power generator was installed on-site to increase pump station reliability.

Additional OCSD improvements are also proposed for the trunk lines serving the Los Alamitos area, including 34,350 linear feet of replacement pipe for the Los Alamitos Sub-trunk and 32,100 linear feet of replacement for the Westside Relief Interceptor Pipeline along the eastern border of the City.

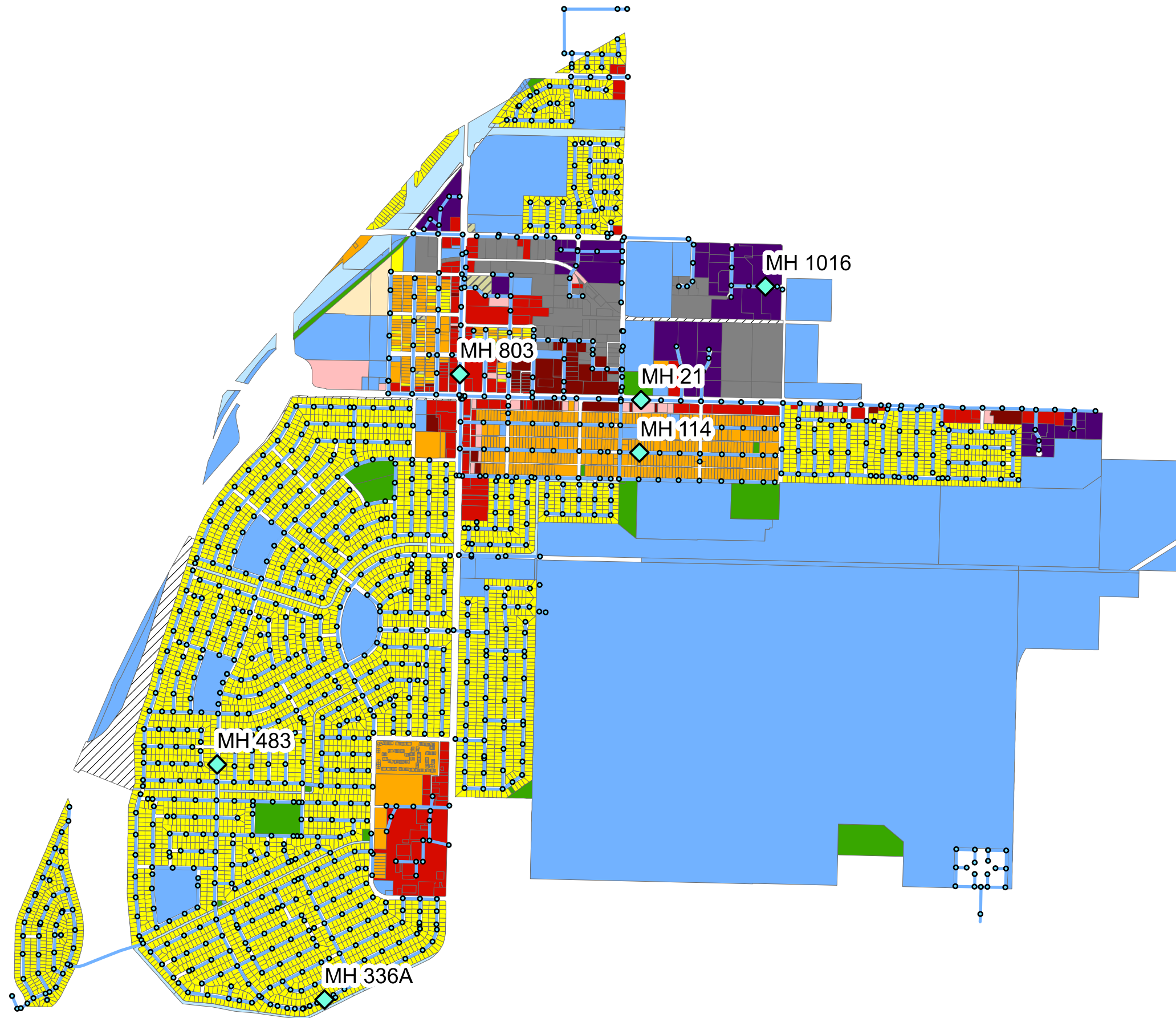
### **9.2 RLAASD 2014/15 Hydraulic Model Development and System Analysis**

In 2014 and 2015, the District conducted flow monitoring; developed and calibrated a new hydraulic model of their sewer system using upgraded non-proprietary software; and conducted a hydraulic analysis of their system with the new calibrated model to determine any hydraulic deficiencies requiring rehabilitation. The 2015 Hydraulic Analysis is the basis for this 2015 SSECAP update.

In developing the District's 2001 Sewer Master Plan, a hydraulic model of the District's sewer system was developed using proprietary software owned by Boyle Engineering Corporation, the consultant that prepared this master plan for the District. A proprietary software cannot be utilized by District staff or other consultants within the industry.

In preparing the 2015 Hydraulic Analysis, an updated model of the District's sewer system was developed using InfoSewer, developed by Innovyze, which is an industry standard, readily-available, non-proprietary software. InfoSewer is a GIS-based software that can utilize the characteristic data developed in the District's GIS sewer database. Any edits made in the model to correct sewer system connectivity or data can be easily imported to update the District's GIS database automatically and vice-versa.

A GIS land use shape file and data base, which was used by the City of Los Alamitos to prepare their recent General Plan update, was used to determine each land use and the flow attributed to that land use. Flow meters were located at six strategic manhole locations in the sewer system as shown on Figure 9-1, and flow monitoring was conducted for fourteen consecutive days from September 12, 2014 through September 25, 2014. The two-week period provided sufficient data with verified repeatable diurnal flow patterns. The average flow rates metered at the six meter locations are shown in Table 9-1.



**Legend**

-  Flow Monitoring Site
-  Single Family Residential
-  Multi-Family Residential
-  Mobile Home Residential
-  General Office
-  Business Park
-  Medical Office
-  Commercial
-  Industrial
-  Public/Quasi Public Facility
-  Parks
-  Water
-  Vacant
-  Other/Easement



0 900 1,800 3,600 Feet

**P S O M A S**

**ROSSMOOR/LOS ALAMITOS  
AREA SEWER DISTRICT**

**FLOW MONITORING  
LOCATIONS**

FIGURE 9-1

SEPT. 2014

## Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

**Table 9-1 Flow Monitoring Results**

Manhole Number	Location	Calibration Type	Average Flow (mgd)
MH 1016	Corporate Center Dr.	Land Use Type - Business Park	0.025
MH 21	Katella Ave.	Model Calibration	0.201
MH 114	Howard Ave.	Land Use Type - Multi-family Residential	0.052
MH 803	Los Alamitos Blvd.	Model Calibration/Land Use Type – Commercial	0.035
MH 483	Foster Dr.	Land Use Type- Single Family Residential	0.300
MH 336A	Yellowtail Dr.	Model Calibration/Land Use Type - Single Family Residential	0.631

Initial wastewater flow factors were developed and applied to corresponding land use areas tributary to each of the six flow meters, and then adjusted with each model run until the modeled flow was within an acceptable percentage of the metered flow for each of the six meter locations. The initial and final (calibrated) flow factors are shown in Table 9-2 and the percent deviation between the modeled and metered flows for each of the six meter basins is shown in Table 9-3. As shown in Table 9-3, five of the six sites calibrated between minus 3.5 percent and plus 1.9 percent with one coming in at plus 5.6 percent, which is very good calibration for a sewer system model.

**Table 9-2 Initial and Final (Calibrated) Model Land Use Flow Factors**

Land Use Type	Initial Flow Factor (gpd/acre)	Final Flow Factor (gpd/acre)
Single Family Residential <sup>1</sup>	250	135
Multi-family Residential <sup>1</sup>	200	150
Mobile Home <sup>1</sup>	200	150
General Office	850	1,000
Business Park	800	700
Medical Office	1,750	1,950
Commercial	1,100	1,825
Industrial	1,300	1,850
Public/Quasi Public	500	600
Parks	40	40
Water	0	0
Vacant	0	0
Other/Easement	0	0

1. Single family residential, multi-family residential, and mobile homes are based on gpd/DU  
gpd: gallons per day

## Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

**Table 9-3 Final Modeled Average Flows**

Flow Monitoring Site	Average Monitored Flow (mgd)	Modeled Average Flow (mgd)	Percent Error (%)
MH 1016	25,000	26,409	5.6%
MH 21	201,000	194,049	-3.5%
MH 114	52,000	52,217	0.4%
MH 803	35,000	34,849	-0.4%
MH 483	300,000	305,669	1.9%
MH 336A	573,400	578,033	0.8%

The metered, hourly diurnal flow data was used in the model to determine peak wastewater flow rates for the various land use categories and the associated ratios of peak hourly flow to average hourly flow (peaking factor). The factors were generalized into two basic peaking factors: 1) 1.9 for single-family land use (the most predominant land use in the District’s service area), and 2) 2.2 for multi-family residential and all non-residential wastewater generating land uses.

Once the model was loaded with flow data and calibrated, it was used to assess the hydraulic capacities of individual sewer segments to carry dry-weather flows and to determine any hydraulic deficiencies requiring rehabilitation. As an industry standard, depth of peak dry-weather wastewater flow to diameter of sewer pipe (d/D) ratios are used to assess hydraulic capacity in a sewer segment. For purposes of analyzing RLAASD’s sewer collection system, the following criteria was used to determine if a sewer segment has sufficient hydraulic capacity:

1. Pipes with a diameters equal to or less than 12 inches must be able to carry peak dry-weather flows at a d/D ratio not to exceed 0.67
2. Pipes with a diameters greater than 12 inches must be able to carry peak-dry-weather flows at a d/D ratio not to exceed 0.75. Note this d/D ratio is more stringent than the d/D of 0.90 used in the District’s 2001 Master Plan.

These ratios are set to allow sufficient available capacity for each sewer segment to carry inflow and infiltration (I/I) that enters sewer pipes during rain-events, i.e. wet weather flows, which are dry-weather flows plus I/I.

After running hydraulic simulations with the model, it was determined that all sewer segments in the system had sufficient capacity to carry peak dry-weather flows at the stipulated d/D criteria, i.e. there were no segments with hydraulic deficiencies. The d/D hydraulic results for all sewer segments in the system are shown graphically on Figure 9-2. As shown, most of the sewer segments had d/D ratios between 0 and 0.25 (0 and 25 percent).

There were only three segments that had d/D ratios slightly greater than 0.5 (0.502 to 0.515). Although these three segments still meet the hydraulic criteria, they will be monitored more closely to guard against any potential overflow situation, i.e. any new development in the vicinity or a large storm with very high I/I.

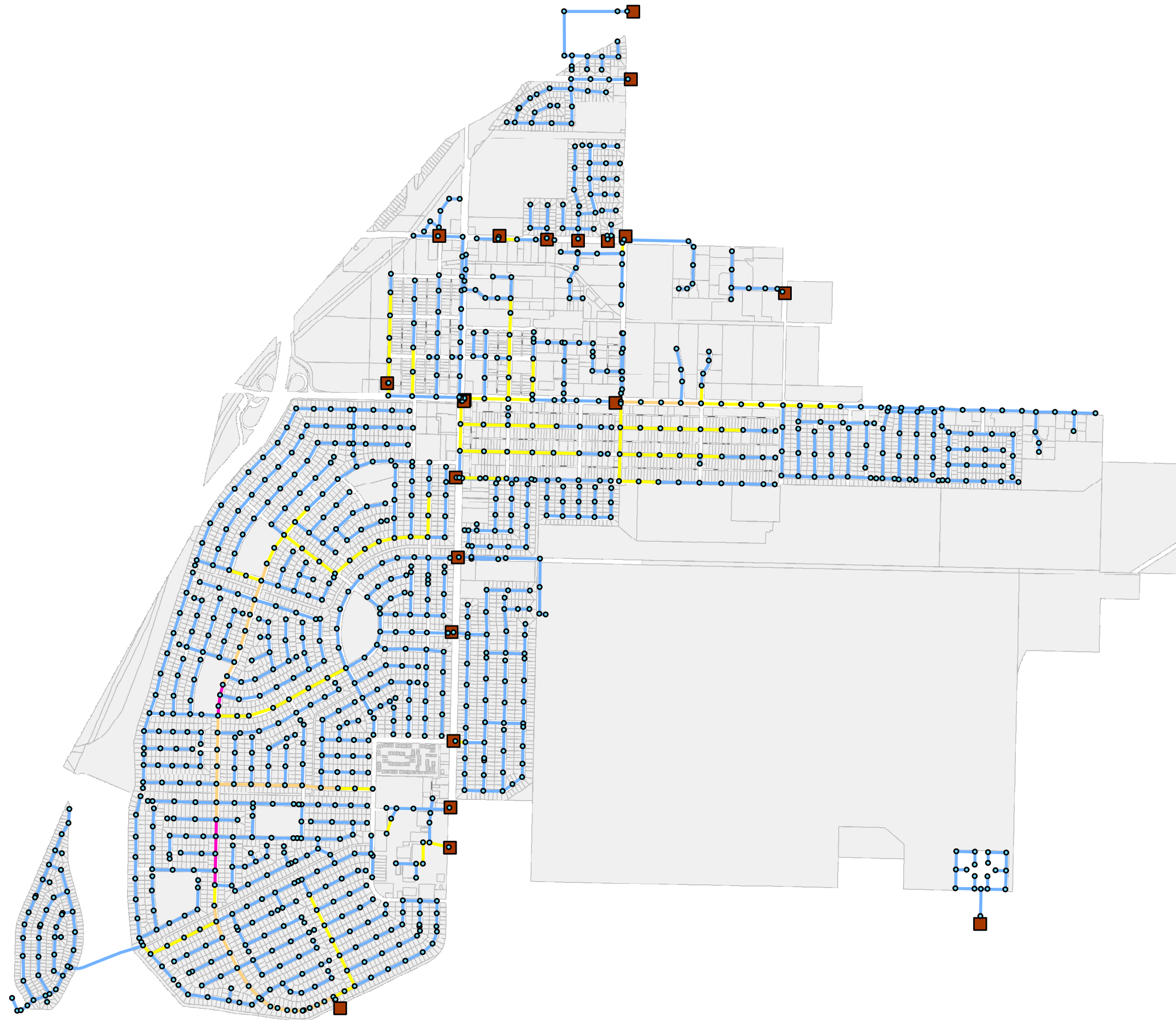
# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 9.3 RLAASD 2015 SSECAP Summary

Based on the finding that there are no known capacity deficiencies within the RLAASD collection system, there is no need to establish either a short-term or a long-term capital improvement program to address such deficiencies.

OCSD upgraded the Westside pump station in 2009 to address capacity issues and to minimize future surcharge conditions.

Any new hydraulic developments relating to the District's ability to safely convey wastewater flows will be updated when this SSECAP is updated as part of the next SSMP update.



### Legend

#### d/D

- 0-25%
- 25-40%
- 40-50%
- 50-67%

#### Outlet

- Connection to OCSD Trunk Sewer



0 900 1,800 3,600 Feet

**P S O M A S**

**ROSSMOOR/LOS ALAMITOS  
AREA SEWER DISTRICT**

SEWER HYDRAULIC  
MODEL RESULTS

FIGURE 9-2

FEB. 2015

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 10.0 Monitoring, Measurement, and Program Modification

As stated in Order No. 2006-0003-DWQ:

- (ix) **Monitoring, Measurement, and Program Modifications** - *The Enrollee shall:*
- (a) *Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
  - (b) *Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
  - (c) *Assess the success of the preventative maintenance program;*
  - (d) *Update program elements, as appropriate, based on monitoring or performance evaluations; and*
  - (e) *Identify and illustrate SSO trends, including: frequency, location, and volume.*

The programs and activities incorporated within the District's SSMP are annually reviewed based on data and information collected to monitor and measure performance and implement changes to improve the sewer system.

To monitor and measure the SSMP's effectiveness, the City maintains detailed records of the sewer system and its maintenance including:

- Sewers Cleaned: linear feet; location; date; conditions encountered; cleaning/root cutting required
- Hot Spots: linear feet; location; date; cleaning schedule; and sewers added to hot spot list based on FOG evidence and the need for increased cleaning
- Sewers Videotaped/Inspected: linear feet; location; date; location and severity of each defect encountered
- Service Requests: location; date; reason/details of request; services rendered
- Manhole Inspection: location; date; conditions encountered
- Sewer Repair/Replacement: linear feet; location; type of repair or replacement; cost
- Manhole Repair/Replacement: location; type of repair or replacement; cost
- SSOs: category; location; quantity of spill; reason for spill; remediation
- Public Education Activities: date, description of activities



## **Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan**

The District adjusts and updates program elements based on performance evaluations. For example, historically, the District has videotaped an average of 20,000 linear feet of sewer each year. Based on this videotaping rate, it takes approximately 15 years to videotape the entire 301,661 linear feet of sewer in the system. The most recent CCTV identified sewers with significant (primary) defects that require remediation and repairs scheduled to occur within the next two years. Other sewers were identified to have defects that are not as severe (secondary), which do not require remediation within the next two years. However, instead of waiting 15 years for its normal CCTV cycle, these sewers will be videotaped again in 6 or 7 years to assess any additional deterioration that would warrant repairs. The reassessment of these segments will be done in addition to the normal 20,000 LF of sewers that will be inspected. Also, the District has increased the CCTV coverage to 44,000 LF per year since 2014 to reduce the cycle time for the system.

The District schedules sewer repairs in its CIP. Most recently, based on CCTV conducted primarily in 2014, 37 sewer improvements were implemented in 2016 at a construction cost of approximately \$800,000.

In regards to SSOs, the District has had only three sewer system SSOs in the last 10 years. It was determined that each of these SSOs was caused by FOG buildup in the sewer, and the District intensified the cleaning schedules for these sewers. The District also worked with food service establishments in these areas to limit FOG discharges.

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 11.0 SSMP Program Audits

As stated in Order No. 2006-0003-DWQ:

- (x) **SSMP Program Audits** - *As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.*

The District conducts an audit of its SSMP program annually. Audits include the productivity measures and informational data described in the Monitoring, Measurement, and Program Modifications element of the SSMP (Section 10). The SSMP is evaluated to determine whether, the goals, requirements, and performance targets outlined in the SSMP are being achieved, and whether the provisions of the Statewide General WDR (Order No. 2006-0003-DWQ) and the Statewide MRP (Order No. 2008-0002-EXEC) are being followed. The annual audit contains recommendations for improving the SSMP program where applicable.

# Rossmoor/Los Alamitos Area Sewer District Sewer System Management Plan

## 12.0 Communication Program

As stated in Order No. 2006-0003-DWQ:

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

The District communicates with the public primarily through newsletters and informational pamphlets inserted in their billing, and informs them of District activities associated with the SSMP program. The District also receives public input, which is used to make changes and improve the SSMP program. The District has a FOG Public Outreach Program and produces educational materials to help businesses better understand the problems resulting from fats, oils and grease. The District also communicates regularly with the unincorporated community of Rossmoor, and the cities of Los Alamitos, Long Beach, Seal Beach, and Cypress, as well as the Orange County Sanitation District, on District activities regarding the sanitary sewer system including elements of the SSMP program.

## **Appendix A**

**State Water Resources Control Board  
Order No. 2006-0003-DWQ  
Statewide General Waste Discharge Requirements  
for Sanitary Sewer Systems**

**State of California Water Resources Control Board  
Order No. WQ 2013-0058-EXEC  
Amending Monitoring and Reporting Program  
for Statewide General Waste Discharge Requirements  
for Sanitary Sewer Systems**

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

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

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

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

### **SEWER SYSTEM MANAGEMENT PLANS**

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

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

## REGULATORY CONSIDERATIONS

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

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

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

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

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

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

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

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
  - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
  - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
  - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt



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

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

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

#### **A. DEFINITIONS**

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
  - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
  - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
  - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

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

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
  - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
  - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
  - c. Occurs during, or as a result of, the treatment or disposal of wastes.

## **B. APPLICATION REQUIREMENTS**

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

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

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

### **C. PROHIBITIONS**

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

### **D. PROVISIONS**

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

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

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

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

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

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

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

### **Sewer System Management Plan (SSMP)**

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
- (a) The name of the responsible or authorized representative as described in Section J of this Order.
  - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
  - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
  - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
  - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
  - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
  - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
  - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
  - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

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

(v) **Design and Performance Provisions:**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.



- (vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:
- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
  - (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
  - (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
  - (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
  - (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
  - (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
  - (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
- (viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
  - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
  - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
  - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
  - (c) Assess the success of the preventative maintenance program;
  - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
  - (e) Identify and illustrate SSO trends, including: frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

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

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

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

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

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

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

**Sewer System Management Plan Time Schedule**

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

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

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

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

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

**E. WDRs and SSMP AVAILABILITY**

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

**F. ENTRY AND INSPECTION**

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

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

## **G. GENERAL MONITORING AND REPORTING REQUIREMENTS**

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

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

#### **H. CHANGE IN OWNERSHIP**

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

#### **I. INCOMPLETE REPORTS**

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

#### **J. REPORT DECLARATION**

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

#### **K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS**

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

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

**L. SEVERABILITY**

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

**CERTIFICATION**

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

AYE: Tam M. Doduc  
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



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Song Her  
Clerk to the Board



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

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

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

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

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<sup>1</sup> Available for download at:

[http://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2006/wqo/wqo2006\\_0003.pdf](http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf)

<sup>2</sup> Cal OES Hazardous Materials Spill Reports available Online at:

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

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

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS<sup>3</sup> Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program<sup>4</sup> objectives, assess compliance, and enforce the requirements of the SSS WDRs.

**IT IS HEREBY ORDERED THAT:**

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

8/6/13

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Thomas Howard  
Executive Director

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

<sup>4</sup> Statewide Sanitary Sewer Overflow Reduction Program information is available at: [http://www.waterboards.ca.gov/water\\_issues/programs/ssol/](http://www.waterboards.ca.gov/water_issues/programs/ssol/)

## ATTACHMENT A

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

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

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

#### A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <b>any volume</b> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"><li>Reach surface water and/or reach a drainage channel tributary to a surface water; or</li><li>Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</li></ul>
CATEGORY 2	Discharges of untreated or partially treated wastewater of <b>1,000 gallons or greater</b> resulting from an enrollee's sanitary sewer system failure or flow condition that <b>do not</b> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <b>within a privately owned sewer lateral</b> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <b>voluntarily</b> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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

ELEMENT	REQUIREMENT	METHOD
<b>NOTIFICATION</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>• Within two hours of becoming aware of any Category 1 SSO <b>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</b>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</li> </ul>	Call Cal OES at: <b>(800) 852-7550</b>
<b>REPORTING</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>• Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.</li> <li>• Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.</li> <li>• “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.</li> <li>• Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee’s Legally Responsible Official(s).
<b>WATER QUALITY MONITORING</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>• Conduct water quality sampling <b>within 48 hours</b> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
<b>RECORD KEEPING</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>• SSO event records.</li> <li>• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	Self-maintained records shall be available during inspections or upon request.

## **B. NOTIFICATION REQUIREMENTS**

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

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

### C. **REPORTING REQUIREMENTS**

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

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.  
  
If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

## 5. **SSO Technical Report**

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

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

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

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

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

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

7. **CIWQS Online SSO Database Unavailability**

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

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

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

i. **SSO Reports**

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



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

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
  11. Whether or not health warnings were posted as a result of the SSO.
  12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
  13. Name of surface water(s) impacted.
  14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
  15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
  16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
  17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

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

iv. **SSMP Availability**

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

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

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

**D. WATER QUALITY MONITORING REQUIREMENTS:**

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

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
  - i. Ammonia
  - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

**E. RECORD KEEPING REQUIREMENTS:**

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

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

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

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

## **F. CERTIFICATION**

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

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

### CERTIFICATION

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

7/30/13

Date



Jeanine Townsend  
Clerk to the Board

## **Appendix B**

### **RLAASD SSMP Emergency Contacts**

**Rossmoor/Los Alamitos Area Sewer District  
Sewer System Management Plan  
Emergency Contacts**

**Vactor Services**

Empire Pipe Cleaning & Equipment	(714) 639-8352
National Plant Services	(562) 436-7600

**City/County Services (Mutual Aid)**

City of Los Alamitos	(562) 431-3538
City of Seal Beach	(562) 431-2527
City of Cypress (Maintenance Yard)	(714) 229-6760
Orange County Fire Authority	(714) 573-6000
Orange County Sheriff	(714) 569-3700
Orange County Sanitation District	(714) 962-2411
(after hours/emergency)	(714) 593-7025

**Regulatory Agencies**

Santa Ana Regional Water Quality Control Board	(951) 782-4130
Governor's Office of Emergency Services	(800) 852-7550

**District Staff**

Psomas (District Engineer)	
Harvey Gobas	(714) 481-7992
Maira Torres	(714) 481-8008
Woodruff, Spradlin, Smart (District Legal Counsel)	(714) 558-7000
Omar Sandoval	(714) 564-2649

**Emergency Repair Contractors**

DM Kisling Construction	(949) 493-1620
Sancon	(714) 902-0115
Vasilj Construction	(818) 645-1469

**Directors**

Jim Bell	(562) 708-2442
Van Jew	(909) 267-2113
William Poe	(562) 430-5721
Joel Rattner	(562) 598-1595
Linda Habermehl	(562) 598-3737

## **Appendix C**

**RLAASD Ordinance No. 18**

**RLAASD Ordinance No. 36**

**RLAASD Ordinance No. 38**

**RLAASD Ordinance No. 41**



ORDINANCE NO. 18

AN ORDINANCE OF THE LOS ALAMITOS COUNTY WATER DISTRICT OF ORANGE COUNTY, CALIFORNIA, ADOPTING NEW STANDARD SPECIFICATIONS AND OTHER REGULATIONS FOR THE CONSTRUCTION OF SANITARY SEWERS WITHIN THE LOS ALAMITOS COUNTY WATER DISTRICT, AND REPEALING ORDINANCES NO. 5, 12 AND 16 AND RESOLUTION NO. 45 OF SAID DISTRICT, AND ALL OTHER ORDINANCES, RESOLUTIONS AND MOTIONS INCONSISTENT HEREWITH

WHEREAS, the LOS ALAMITOS COUNTY WATER DISTRICT, of Orange County, California, is engaged in the construction, maintenance and operation of sanitary sewer systems within the boundaries of said District and it is desirable that said District adopt certain new standard specifications and other regulations for the construction, maintenance and operation of said sanitary sewer systems, which are to become and now are a part of and to be used and are now used by the District in its sanitary sewer system; and,

WHEREAS, certain specifications have been prepared and presented to this Board for its consideration, and the same are acceptable:

NOW, THEREFORE, the Board of Directors of the LOS ALAMITOS COUNTY WATER DISTRICT, of Orange County, California, does hereby ordain as follows:

Section 1: That those certain standard specifications for the construction of sanitary sewers within the LOS ALAMITOS COUNTY WATER DISTRICT, entitled "Standard Specifications for the Construction of Sanitary Sewers, Los Alamitos County Water District, Orange County, California", dated June 1963, a copy of which is attached hereto and by this reference incorporated herein and made a part hereof for all purposes are hereby approved, accepted and adopted as the Standard Specifications within said District, and the same shall constitute the Standard Specifications for all such construction until amended or modified by this Board.

Section 2: That a copy of these Standard Specifications are on file in the office of the Secretary of this District, and also on file in the office of the Engineer for this District.

Section 3: That in addition to the Standard Specifications herein above mentioned and adopted, the following regulations are also hereby adopted, to wit:

(a) Except where otherwise provided in the above mentioned Standard Specifications, the following words and phrases when used in this ordinance shall have the following meaning:

BOARD "Board" means the Board of Directors of the LOS ALAMITOS COUNTY WATER DISTRICT.

DISTRICT "District" means the LOS ALAMITOS COUNTY WATER DISTRICT, of Orange County, California.

INSPECTOR "Inspector" means the authorized inspector, deputy, agent or representative of the Board.

LOT A "lot" is hereby defined to be any place or parcel of land as bounded, defined or shown upon the latest map, plan or deed recorded in the office of the County Recorder of Orange County, California, or upon the Assessor's Map as prepared by the Assessor of Orange County, California.

BUILDING A "building" is a structure entirely separated from any other structure by a space or by walls in which there are no communicating windows or doors or similar openings.

FIXTURE A "fixture" is any plumbing or sewer outlet requiring a trap or vent.

MAIN SEWER A "main sewer" is a main pipe line sewer of the District laid in the streets, alleys and along rights-of-way, provided for the collection of sewage from connecting sewers and conveying same to the outfall sewer.

CONNECTING SEWER A "connecting sewer" is that portion of the sewer system which extends from the main sewer to the property line.

HOUSE SEWER A "house sewer" is that portion of the horizontal piping extending from a point three (3) feet from the foundation wall of the building to its connection with the connecting sewer.

(b) It shall be unlawful for any person, firm or corporation to make, or cause to be made any connections with any cess pool, or place for depositing sewage, except with and into sewage disposal lines within LOS ALAMITOS COUNTY WATER DISTRICT, of Orange County, California, and subject to inspection and such regulation by the District as herein provided, or as may from time to time, by the members of the Board of Directors of said District, be prescribed when in the opinion of the District a public sewer is available provided, however, that the provisions of this section shall be construed and applied in conformity with and subject to the time limit prescribed in subparagraph (c) herein.

(c) It shall be unlawful for any person, firm or corporation to continue to maintain any cess pool or place where sewage has been or is being deposited after the expiration of thirty (30) days from service of notice by the District to connect to the sewage disposal lines of and within said District except in cases where and when under the provisions of Section 31103 of the Water Code of the State of California no main sewer disposal line is so available, and before the expiration of such time such building or structure containing any plumbing fixtures, must be so connected to such sewage disposal line pursuant to the provisions of this ordinance.

(d) Any person desiring to engage in the business of constructing any connecting sewer connection to main sewer lines within the District shall file with the Board satisfactory evidence that said person is a holder of a valid State Contractor's License with a classification of C-36 and C-42. Further evidence shall be furnished that said person is a holder of a valid license issued by the Building Inspector of the County of Orange.

(e) No person shall throw or deposit, or cause to be thrown or deposited in any vessel or receptacle having an open outlet connected with a covered sewer, any unground

garbage, ashes, cinders, rags, carbide, lime, oil, grease, chemicals, or other materials which may clog or cause damage to the sewer system, or which may necessitate or require frequent repair, cleaning out or flushing of such sewer to render the same operative.

(f) It shall be the duty of the Inspector to inspect, supervise, approve or disapprove, and make a complete record of all construction, repairs, connections and disconnections of connection sewers to be built in said District.

(g) The Inspector shall have the right to enter into or upon any property, structure or premise served by any public or private sewer for the purpose of examining and inspecting the construction or condition of any such sewer, and every person owning, controlling or occupying such property, structure or premise shall permit such entrance and give such aid as may be necessary or required for such examination or inspection.

(h) The Board of Directors of this District may at its discretion, order construction by the District of "connecting sewer" lines as defined in preceding subparagraph (a) of this Section 3 of this ordinance. One "connecting sewer" line may be constructed for any subdivided lot within reach of any of the District's "main sewer" lines, as said term is defined in said preceding subparagraph (a) hereof if the owner of the designated lot has not previously otherwise connected to the nearest available "main sewer" line at said owner's own expense.

(i) The District-installed "connecting sewer" shall conform in all respects to District specifications and shall be engineered by the Engineer for the District.

(j) If a "connecting sewer" is constructed by the District for a subdivided lot under the provisions of this ordinance, no other connecting sewer may be connected from said lot to any District "main sewer".

(k) As a condition of obtaining a permit from the District to connect any "house sewer", as defined in preceding subparagraph (a) hereof, to a "connecting sewer" constructed by the District under the provisions of this ordinance, the applicant for such permit shall pay to the District a sum of money equal to the cost to the District of constructing the adjacent connecting sewer.

(l) Permits will be issued only to persons, firms or corporations who have obtained a license to engage in the business of constructing sewers in the LOS ALAMITOS COUNTY WATER DISTRICT of Orange County, California. A permit shall not be assignable or transferable, or used to aid or abet any unlicensed person, firm or corporation in the performance of any such work or operation for which such permit was issued.

(m) For the purpose of carrying out the provisions of this ordinance, the Board of Directors of LOS ALAMITOS COUNTY WATER DISTRICT of Orange County, California, shall appoint an Inspector who shall be authorized to enforce such regulations as may be necessary to carry out the provisions of this ordinance, and who shall hold office at the pleasure of the Board.

(n) Every person, firm or corporation, as principal, agent, or otherwise, violating or failing, neglecting or refusing to comply with any of the provisions of this ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00), or by imprisonment not to exceed six (6) months, or by both such fine and imprisonment; and each such person, firm or corporation, as principal, agent, or otherwise, shall be guilty of a separate offense for each day during any portion of which a violation of, or failure, neglect, or refusal to comply with, any of the provisions of this ordinance, is committed, continued or permitted by such person, firm or corporation.

(o) Should any section, clause or part of this ordinance be declared, by any court of competent jurisdiction, to be invalid, the remaining provisions of this ordinance shall nevertheless, be and remain in full force and effect, and the members of the Board of Directors so adopting this ordinance hereby declare that each and every section, clause, provision or part of this ordinance would have been adopted and made a part of this ordinance without the adoption of any other portion thereof, and that the invalidity of any part or provision hereof, shall in no wise affect the validity or enforcement of the remaining provisions of this ordinance.

Section 4: That Ordinances No. 5, 12 and 16 and Resolution No. 45 of this District be and the same hereby are repealed, and all other ordinances resolutions and motions of this District inconsistent herewith are hereby repealed to the extent of such inconsistency and no further.

Section 5: The Secretary of the Board of this District shall certify to the passage of this ordinance and the same shall in full force and effect at the date of its final passage.

**ADOPTED, SIGNED AND APPROVED** this 11th day of July, 1963.

John W. Booth, President

ATTEST:

Marjorie Travers, Secretary

ORDINANCE NO. 36

AN ORDINANCE OF THE LOS ALAMITOS COUNTY  
WATER DISTRICT OF ORANGE COUNTY,  
CALIFORNIA, AMENDING ORDINANCE NO. 18 OF  
SAID DISTRICT RELATING TO STANDARD  
SPECIFICATIONS AND OTHER REGULATIONS TO  
SAFEGUARD THE SEWAGE SYSTEM

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE LOS ALAMITOS  
COUNTY WATER DISTRICT OF ORANGE COUNTY, CALIFORNIA, as follows:

Section 1: That Section 1 of Ordinance No. 18 of the Los Alamitos County  
Water District is hereby amended to read as follows:

"Those certain standard specifications for the construction of sanitary  
sewers within the LOS ALAMITOS COUNTY WATER DISTRICT,  
entitled Standard Specifications for the Construction of Sanitary Sewers,  
Los Alamitos County Water District, Orange County, California, dated  
November 1980, a copy of which is attached hereto and by this  
reference incorporated herein and made a part hereof for all purposes,  
are hereby approved, accepted and adopted and the Standard  
Specifications within said District, and the same shall constitute the  
Standard Specifications for all such construction until amended or  
modified by this Board."

Section 2: That Section 3(e) of Ordinance No. 18 of the Los Alamitos  
County Water District is hereby amended to read as follows:

"No person shall throw or deposit, or cause to be thrown or deposited,  
either directly or indirectly into the District's sewage system:

- ( i ) any unground garbage, ashes, cinders, rags, carbide,  
flammable or poisonous liquids, chemicals, paint, sand,

grit, grass clippings, metal, glass; any wax, grease or oil of mineral origin; oils, fats, or greases of animal or vegetable origin, or any other substances or materials which may necessitate or require frequent repair, cleaning out or flushing out to render the sewage system operative; or

(ii) any substance or material that is prohibited by the most current regulations of the Industrial Wastewater Division of the County Sanitation Districts of Orange County."

Section 3: That Sections 3(q), (r), (s), (t), (u) and (v) are hereby added to Ordinance No. 18 of the Los Alamitos County Water District to read as follows:

"(q) Every private or public wash rack, car wash, and floor slab used for cleaning machinery or machine parts, and auto service, garage, or any business from which trade wastes containing petroleum-based oil or grease, sand, grit or metal shavings, may be sewered only when the waste flows are first passed through an interceptor (clarifier) of approved design for such use and protected from any inflow from storm and surface water. Said interceptors shall be maintained in an efficient operating condition by cleaning as often as necessary to maintain such condition. No materials removed from such interceptors shall be disposed of either directly or indirectly into the sewage system.

( r ) It shall be unlawful for any person to connect or direct any rain, surface or subsurface water or drainage system to the sewage system.



( s ) All restaurant, cafe, lunch counter, cafeteria, bars and clubs, hotel, hospital, sanitarium, factory or school kitchens, or other establishments where grease may be introduced into the sewage system in quantities that can cause line stoppages or hinder the sewage system operation shall be equipped with an approved type of grease trap that complies with the provisions of the Uniform Plumbing Code (UPC) . The required grease retention capability in pounds shall be as specified in the UPC or one day's grease waste, whichever is greater. No food waste disposal unit or high temperature dishwasher waste shall be connected or discharged into any grease interceptor or grease trap. Grease traps shall be maintained in an efficient operating condition by removing grease as often as required to prevent deposition of grease into the connecting sewage system. No such grease removed shall be deposited either directly or indirectly into any private or public drainage or the sewage system.

(t) It shall be unlawful for any person to discharge waste having a temperature of 140 F or greater into the District's sewage system.

(u) When a discharge of wastes causes an obstruction, damage, or any other impairment to the operation of the District's facilities and requires the flushing, clean out, repair or replacement of the District's facilities, the District may assess a charge against the discharger for all costs of the work required to clean or repair the facility and the costs incurred to resume normal operations.

A service fee of 25 percent of District's costs may be added to these charges.

(v) Except as otherwise provided, all charges and penalties imposed pursuant to the provisions of this Ordinance are due and payable upon receipt of notice thereof. All such charges shall become delinquent 30 days after mailing notice thereof to the mailing address of the discharger subject to such charges. Any charge that becomes delinquent shall have added to it a penalty charge equal to ten percent of the charge that became delinquent and thereafter an additional penalty shall accrue on the total charge due, including the ten percent basic penalty at the rate of one-half of one percent per month until paid.

Section 4: Except as expressly amended herein, all other provisions of Ordinance No. 18 shall continue in full force and effect.

Section 5: The Secretary of the Board of Directors shall certify to the passage of this Ordinance and the same shall be in full force and effect at the date of its final passage.

ADOPTED, SIGNED AND APPROVED this 5<sup>th</sup> day of October, 1989.

Martin Mestas, President

ATTEST:

Bonita R. Blount, Secretary

ORDINANCE NO. 38

AN ORDINANCE OF THE LOS ALAMITOS COUNTY  
WATER DISTRICT OF ORANGE COUNTY, CALIFORNIA,  
AMENDING ORDINANCE NO. 18 RELATING TO  
STANDARD SPECIFICATIONS AND OTHER  
REGULATIONS TO SAFEGUARD THE SEWAGE SYSTEM

The Board of Directors of the Los Alamitos County Water District of Orange County,  
California, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: That Part I, Section 1-3 of the document entitled "Standard Specifications  
for the Construction of Sanitary Sewers, Los Alamitos County Water District, Orange County,  
California", attached to and made a part of Ordinance No. 18, is hereby amended to read as  
follows:

"1-3 Plan Checking

1-3.1 Preparation

All sewer lines must be prepared under the direct supervision of a  
registered civil engineer licensed to practice in the State of  
California. This requirement must be attested to by the engineer's  
signature on the plans.

1-3.2 Plan Checking Fees

Upon completion of the improvement plans, the engineer will  
submit them to the District engineer for plan checking at which  
time plan checking fees will be paid in accordance with the  
following schedule:

<u>Item</u>	<u>Amount</u>
Single Family Home/Duplex	\$160.00
Apartment/Condominiums/ Town Homes	\$105.00 per plan sheet
Commercial/Professional/ Restaurant	\$160.00 per plan sheet, including title sheet, all general and construction notes, site civil, plumbing, waste/vent, nuisance water drawing sheets

Dedicated Sewer and Public Right-of-Way or Easement \$210.00 per plan sheet

Process Construction Permit through County Sanitation Districts of Orange County \$735.00

All other plan checking \$105.00 per hour

### 1-3.3 Authorization

Upon receipt of a deposit by the District office, the District engineer will proceed with the plan checking.

### 1-3.4 Final Engineering and Inspection Fees

All work shall be subject to inspection by the District which shall be compensated for such inspections by the developer's Engineer or the developer at the rate of Seventy-five Dollars (\$75.00) per hour, subject to the following minimum inspection fees:

#### 4 or 6-inch lateral

Connecting to existing wye \$160.00

New saddle or cut-in wye \$210.00

Restaurant lateral with grease interceptor \$315.00

8-inch lateral to existing manhole: (core drill and modified base) \$420.00

8-inch lateral and new manhole \$840.00

Dedicated sewer and public right-of-way \$840.00 per day of inspection and reporting

### 1.3-5 Issuance of Permit or Plans

No permit shall be issued or plans signed by the District engineer until all fees have been paid. Plans approved and construction permits issued by the District shall be valid for one year from the date of approval by the District. The District reserves the right to recheck plans and collect additional plan check fees for plans or construction permits over one (1) year old.

Section 2: That Part I, Section 4-1 of the document entitled "Standard Specifications for the Construction of Sanitary Sewers, Los Alamitos County Water District, Orange County, California", attached to and made a part of Ordinance No.18, is hereby amended to read as follows:

#### "4-1 Connection Permit

It shall be unlawful for any person, firm, or corporation to make or attempt to make or cause to be made any connection with the main sewer lines of Los Alamitos County Water District of Orange County, California, without first having secured a permit therefor and having paid an application fee of Ten Dollars (\$10.00). A permit to make such connection shall be granted upon application made upon blank forms furnished by the District and in the manner as in said form prescribes, which application shall be filed with the secretary of said District together with the application fee of Ten Dollars (\$10.00); and the secretary shall thereupon be authorized to issue a permit for making such connection. In the absence of the secretary, the application shall be referred to an authorized agent of Los Alamitos County Water District of Orange County, California, who shall be authorized to issue a permit for making such connection. The fee so paid shall be deposited in the treasury of said District. All sewer connections and pipe lines laid in connection therewith must be under the supervision of the inspection of said District and in conformity with the requirements and provisions relating to such connection prescribed by the Board of said District.

Section 3: That all ordinances, resolutions and motions inconsistent herewith, and inconsistency and no further.

Section 4: That the Secretary shall certify to the passage of this Ordinance and the same shall be signed by the President and attested by the Secretary, whereupon the same shall be in full force and effect immediately.

Section 5: That the Secretary is hereby authorized and directed to cause a copy of this Ordinance to be published in a newspaper of general circulation within ten (10) days of adoption hereof.

**ADOPTED, SIGNED AND APPROVED** this 9th day of December 1991.

Henry S. Zack, President

ATTEST:

Sandra L. Montez, Secretary

## ORDINANCE NO. 41

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE ROSSMOOR-LOS ALAMITOS AREA SEWER DISTRICT ADOPTING FATS, OILS AND GREASE CONTROL REGULATIONS APPLICABLE TO FOOD SERVICE ESTABLISHMENTS**

WHEREAS, pursuant to the County Water District Law, Water Code 30000 et seq., the Rossmoor-Los Alamitos Area Sewer District ("District") has the authority to adopt ordinances relating to the provision of sewer services and facilities, and regulations of those services and facilities; and

WHEREAS, the Regional Water Quality Control Board ("RWQCB") for the Santa Ana Region adopted Order R8-2002-0014, which prescribes general waste discharge requirements prohibiting sanitary sewer overflows ("SSOs") by sewer collection agencies; and

WHEREAS, in Order R8-2002-0014, the RWQCB found that one of the leading causes of SSOs within the Santa Ana Region, which encompasses the District's service area is "grease blockages;" and

WHEREAS, SSOs often caused by discharge of wastewater containing high levels of fat, oils and grease ("FOG"), suspended solids, pathogenic organisms, and other pollutants, may cause temporary exceedances of applicable water quality objectives, pose a threat to the public health, adversely affect aquatic life, and impair the public recreational use and aesthetic enjoyment of surface waters within the District's service area; and

WHEREAS, the 2000-2001 Orange County Grand Jury ("Grand Jury") conducted a survey among 35 wastewater collection and treatment agencies in Orange County and concluded that one of the leading causes of SSOs and sewage spills is sewer lines clogged from the accumulation of FOG discharged from Food Service Establishments; and

WHEREAS, the Grand Jury further concluded that more effective methods of minimizing grease discharges into the sewer system must be developed and implemented to reduce the discharge of FOG to the sewer system in order to prevent sewer blockages and SSOs; and

WHEREAS, Order No. R8-2002-0014 requires the District to monitor and control SSOs and to develop a FOG Control Program by December 30, 2004; and

WHEREAS, in light of the overwhelming evidence that FOG is a primary cause of SSOs, the District desires to implement a FOG Control Program to prevent SSOs; and

WHEREAS, Section 1014 of the 2001 California Plumbing Code, applicable to all occupancies in the State pursuant to the California Building Standards Law, requires the

installation of grease traps or interceptors when in the opinion of the Building Official waste pretreatment is required; and

WHEREAS, the foregoing findings indicate that a FOG Control Program is required for Food Service Establishments within the District's jurisdiction to comply with waste discharge regulations and prevent the harmful effects of SSOs; and

WHEREAS, the regulations adopted herein will require existing Food Service Establishments to install grease control devices or interceptors no later than five years from the effective date of these regulations, and the Board finds that five years is a reasonable amortization period for existing Food Service Establishments that are operating without a grease control device or grease interceptor; and

WHEREAS, the Board of Directors finds that specific enforcement provisions must be adopted to govern discharges of wastewater to the District's system by Food Service Establishments.

**NOW, THEREFORE,** the Board of Directors does hereby ordain as follows:

SECTION 1. ADOPTION OF REGULATIONS. The "Regulations of the Rossmoor-Los Alamitos Area Sewer District Applicable to Food Service Establishments for Controlling Fats, Oils and Grease" attached herewith as Exhibit "1" are hereby adopted and made applicable to Food Service Establishments within the District effective upon the adoption of these regulations.

SECTION 2. REPEAL OF INCONSISTENT ORDINANCES AND REGULATIONS. Section 3(s) of Ordinance No. 18 (as added by Section 3 of Ordinance 36) and any prior ordinance and regulation inconsistent with the regulations and standards adopted herein are hereby repealed.

SECTION 3. FILING WITH CALIFORNIA BUILDING STANDARDS COMMISSION. A copy of these regulations shall be filed with the California Building Standards Commission and the California Department of Housing and Community Development by the Secretary of the Board as required by State law (Health & Safety Code Section 17958.7).

SECTION 4. EFFECTIVE DATE. These regulations shall take effect immediately upon its adoption and a summary shall have been published in a newspaper of general circulation as provided by law.

**ADOPTED, SIGNED AND APPROVED** this 11th day of October, 2004.

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President





**REGULATIONS OF THE ROSSMOOR-LOS ALAMITOS AREA SEWER DISTRICT**  
**APPLICABLE TO FOOD SERVICE ESTABLISHMENTS**  
**FOR CONTROLLING FATS, OILS AND GREASE**

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**REGULATIONS OF THE ROSSMOOR-LOS ALAMITOS AREA SEWER DISTRICT**  
**APPLICABLE TO FOOD SERVICE ESTABLISHMENTS**  
**FOR CONTROLLING FATS, OILS AND GREASE**

**ARTICLE 1 -- GENERAL PROVISIONS**

1.1 PURPOSE AND POLICY

- A. The purpose of these regulations is to facilitate the maximum beneficial public use of the District's sewer services and facilities while preventing blockages of the sewer facilities resulting from discharges of Fats, Oils and Grease ("FOG") to sewer facilities, and to specify appropriate FOG discharge requirements for Food Service Establishments.
- B. These regulations shall be interpreted in accordance with the definitions set forth in Section 1.2. The provisions of these regulations shall apply to the direct or indirect discharge of all wastewater or waste containing FOG carried to the sewer facilities of the District.
- C. To comply with Federal, State, and local policies and to allow the District to meet applicable standards, provisions are made in these regulations for the regulations of wastewater or waste containing FOG discharges to the sewer facilities.
- D. These regulations establish quantity and quality standards on all wastewater and/or waste discharges containing FOG, which may alone or collectively cause or contribute to FOG accumulation in the sewer facilities causing or potentially causing or contributing to the occurrence of sewer system overflows ("SSOs").

1.2 DEFINITIONS

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

C. Subject to the foregoing provisions, the following definitions shall apply in these regulations:

<b>Best Management Practices</b>	Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the sewer facilities as more specifically provided for in Section 4.5 of these regulations.
<b>Board</b>	The Board of Directors of the Rossmoor-Los Alamitos Area Sewer District.
<b>Change in Operations</b>	Any change in the ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated and/or discharged by Food Service Establishments in an amount that alone or collectively causes or creates a potential for SSOs to occur.
<b>Composite Sample</b>	A collection of individual samples obtained at selected intervals based on an increment of either flow or time. The resulting mixture (composite sample) forms a representative sample of the wastestream discharged during the sample period.
<b>Discharger</b>	Any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. Discharger shall mean the same as User.
<b>District</b>	The Rossmoor-Los Alamitos Area Sewer District.
<b>Sewer Facility or System</b>	Any property belonging to the District used in the treatment, reclamation, reuse, transportation, or disposal of wastewater, or sludge.
<b>Effluent</b>	Any liquid outflow from a Food Service Establishment that is discharged to the sewer.
<b>Fats, Oils, and Grease (“FOG”)</b>	Any substance such as a vegetable or animal product that is used in, or is a by product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies or may solidify with a change in temperature or other conditions. Discharges of FOG to the sewer system from a Food Service Establishment shall constitute the discharge of industrial waste.

<b>FOG Control Program</b>	The FOG Control Program required by and developed pursuant to RWQCB Order No. R8-2002-0014, Section (c)(12)(viii).
<b>FOG Control Program Manager</b>	The individual designated by the District to administer the FOG Control Program. The FOG Control Program Manager is responsible for all determinations of compliance with the program, including approval of discretionary variances and waivers.
<b>FOG Wastewater Discharge Permit</b>	A permit issued by the District subject to the requirements and conditions established by the District authorizing the permittee or discharger to discharge wastewater into the District's facilities or into sewer facilities which ultimately discharge into a District facility.
<b>Food Service Establishment</b>	Facilities defined in California Uniform Retail Food Service Establishments Law (CURFFL) Section 113785, and any commercial entity within the boundaries of the District, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a Type I or Type II hood, as defined in CURFFL Section 113785. A limited food preparation establishment is not considered a Food Service Establishment when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.
<b>Food Grinder</b>	Any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation by products for the purpose of disposing it in the sewer system.

<b>Grease Control Device</b>	Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap, collect, or treat FOG prior to discharge into the sewer system. “Grease control device” may also include any other proven method to reduce FOG subject to the approval of the District.
<b>Grease Disposal Mitigation Fee</b>	A fee charged to an owner and/or operator of a Food Service Establishment when there are physical limitations to the property that make the installation of a grease interceptor or grease control device for the Food Service Establishment impossible or impracticable. The Grease Disposal Mitigation Fee is intended to cover the costs of increased maintenance of the sewer system for inspection and removal of FOG and other viscous or solidifying agents that a properly employed grease control device would otherwise prevent from entering the sewer system.
<b>Grease Interceptor</b>	A multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between a Food Service Establishment and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner on regular intervals to be effective.
<b>Grease Trap</b>	A grease control device that is used to serve individual fixtures and have limited effect and should only be used in those cases where the use of a grease interceptor or other grease control device is determined to be impossible or impracticable.
<b>General Manager</b>	The District’s General Manager or his/her designee.
<b>Grab Sample</b>	A sample taken from a waste stream on a one-time basis without regard to the flow in the waste stream and without consideration of time.
<b>Hot Spots</b>	Areas in sewer lines that have experienced sanitary sewer overflows or that must be cleaned or maintained frequently to avoid blockages of sewer system.

<b>Inflow</b>	Water entering a sewer system through a direct stormwater or runoff connection to the sanitary sewer, which may cause a rapid increase in wastewater flows.
<b>Infiltration</b>	Water entering a sewer system, including sewer service connections, from the ground through such means as defective pipes, pipe joints, connections, or manhole walls.
<b>Inspector</b>	A person authorized by the District to inspect any existing or proposed wastewater generation, conveyance, processing, and/or disposal facilities.
<b>Interceptor</b>	A grease interceptor.
<b>Interference</b>	Any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the District's sewer system, collection processes or operations; or is a cause of violation of the local or State waste discharge requirements.
<b>Local Sewering Agency</b>	Any public agency or private entity responsible for the collection and disposal of wastewater to the District's sewer facilities duly authorized under the laws of the State of California to construct and/or maintain public sewers.
<b>New Construction</b>	Any structure planned or under construction for which a sewer connection permit has not been issued.
<b>Permittee</b>	A person who has received a permit to discharge wastewater into the District's sewer facilities subject to the requirements and conditions established by the District.
<b>Person</b>	Any individual, partnership, firm, association, corporation or public agency, including the State of California and the United States of America.
<b>Public Agency</b>	The State of California and/or any city, county, special district, other local governmental authority or public body of or within this State.
<b>Public Sewer</b>	A sewer owned and operated by the District, or other local Public Agency, which is tributary to the District's sewer facilities.



**Regulatory Agencies**

Regulatory Agencies shall mean those agencies having regulatory jurisdiction over the operations of the District, including, but not limited to:

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

**Remodeling**

A physical change or operational change (a) causing an increase in the amount of FOG discharged to the sewer system by a Food Service Establishment, which amount, alone or in conjunction with other FOG discharges causes or creates a potential for SSOs to occur; or (b) exceeding a cost of \$50,000 to a Food Service Establishment, requires a building permit, and involves any one or combination of the following: (1) under slab plumbing in the food processing area, (2) a 30% increase in the net public seating area, (3) a 30% increase in the size of the kitchen area, or (4) any change in the size or type of food preparation equipment.

**Sample Point**

A location approved by the District, from which wastewater can be collected that is representative in content and consistency of the entire flow of wastewater being discharged to the sewer system.

**Sampling Facilities**

Structure(s) provided at the user's expense for the District or user to measure and record wastewater constituent mass, concentrations, collect a representative sample, or provide access to plug or terminate the discharge to the sewer system.

**Sewage**

Wastewater.

<b>Sewer Facilities or System</b>	Any and all facilities used for collecting, conveying, pumping, treating, and disposing of wastewater and sludge.
<b>Sewer Lateral</b>	A building sewer as defined in the latest edition of the California Plumbing Code. It is the wastewater connection between a building's wastewater facilities and a public sewer system.
<b>Sludge</b>	Any solid, semi-solid or liquid decant, supernate or supernate from a manufacturing process, utility service, or pretreatment facility.
<b>Twenty-five percent (25%) Rule</b>	Requirement for grease interceptors to be maintained such that the combined FOG and solids accumulation does not exceed 25% of the design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG prior to entry into the sewer system.
<b>User</b>	Any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer system. User shall mean the same as Discharger.
<b>Waste</b>	Sewage and any and all other waste substances, liquid, solid, gaseous or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.
<b>Manifest</b>	That receipt which is retained by the generator of wastes for disposing of recyclable wastes or liquid or other wastes as required by the District.
<b>Waste Minimization Practices</b>	Plans or programs intended to reduce or eliminate discharges to the sewer system or to conserve water, including, but not limited to, product substitutions, housekeeping practices, inventory control, employee education, and other steps as necessary to minimize wastewater produced.
<b>Wastehauler</b>	Any person carrying on or engaging in vehicular transport of waste as part of, or incidental to, any business for that purpose.

**Wastewater** The liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged directly or indirectly into a public sewer.

**Wastewater Constituents and Characteristics** The individual chemical, physical, and bacteriological parameters, including volume and flow rate, and such other parameters that serve to define, classify or measure the quality and quantity of wastewater.

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

## **ARTICLE 2 -- GENERAL LIMITATIONS, PROHIBITIONS, AND REQUIREMENTS ON FATS, OILS, AND GREASE (“FOG”) DISCHARGES**

### 2.1 FOG DISCHARGE LIMITATION

No Food Service Establishment shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/or cause or contribute to blockages in the sewer system or in the sewer lateral which connects the Food Service Establishment to the sewer system.

### 2.2 PROHIBITIONS

The following prohibitions shall apply to all Food Service Establishments:

A. Installation of food grinders in the plumbing system of new constructions of Food Service Establishments shall be prohibited. Furthermore, all food grinders shall be removed from all existing Food Service Establishments within 180 days of the effective date of these regulations, except when expressly allowed by the FOG Control Program Manager pursuant to the applicable provisions of the latest edition of the California Plumbing Code.

B. Introduction of any additives into a Food Service Establishment's wastewater system for the purpose of emulsifying FOG is prohibited, unless a specific written authorization from the FOG Control Program Manager is obtained based upon evidence showing that such additives will not cause or contribute to interference and/or a sewer system overflow.

- C. Discharge of waste cooking oil, directly or indirectly into drainage pipes and/or the sewer system is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- D. Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
- E. Discharge of wastewater with temperatures in excess of 140°F to any grease control device, including grease traps and grease interceptors, is prohibited.
- F. The use of biological additives to treat or reduce FOG or as a supplement to interceptor maintenance, without prior authorization from the FOG Control Program Manager, is prohibited. Such authorization shall be based upon evidence showing that such biological additives will not cause or contribute to interference and/or a sewer system overflow.
- G. Discharge of wastes from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service is prohibited. Likewise, discharge of wastes from sewer lines intended for grease interceptor service to sewer lines intended for discharges of wastes from toilets, urinals, washbasins, and other fixtures containing fecal materials is prohibited.
- H. Discharge of any waste including FOG and solid materials removed from the grease control device to the sewer system is prohibited. Grease removed from grease interceptors shall be wastehauled periodically as part of the operation and maintenance requirements for grease interceptors.
- I. Operation of grease interceptors with FOG and solids accumulation exceeding 25% of the total operating hydraulic depth of the grease interceptor (25% Rule).

### 2.3 FOG WASTEWATER DISCHARGE PERMIT REQUIRED

No person shall discharge, or cause to be discharged any wastewater from Food Service Establishments directly or indirectly into the sewer system without first obtaining a FOG Wastewater Discharge Permit or a Variance or Waiver pursuant to these regulations. Within 60 days of the effective date of these regulations, all Food Service Establishments in the District shall file an application for a FOG Wastewater Discharge Permit or Variance or Waiver with the District on a form approved by the General Manager for such purpose. Except for Limited Food Preparation Establishments, as defined in Section 3.7, which are not subject to the provisions of these regulations, any person who wishes to open or operate a new Food Service Establishment following the effective date of these regulations shall apply for and obtain a FOG Wastewater Discharge Permit or Variance prior to opening or operating such Food Service Establishment.

## 2.4 BEST MANAGEMENT PRACTICES REQUIRED

Each Food Service Establishment shall implement Best Management Practices in its operation to minimize the discharge of FOG to the sewer system. These practices shall include kitchen practices and employee training that minimize FOG discharge.

## 2.5 FOG PRETREATMENT REQUIRED

Food Service Establishments shall install, operate and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with these regulations. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from Food Service Establishments prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and clean up areas of Food Service Establishments that are sources of FOG discharges shall be connected to the grease interceptor.

### A. New Construction of Food Service Establishments

New construction of Food Service Establishments shall include, install, operate, and maintain grease interceptors prior to and following commencement of wastewater discharges to the sewer system.

### B. Existing Food Service Establishments

1. For existing Food Service Establishments, the requirement to install and to properly operate and maintain a grease interceptor may be conditionally stayed, that is, delayed in its implementation by the FOG Control Program Manager for a maximum period of five years from the effective date of these regulations (5-year Amortization Period). Terms and conditions for application of a stay for a Food Service Establishment shall be set forth in the permit. The Board finds that five years is a reasonable amortization period for existing Food Service Establishments that are operating without a grease interceptor.
2. Existing Food Service Establishments, which have caused or contributed to grease-related blockage in the sewer system, or which have sewer laterals connected to hot spots, or which have been determined to contribute significant FOG to the sewer system by the FOG Control Program Manager based on inspection or sampling, shall be deemed to have reasonable potential to adversely impact the sewer system, and shall install grease interceptors within 180 days upon notification by the District.

3. Existing Food Service Establishments undergoing remodeling or a change in operations as defined in Section 1.2 of these regulations shall be required to install a grease interceptor.

## 2.6 VARIANCE AND WAIVER OF GREASE INTERCEPTOR REQUIREMENT

### A. Variance from Grease Interceptor Requirements

A variance from the grease interceptor requirements to allow alternative pretreatment technology that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor may be granted. Additionally, a variance from the grease interceptor requirement may be granted to Food Service Establishments demonstrating that it is impossible or impracticable to install, operate or maintain a grease interceptor, and/or where the implementation of Best Management Practices is as effective as a grease interceptor in controlling FOG discharges into the sewer system. The FOG Control Program Manager's determination to grant a variance may be based upon, but not limited to, evaluation of any or all of the following conditions:

1. There is no adequate space for installation and/or maintenance of a grease interceptor.
2. There is no adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection lines or the public sewer.
3. The Food Service Establishment can establish that the alternative pretreatment technology and/or implementation of Best Management Practices is equivalent or better than a grease interceptor in controlling its FOG discharge. In addition, the Food Service Establishment must be able to demonstrate, after installation of the proposed alternative pretreatment, its effectiveness to control FOG discharges through downstream visual monitoring of the sewer system by District employees or approved contractors, for at least three months, at the Food Service Establishment's own expense. A variance may be granted if the monitoring demonstrates no visible accumulation of FOG from discharges in the Food Service Establishment's lateral and in downstream sewer lines.

### B. Conditional Waiver from Installation of Grease Interceptor

A conditional waiver from installation of a grease interceptor may be granted for Food Service Establishments that have been determined to have de minimus FOG discharge and insignificant impact to the sewer system. The FOG Control Program Manager's determination to grant or

revoke a conditional waiver shall be based upon, but not limited to, evaluation of the following conditions:

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

C. Waiver from Grease Interceptor Installation with a Grease Disposal Mitigation Fee

For Food Service Establishments where the installation of grease interceptor is not possible or practical and no equivalent alternative pretreatment can be installed, a waiver from the grease interceptor requirement may be granted with the imposition of a Grease Disposal Mitigation Fee as described in Section 2.8. Additional requirements may be imposed to mitigate the discharge of FOG into the sewer system. The FOG Control Program Manager's determination to grant the waiver with a Grease Disposal Mitigation Fee will be based upon, but not limited to, evaluation of the following conditions:

1. There is no adequate space for installation and/or maintenance of a grease interceptor.
2. There is no adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection lines or the public sewer.
3. A variance from grease interceptor installation to allow alternative pretreatment technology cannot be granted.

D. Application for Variance or Waiver of Requirement for Grease Interceptor

A Food Service Establishment may submit an application for variance or waiver from the grease interceptor requirement to the FOG Control Program Manager. The Food Service Establishment bears the burden of demonstrating, to the FOG Control Program Manager's reasonable satisfaction, that the variance or waiver is supported by factors as provided for in this Section 2.6. Upon determination by the FOG Control Program Manager that factors are sufficient to justify a variance or waiver, the FOG Wastewater Discharge Permit will be issued or revised to include the variance or waiver and relieve the Food Service Establishment from the requirement.

E. Terms and conditions

A variance or waiver shall contain terms and conditions supporting the factors justifying the variance or waiver and reasonably necessary to prevent discharges of FOG violating the limitations of Section 2.1. A variance or waiver may be revoked at any time when any of the factors, terms, and conditions for its issuance are not satisfied or if the conditions upon which the waiver was based change so that the justification for the waiver no longer exists. The variance or waiver shall be valid so long as the Food Service Establishment remains in compliance with their terms and conditions until the expiration date specified in the FOG Wastewater Permit.

2.7 COMMERCIAL PROPERTIES

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

2.8 GREASE DISPOSAL MITIGATION FEE

Food Service Establishments that do not qualify for a variance or waiver and operate without a grease control device or interceptor and continue to discharge FOG into the sewer system may be required to pay an annual Grease Disposal Mitigation Fee to equitably cover the costs of increased maintenance of the sewer system as a result of the Food Service Establishments' inability to adequately remove FOG from its wastewater discharge. This Section shall not be interpreted to allow the new construction of, or existing Food Service Establishments undergoing remodeling or change in operations to operate without an approved grease interceptor unless the District has determined that it is impossible or impracticable to install or operate a grease control interceptor for the subject facility under the provisions of Section 2.6 of these regulations.

A. The Grease Disposal Mitigation Fee shall be established by ordinance or resolution of the Board of Directors, and shall be based on the estimated annual cost of maintaining the sewer system for inspection and removal of



FOG and other viscous or solidifying agents attributable to the Food Service Establishment resulting from the lack of a grease interceptor or grease control device.

- B. The Grease Disposal Mitigation Fee may be waived or reduced on a no less than an annual basis if the Food Service Establishment demonstrates to the reasonable satisfaction of the FOG Control Program Manager that, through implementation of Best Management Practices and waste minimization practices on a regular basis it has significantly reduced to a de minimus level the discharge of FOG into the sewer system.
- C. The Grease Disposal Mitigation Fee shall not be waived or reduced when the Food Service Establishment has not complied with the minimum requirements of these regulations and/or its discharge into the sewer system in the preceding 12 months has caused or contributed to a sewer blockage or SSO in the sewer system.

2.9 SEWER SYSTEM OVERFLOWS, PUBLIC NUISANCE, ABATEMENT ORDERS AND CLEANUP COSTS

Notwithstanding the five-year amortization period established in Section 2.5, Food Service Establishments which have contributed to a sewer blockage, SSO, or any sewer system interference resulting from the discharge of wastewater or waste containing FOG, shall install, operate, and maintain a grease interceptor, and may be required to abate such nuisance and prevent any future health hazards created by such sewer line blockage, SSO, or any other sewer system interference. SSOs may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared a public nuisance. Furthermore, sewer lateral failures and SSOs caused by Food Service Establishments alone or collectively, are the responsibility of the private property owner and Food Service Establishment, and their respective responsible officers and/or owners. If either at the request of the Food Service Establishment or to abate an immediate threat of injury to the public health, safety, welfare, or property the District acts to contain and clean up an SSO or the blockage of a sewer lateral or the sewer system caused by a Food Service Establishment, the District's costs for such abatement shall be entirely borne by the property owner, operator of the Food Service Establishment, and their respective responsible officers and/or owners, and each of them, and shall constitute a debt to the District and become due and payable upon the District's request for reimbursement of such costs.

**ARTICLE 3 -- FOG WASTEWATER DISCHARGE PERMITS FOR FOOD SERVICE ESTABLISHMENTS**

### 3.1 FOG WASTEWATER DISCHARGE PERMIT

- A. Food Service Establishments proposing to discharge or currently discharging wastewater containing FOG into the District's sewer system shall obtain a FOG Wastewater Discharge Permit.
- B. FOG Wastewater Discharge Permits shall be expressly subject to all provisions of these regulations and all other regulations, charges for use, and fees established by the District. The conditions of FOG Wastewater Discharge Permits shall be enforced by the District in accordance with these regulations and applicable State and Federal Regulations.
- C. FOG Wastewater Discharge Permits granted to Food Service Establishments by the District may be in the following forms:
  - 1. Interim Permit: Upon the effective date of these regulations, all Food Service Establishments in the District shall be subject to the conditions for a FOG Wastewater Discharge Permit as described in these regulations. For a period of eighteen (18) months following adoption, all Food Service Establishments will be granted a blanket interim permit until such time as the District's FOG Control Program staff inspects them. Notwithstanding the foregoing, each Food Service Establishment shall comply with the provisions of Article 2, and prior to the expiration of the eighteen-month interim permit period, each Food Service Establishment shall obtain a regular permit to continue discharging wastewater to the District's sewer system;
  - 2. Regular Permit: A regular FOG Wastewater Discharge Permit will be issued upon the proper installation and maintenance of a grease interceptor as described in Section 2.5;
  - 3. Regular Permit subject to a variance: A regular FOG Wastewater Discharge Permit issued subject to implementation of Best Management Practices, alternative pretreatment technology that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor, and/or payment of a Grease Disposal Mitigation Fee as described in Section 2.6;
  - 4. Regular Permit subject to a waiver: Food Service Establishments that have de minimus FOG discharges may apply for a waiver as described in Section 2.6.
- D. Proper installation and maintenance of a grease interceptor and application for a Regular Permit shall be the standard method of compliance with these regulations. However, existing Food Service Establishments that do not

have grease interceptors may meet the requirements of these regulations by obtaining variances or waivers as provided in Section 2.6.

### 3.2 FOG WASTEWATER DISCHARGE PERMIT APPLICATION

- A. Any person required to obtain a FOG Wastewater Discharge Permit shall complete and file with the District prior to commencing or continuing discharges, an application in a form prescribed by the District. The applicable fees shall accompany this application. The applicant shall submit, in units and terms appropriate for evaluation, the following information at a minimum:
  - 1. Name, address, telephone number, assessor's parcel number(s), description of the Food Service Establishment, operation, cuisine, service activities, and, as applicable, clients using the applicant's services.
  - 2. (Whichever is applicable) Name, address of any and all principals/owners/major shareholders of the Food Service Establishment; Articles of Incorporation; most recent Report of the Secretary of State; Business License.
  - 3. Name and address of property owner or lessor and the property manager for the property where the Food Service Establishment is located.
  - 4. Any other information as specified in the application form.
- B. Applicants may be required to submit site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, FOG control device, grease interceptor or other pretreatment equipment and appurtenances by size, location, and elevation for evaluation.
- C. Other information related to the applicant's business operations and potential discharge may be requested to properly evaluate the permit application.
- D. After evaluation of the data furnished, the District may issue a FOG Wastewater Discharge Permit, subject to terms and conditions set forth in these regulations and as otherwise determined by the FOG Control Program Manager to be appropriate to protect the District's sewer system.

### 3.3 FOG WASTEWATER DISCHARGE PERMIT CONDITIONS

The issuance of a FOG Wastewater Discharge Permit may contain any of the following conditions or limits:

- A. Limits on discharge of FOG and other priority pollutants which may cause or contribute to SSOs and/or sewer blockages.
- B. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
- C. Grease interceptor maintenance frequency and schedule.
- D. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.
- E. Requirements for maintaining and reporting status of Best Management Practices
- F. Requirements for maintaining and submitting logs and records, including waste hauling records and waste manifests.
- G. Requirements to self-monitor the discharge to the sewer system and periodically assess and report on the condition of the sewer lateral.
- H. Requirements for the Food Service Establishment to construct, operate and maintain, at its own expense, a FOG control device(s) and sampling facilities.
- I. Additional requirements as otherwise determined to be reasonably appropriate by the FOG Control Program Manager to protect the District's system or as specified by other Regulatory Agencies.
- J. Other terms and conditions, which may be reasonably applicable to ensure compliance with these regulations.

#### 3.4 FOG WASTEWATER DISCHARGE PERMIT APPLICATION FEE

The FOG Wastewater Discharge Application Permit fee shall be paid by the applicant in an amount adopted by ordinance or resolution of the Board of Directors of the District. Payment of the application permit fee must be received by the District at the time of filing the application for the permit. A permittee shall also pay any delinquent invoices in full prior to permit renewal.

#### 3.5 FOG WASTEWATER DISCHARGE PERMIT MODIFICATION OF TERMS AND CONDITIONS

- A. The terms and conditions of an issued permit may be subject to modification and change by the sole determination of the FOG Control Program Manager during the life of the permit based on:
  - 1. The discharger's current or anticipated operating data;

2. The District's current or anticipated operating data;
  3. Changes in the requirements of Regulatory Agencies which affect the District or sewer system; or
  4. A determination by the FOG Control Program Manager that such modification is appropriate to further the objectives of these regulations.
- B. The Permittee may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change, and the reasons for the change. The FOG Control Program Manager shall review the request, make a determination on the request, and respond in writing.
- C. The Permittee shall be informed of any change in the permit limits, conditions, or requirements at least forty-five (45) days prior to the effective date of the change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

### 3.6 FOG WASTEWATER DISCHARGE PERMIT DURATION AND RENEWAL

FOG Wastewater Discharge Permits shall be issued annually. At least 30 days prior to the expiration of the permit, the user shall apply for renewal of the permit in accordance with the provisions of this Article 3.

### 3.7 EXEMPTION FROM FOG WASTEWATER DISCHARGE PERMIT

A limited food preparation establishment is not considered a Food Service Establishment and is exempt from obtaining a FOG Wastewater Discharge Permit. Exempted establishments shall be engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, discharges wastewater containing only a de minimus amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.

### 3.8 NON-TRANSFERABILITY OF PERMITS

FOG Wastewater Discharge Permits issued under these regulations are for a specific Food Service Establishment, for a specific operation and create no vested rights.

- A. No permit holder shall assign, transfer, sell any FOG Wastewater Discharge Permit issued under these regulations nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.

- B. Any permit which is transferred to a new owner or operator or to a new facility is void.

### 3.9 FOG WASTEWATER DISCHARGE PERMIT CHARGE FOR USE

A charge to cover all costs of the District for administering the FOG program shall be established by ordinance or resolution of the Board of Directors of the District.

## **ARTICLE 4 -- FACILITIES REQUIREMENTS**

### 4.1 DRAWING SUBMITTAL REQUIREMENTS

Upon request by the District:

- A. Food Service Establishments may be required to submit two copies of facility site plans, mechanical and plumbing plans, and details to show all sewer locations and connections. The submittal shall be in a form and content acceptable to the District for review of existing or proposed grease control device, grease interceptor, monitoring facilities, metering facilities, and operating procedures. The review of the plans and procedures shall in no way relieve the Food Service Establishments of the responsibility of modifying the facilities or procedures in the future, as necessary to produce an acceptable discharge, and to meet the requirements of these regulations or any requirements of other Regulatory Agencies.
- B. Applicants may be required to submit site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, FOG control device, grease interceptor or other pretreatment equipment and appurtenances by size, location, and elevation for evaluation.
- C. Food Service Establishments may be required to submit a schematic drawing of the FOG control device, grease interceptor or other pretreatment equipment, piping and instrumentation diagram, and wastewater characterization report.
- D. The District may require the drawings be prepared by a California Registered Civil, Chemical, Mechanical, or Electrical Engineer.

### 4.2 GREASE INTERCEPTOR REQUIREMENTS

- A. All Food Service Establishments shall provide wastewater acceptable to the District, under the requirements and standards established herein before discharging, directly or indirectly, to any public sewer. Any Food Service Establishment required to provide FOG pretreatment shall install, operate,

and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of these regulations.

- B. Grease interceptor sizing and installation shall conform to the current edition of the Uniform Plumbing Code. Grease interceptors shall be constructed in accordance with the design approved by the FOG Control Program Manager and shall have a minimum of two compartments with fittings designed for grease retention.
- C. The grease interceptor shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease.
- D. Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.

#### 4.3 GREASE TRAP REQUIREMENTS

- A. Food Service Establishments may be required to install grease traps in the waste line leading from drains, sink, and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.
- B. Sizing and installation of grease traps shall conform to the current edition of the California Plumbing Code.
- C. Grease traps shall be maintained in efficient operating conditions by removing accumulated grease on a daily basis.
- D. Grease traps shall be maintained free of all food residues and any FOG waste removed during the cleaning and scraping process.
- E. Grease traps shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating device. Grease traps and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.
- F. Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.

#### 4.4 MONITORING FACILITIES REQUIREMENTS

- A. The District may require the Food Service Establishments to construct and maintain in proper operating condition at the Food Service Establishment's sole expense, flow monitoring, constituent monitoring and/or sampling facilities.
- B. The location of the monitoring or metering facilities shall be subject to approval by the FOG Control Program Manager.
- C. Food Service Establishments shall to provide immediate, clear, safe and uninterrupted access to the FOG Control Program Manager or inspectors to the Food Service Establishment's monitoring and metering facilities.
- D. Food Service Establishments may also be required by the FOG Control Program Manager to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the grease control device or grease interceptor and compliance with these regulations.
- E. No Food Service Establishment shall increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with these regulations and the FOG Wastewater Discharge Permit.

#### 4.5 REQUIREMENTS FOR BEST MANAGEMENT PRACTICES

- A. All Food Service Establishments shall implement best management practices in accordance with the requirements and guidelines established by the District under its FOG Control Program in an effort to minimize the discharge of FOG to the sewer system.
- B. All Food Service Establishments shall be required, at a minimum, to comply with the following Best Management Practices, when applicable:
  - 1. Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation areas.
  - 2. Segregation and collection of waste cooking oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to ensure that they do not leak. Licensed wastehaulers or an approved recycling facility must be used to dispose of waste cooking oil.
  - 3. Disposal of food waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks.



4. Employee training. Employees of the Food Service Establishment shall be trained by ownership/management periodically on the following subjects:
  - a) How to “dry wipe” pots, pans, dishware and work areas before washing to remove grease.
  - b) How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
  - c) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
  - d) How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the FOG Control Program Manager or an inspector.

5. Kitchen signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

#### 4.6 GREASE INTERCEPTOR MAINTENANCE REQUIREMENTS

- A. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
- B. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the FOG Control Program Manager pursuant to this section.
- C. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
- D. Food Service Establishments with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency grease interceptors.

- E. The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:
1. 25% Rule. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total designed hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.
  2. All Food Service Establishments with a Grease Interceptor shall maintain their grease interceptor not less than every 6 months, unless sooner required by the 25% Rule in subsection (1) above, or a later interval determined under subsection (3) below.
  3. Grease interceptors shall be fully pumped out and cleaned every six months when the frequency described in (1) has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in (1) and guidelines adopted pursuant to the FOG Control Program. The District may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the FOG Control Program. Based on the actual generation of FOG from the Food Service Establishment, the maintenance frequency may increase or decrease.
  4. The owner/operator of a Food Service Establishment may submit a request to the FOG Control Program Manager requesting a change in the maintenance frequency at any time. The Food Service Establishment has the burden to demonstrate that the requested change in frequency reflects actual operating conditions based on the average FOG accumulation over time and meets the requirements described in (1), and that it is in full compliance with the conditions of its permit and these regulations. Upon determination by the FOG Control Program Manager that requested revision is justified, the permit shall be revised accordingly to reflect the change in maintenance frequency.
  5. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), the Food Service Establishment shall be required to have the grease interceptor serviced immediately such that all FOG, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the FOG Control Program Manager may also

increase the maintenance frequency of the grease interceptor from the current frequency.

- F. Wastewater, accumulated FOG, floating materials, sludge/solids, and other materials removed from the grease interceptor shall be disposed off site properly by waste haulers in accordance with all applicable federal, state and/or local laws.

## **ARTICLE 5 -- MONITORING, REPORTING, NOTIFICATION, AND INSPECTION REQUIREMENTS**

### **5.1 MONITORING AND REPORTING CONDITIONS**

#### **A. Monitoring for Compliance with Permit Conditions and Reporting Requirements**

1. The FOG Control Program Manager may require periodic reporting of the status of implementation of Best Management Practices, in accordance with the FOG Control Program.
2. The FOG Control Program Manager may require visual monitoring by the District or approved contractor at the sole expense of the Permittee to observe the actual conditions of the Food Service Establishment's sewer lateral and sewer lines downstream.
3. The FOG Control Program Manager may require reports for self-monitoring of wastewater constituents in the private sewer line, or District or approved contractor monitoring of the public sewer, and FOG characteristics of the Permittee needed for determining compliance with any conditions or requirements as specified in the FOG Wastewater Discharge Permit or these regulations. Monitoring reports of the analyses of wastewater constituents and FOG characteristics shall be in a manner and form approved by the FOG Control Program Manager and shall be submitted upon request of the FOG Control Program Manager. Failure by the Permittee to perform any required monitoring, or to submit monitoring reports required by the FOG Control Program Manager constitutes a violation of these regulations and be cause for the District to initiate all necessary tasks and analyses to determine the wastewater constituents and FOG characteristics for compliance with any conditions and requirements specified in the FOG Wastewater Discharge Permit or in these regulations. The Permittee shall be

responsible for any and all expenses of the District in undertaking such monitoring analyses and preparation of reports.

4. Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the FOG Control Program Manager to ensure compliance with these regulations.

B. Record Keeping Requirements

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

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

C. Falsifying Information or Tampering with Process

It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the District pursuant to these regulations, or to tamper with or knowingly render inoperable any grease control device, monitoring device or method or access point required under these regulations.

5.2 INSPECTION AND SAMPLING CONDITIONS

- A. The FOG Control Program Manager may inspect or order the inspection and sample the wastewater discharges of any Food Service Establishment to ascertain whether the intent of these regulations are being met and the Permittee is complying with all requirements. The Permittee shall allow the

District access to the Food Service Establishment premises, during normal business hours, for purposes of inspecting the Food Service Establishment's grease control devices or interceptor, and reviewing the manifests, receipts and invoices relating to the cleaning, maintenance and inspection of the grease control devices or interceptor.

- B. The FOG Control Program Manager shall have the right to place or order the placement on the Food Service Establishment's property or other locations as determined by the FOG Control Program Manager, such devices as are necessary to conduct sampling or metering operations. Where a Food Service Establishment has security measures in force, the Permittee shall make necessary arrangements so that representatives of the District shall be permitted to enter without delay for the purpose of performing their specific responsibilities.
- C. In order for the FOG Control Program Manager to determine the wastewater characteristics of the discharger for purposes of determining the annual use charge and for compliance with permit requirements, the Permittee shall make available for inspection and copying by the District all notices, monitoring reports, waste manifests, and records including, but not limited to, those related to wastewater generation, and wastewater disposal without restriction. All such records shall be kept by the Permittee a minimum of two (2) years.

### 5.3 RIGHT OF ENTRY

Persons or occupants of premises where wastewater is created or discharged shall allow the FOG Control Program Manager, or District representatives, reasonable access to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling during all times the discharger's facility is open, operating, or any other reasonable time. No person shall interfere with, delay, resist or refuse entrance to District representatives attempting to inspect any facility involved directly or indirectly with a discharge of wastewater to the District's sewer system. In the event of an emergency involving actual or imminent sanitary sewer overflow, District's representatives may access adjoining businesses or properties that share a sewer system with a Food Service Establishment in order to prevent or remediate an actual or imminent sewer overflow.

### 5.4 NOTIFICATION OF SPILL

- A. In the event a permittee is unable to comply with any permit condition due to a breakdown of equipment, accidents, or human error or the Permittee has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of the FOG Wastewater Discharge Permit or these regulations, the discharger shall immediately notify the District by telephone at the number specified in the Permit. If the material discharged to the

sewer has the potential to cause or result in sewer blockages or SSOs, the discharger shall immediately notify the local Health Department, City or County, and the District.

- B. Confirmation of this notification shall be made in writing to the FOG Control Program Manager at the address specified in the Permit no later than five (5) working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.
- C. Such notification shall not relieve the Permittee of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the District or any other damage or loss to person or property; nor shall such notification relieve the Permittee of any fees or other liability which may be imposed by these regulations or other applicable law.

## 5.5 NOTIFICATION OF PLANNED CHANGES

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

# ARTICLE 6 -- ENFORCEMENT

## 6.1 GENERAL PROCEDURE

- A. To ensure that all interested parties are afforded due process of law and that violations are resolved as soon as possible, the general policy of the District is that any determination relating to a notice of violation and Compliance Schedule Agreement (CSA) will be made by the General Manager upon information provided by the FOG Control Program Manager or inspector, with a right of appeal by the permittee to the Board of Directors pursuant to the procedures set forth in Section 6.12.
- B. The District, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Article 6 in response to any permit or Ordinance violations.

6.2 DETERMINATION OF NONCOMPLIANCE WITH FOG WASTEWATER DISCHARGE PERMIT CONDITIONS

A. Sampling and Inspection Procedures

1. Sampling and inspection of Food Service Establishments shall be conducted in the time, place, manner, and frequency determined at the sole discretion of the FOG Control Program Manager.
2. Noncompliance with permit discharge conditions, or any discharge provisions of these regulations may be determined by an inspection of grease control device, grease interceptor and associated manifest and documentation; and analysis of a grab or composite sample of the effluent of a Food Service Establishment.
3. Any sample taken from a sample point is considered to be representative of the discharge to the public sewer.

B. Noncompliance fee

Any permittee determined to be in noncompliance with the terms and conditions specified in its permit or with any provision of these regulations shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate the District for costs of additional inspection and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the noncompliance, and shall be in addition to and not in lieu of any penalties as may be assessed pursuant to Sections 6.10 and 6.11. Noncompliance fees shall be in the amount adopted by ordinance or resolution of the District's Board of Directors.

6.3 COMPLIANCE SCHEDULE AGREEMENT (CSA)

- A. Upon determination that a permittee is in noncompliance with the terms and conditions specified in its permit or any provision of these regulations, or needs to construct and/or acquire and install a grease control device or grease interceptor, the FOG Control Program Manager may require the permittee to enter into a CSA.
- B. The issuance of a CSA may contain terms and conditions including but not limited to requirements for installation of a grease control device, grease interceptor and facilities, submittal of drawings or reports, audit of waste hauling records, best management and waste minimization practices, payment of fees, or other provisions to ensure compliance with these regulations.

- C. The FOG Control Program Manager shall not enter into an CSA until such time as all amounts owed to the District, including user fees, noncompliance fees, or other amounts due are paid in full, or an agreement for deferred payment secured by collateral or a third party, is approved by the FOG Control Program Manager.
- D. If compliance is not achieved in accordance with the terms and conditions of a CSA during its term, the FOG Control Program Manager may issue an order suspending or revoking the FOG Wastewater Discharge Permit pursuant to Section 6.4 or 6.5 of these regulations.

#### 6.4 PERMIT SUSPENSION

- A. The General Manager may suspend any permit when it is determined that a permittee:
  - 1. Fails to comply with the terms and conditions of a CSA order.
  - 2. Knowingly provides a false statement, representation, record, report, or other document to the District.
  - 3. Refuses to provide records, reports, plans, or other documents required by the District to determine permit terms or conditions, discharge compliance, or compliance with these regulations.
  - 4. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
  - 5. Refuses reasonable access to the permittee's premises for the purpose of inspection and monitoring.
  - 6. Does not make timely payment of all amounts owed to the District for user charges, permit fees, or any other fees imposed pursuant to these regulations.
  - 7. Causes interference, a sewer blockage, or an SSO in the sewer system.
  - 8. Violates grease interceptor maintenance requirements, any condition or limit of its FOG Wastewater Discharge Permit or any provision of this Ordinance.
- B. When the FOG Control Program Manager has reason to believe that grounds exist for permit suspension, he/she shall give written notice thereof by certified mail to the permittee setting forth a statement of the facts and grounds deemed to exist, together with the time and place where the charges shall be heard by the General Manager. The hearing date shall be



not less than fifteen (15) calendar days nor more than forty-five (45) calendar days after the mailing of such notice.

1. At the suspension hearing, the permittee shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The hearing shall be conducted in accordance with procedures established by the General Manager.
2. If the General Manager designates a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the General Manager setting forth a brief statement of facts found to be true, a determination of the issues presented, conclusions, and a recommendation.
3. Upon receipt of the written report of the hearing officer or conclusion of the hearing, if the General Manager conducts the hearing, the General Manager shall make his/her determination and should he/she find that grounds exist for suspension of the permit, he/she shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing. The written decision and order of the General Manager shall be sent by certified mail to the permittee or its legal counsel/representative at the permittee's business address.

C. Effect

1. Upon an order of suspension by the General Manager becoming final, the permittee shall immediately cease and desist its discharge and shall have no right to discharge any wastewater containing FOG directly or indirectly to the District's sewer system for the duration of the suspension. All costs for physically terminating and reinstating service shall be paid by the permittee.
2. Any owner or responsible management employee of the permittee shall be bound by the order of suspension.
3. An order of permit suspension issued by the General Manager shall be final in all respects on the sixteenth (16th) day after it is mailed to the permittee unless a request for hearing with the Board of Directors is filed with the Board of Directors of the District pursuant to Section 6.13 no later than 12:30 p.m. on the fifteenth (15th) day following such mailing.

## 6.5 PERMIT REVOCATION

- A. The General Manager may revoke any permit when it is determined that a permittee:

1. Knowingly provides a false statement, representation, record, report, or other document to the District.
  2. Refuses to provide records, reports, plans, or other documents required by the District to determine permit terms, conditions, discharge compliance, or compliance with these regulations.
  3. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
  4. Fails to comply with the terms and conditions of permit suspension or CSA.
  5. Discharges effluent to the District's sewer system while its permit is suspended.
  6. Refuses reasonable access to the permittee's premises for the purpose of inspection and monitoring.
  7. Does not make timely payment of all amounts owed to the District for user charges, permit fees, or any other fees imposed pursuant to these regulations.
  8. Causes interference, a sewer blockage, or an SSO in the sewer system.
  9. Violates grease interceptor maintenance requirements, any condition or limit of its FOG Wastewater Discharge Permit or any provision of these regulations.
- B. Approval. When the FOG Control Program Manager has reason to believe that grounds exist for the revocation of a permit, he/she shall give written notice by certified mail thereof to the permittee setting forth a statement of the facts and grounds deemed to exist together with the time and place where the charges shall be heard by the General Manager. The hearing date shall be not less than fifteen (15) calendar days nor more than forty-five (45) calendar days after the mailing of such notice.
1. At the hearing, the permittee shall have an opportunity to respond to the allegations set forth in the notice by presenting written or oral evidence. The revocation hearing shall be conducted in accordance with the procedures established by the General Manager and approved by the District's General Counsel.
  2. If the General Manager designated a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the General Manager setting forth a brief statement of facts

found to be true, a determination of the issues presented, conclusions, and a recommendation.

3. Upon receipt of the written report by the hearing officer, or conclusion of the hearing, if the General Manager conducted the hearing, the General Manager shall make his/her determination and should he/she find that grounds exist for permanent revocation of the permit, he/she shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing. The written decision and order of the General Manager shall be sent by certified mail to the permittee or its legal counsel/representative at the permittee's business address.

In the event the General Manager determines to not revoke the permit, he/she may order other enforcement actions, including, but not limited to, a temporary suspension of the permit, under terms and conditions that he/she deems appropriate.

C. Effect

1. Upon an order of revocation by the General Manager becoming final, the permittee shall permanently lose all rights to discharge any wastewater containing FOG directly or indirectly to the District's system. All costs for physical termination shall be paid by the permittee.
2. Any owner or responsible management employee of the permittee shall be bound by the order of revocation.
3. Any future application for a permit at any location within the District by any person associated with an order of revocation will be considered by the District after fully reviewing the records of the revoked permit, which records may be the basis for denial of a new permit.
4. An order of permit revocation issued by the General Manager shall be final in all respects on the sixteenth (16th) day after it is mailed to the permittee unless a request for hearing is filed with the Board of Directors pursuant to Section 6.13 no later than 12:30 p.m. on the fifteenth (15th) day following such mailing.

6.6 DAMAGE TO FACILITIES OR INTERRUPTION OF NORMAL OPERATIONS

- A. Any person who discharges any waste which causes or contributes to any sewer blockage, SSOs, obstruction, interference, damage, or any other impairment to the District's sewer facilities or to the operation of those facilities shall be liable for all costs required to clean or repair the facilities together with expenses incurred by the District to resume normal

operations. A service charge of twenty-five percent (25%) of District's costs shall be added to the costs and charges to reimburse the District for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within forty-five (45) days of invoicing by the District.

- B. Any person who discharges a waste which causes or contributes to the District violating its discharge requirements established by any Regulatory Agency incurring additional expenses or suffering losses or damage to the facilities, shall be liable for any costs or expenses incurred by the District, including regulatory fines, penalties, and assessments made by other agencies or a court.

#### 6.7 PUBLIC NUISANCE

Discharge of wastewater in any manner in violation of these regulations or of any order issued by the FOG Control Program Manager or General Manager, as authorized by these regulations, is hereby declared a public nuisance and shall be corrected or abated as directed by the FOG Control Program Manager or General Manager. Any person creating a public nuisance is guilty of a misdemeanor.

#### 6.8 TERMINATION OF SERVICE

- A. The District, by order of the General Manager, may physically terminate sewer service to any property as follows:
  - 1. On a term of any order of suspension or revocation of a permit; or
  - 2. Upon the failure of a person not holding a valid FOG Wastewater Discharge Permit to immediately cease the discharge, whether direct or indirect, to the District's sewer facilities after the notice and process in Section 6.5 herein.
- B. All costs for physical termination shall be paid by the owner or operator of the Food Service Establishment or permittee as well as all costs for reinstating service.

#### 6.9 EMERGENCY SUSPENSION ORDER

- A. The District may, by order of the General Manager, suspend sewer service when the General Manager determines that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the District's sewer facilities, or may cause the District to violate any State or Federal Law or Regulation. Any discharger notified of and subject to an Emergency Suspension Order shall immediately cease

and desist the discharge of all wastewater containing FOG to the sewer system.

- B. As soon as reasonably practicable following the issuance of an Emergency Suspension Order, but in no event more than five (5) business days following the issuance of such order, the General Manager shall hold a hearing to provide the Food Service Establishment or Permittee the opportunity to present information in opposition to the issuance of the Emergency Suspension Order. Such a hearing shall not stay the effect of the Emergency Suspension Order. The hearing shall be conducted in accordance with procedures established by the General Manager and approved by the District's General Counsel. The General Manager shall issue a written decision and order within two (2) business days following the hearing, which decision shall be sent by certified mail to the Food Service Establishment or its legal counsel/representative at that Food Service Establishment's business address. The decision of the General Manager following the hearing shall be final and not appealable to the Board, but may be subject to judicial review pursuant to Section 6.16.

#### 6.10 CIVIL PENALTIES

- A. All users of the District's sewer system and facilities are subject to enforcement actions administratively or judicially by the District, U.S. EPA, State of California Regional Water Quality Control Board, the County of Orange or District Attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A Section 6901 et seq.); and (5) California Government Code, Sections 54739-54740.
- B. In the event the District is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the District, as caused by the discharge of any user of the District's sewer system which is in violation of any provision of these regulations or the user's permit, the District shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected.
- C. Pursuant to the authority of California Government Code Sections 54739 - 54740, any person who violates any provision of these regulations; any permit condition, prohibition or effluent limit; or any suspension or

revocation order shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of these regulations, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. The General Counsel of the District, upon request of the General Manager, shall petition the Superior Court to impose, assess, and recover such penalties, or such other penalties as the District may impose, assess, and recover pursuant to Federal and/or State legislative authorization.

D. Administrative Civil Penalties

1. Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, the District may issue an administrative complaint to any person who violates:
  - a) any provision of these regulations;
  - b) any permit condition, prohibition, or effluent limit; or
  - c) any suspension or revocation order.
2. The administrative complaint shall be served by personal delivery or certified mail on the person and shall inform the person that a hearing will be conducted, and shall specify a hearing date within sixty (60) days following service. The administrative complaint will allege the act or failure to act that constitutes the violation of the District's regulations, the provisions of law authorizing civil liability to be imposed, and the proposed civil penalty. The matter shall be heard by the General Manager. The person to whom an administrative complaint has been issued may waive the right to a hearing, in which case a hearing will not be conducted.
3. At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence. The hearing shall be conducted in accordance with the procedures established by the General Manager and approved by the District's General Counsel.
4. If the General Manager designated a hearing officer, after the conclusion of the hearing, the hearing officer shall submit a written report to the General Manager setting forth a brief statement of the facts found to be true, a determination of the issues presented, conclusions, and a recommendation.
5. Upon receipt of the written report by the hearing officer, or conclusion of the hearing if the General Manager conducted the

hearing, the General Manager shall make his/her determination and should he/she find that grounds exist for assessment of a civil penalty against the person, he/she shall issue his/her decision and order in writing within thirty (30) calendar days after the conclusion of the hearing.

6. If, after the hearing or appeal, if any, it is found that the person has violated reporting or discharge requirements, the General Manager or Board of Directors may assess a civil penalty against that person. In determining the amount of the civil penalty, the General Manager or Board of Directors may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any non-compliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.
7. Civil penalties may be assessed as follows:
  - a) In an amount which shall not exceed two thousand dollars (\$2,000.00) for each day for failing or refusing to furnish required reports;
  - b) In an amount which shall not exceed three thousand dollars (\$3,000.00) for each day for failing or refusing to timely comply with any compliance schedules established by the District;
  - c) In an amount which shall not exceed five thousand dollars (\$5,000.00) per violation for each day of discharge in violation of any waste discharge limit, permit condition, or requirement issued, reissued, or adopted by the District;
  - d) In any amount which does not exceed ten dollars (\$10.00) per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the District;
8. An order assessing administrative civil penalties issued by the General Manager shall be final in all respects on the thirty-first (31st) day after it is served on the person unless an appeal and request for hearing is filed with the Board of Directors pursuant to Section 6.13 no later than the thirtieth (30th) day following such mailing. An order assessing administrative civil penalties issued by the Board of Directors shall be final upon issuance.
9. Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service

or by registered mail to the person at his/her/its business or residence address, and upon other persons who appeared at the hearing and requested a copy of the order.

10. Any person aggrieved by a final order issued by the Board of Directors, after granting review of the order of the General Manager, may obtain review of the order of the Board of Directors in the superior court, pursuant to Government Code Section 54740.6, by filing in the court a petition for writ of mandate within thirty (30) days following the service of a copy of the decision or order issued by the Board of Directors.
11. Payment of any order setting administrative civil penalties shall be made within thirty (30) days of the date the order becomes final. The amount of any administrative civil penalties imposed shall constitute a debt to the District.
12. No administrative civil penalties shall be recoverable for any violation for which the District has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740.

#### 6.11 CRIMINAL PENALTIES

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

#### 6.12 APPEALS TO THE BOARD OF DIRECTORS

- A. Any Food Service Establishment, permit applicant, or permittee adversely affected by a decision, action, or determination made by the FOG Control Program Manager or General Manager may, prior to the date that the Manager's order becomes final, file a written request for hearing before the Board of Directors accompanied by an appeal fee in the amount established by a separate ordinance or resolution of the District's Board of Directors. The request for hearing shall set forth in detail all the issues in dispute for which the appellant seeks determination and all facts supporting appellant's request.

No later than fifteen (15) days after receipt of the request for hearing, the Board of Directors shall either set the matter for a hearing, or deny the request for a hearing.

A hearing shall be held by the Board of Directors within thirty (30) days from the date of determination granting a hearing, unless a later date is agreed



to by the appellant and the Board of Directors. If the matter is not heard within the required time, due to actions or inactions of the appellant, the General Manager's order shall be deemed final.

- B. The Board of Directors shall grant all requests for a hearing on appeals concerning permit suspension, revocation, or denial. Whether to grant or deny the request for a hearing on appeals of other decisions of the General Manager shall be within the sole discretion of the Board of Directors.
- C. The appeal fee shall be refunded if the Board of Directors denies a hearing or reverses or modifies, in favor of the appellant, the order of the General Manager. The fee shall not be refunded if the Board of Directors denies the appeal.
- D. After the hearing, the Board of Directors shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the Manager.

The decision of the Board of Directors shall be set forth in writing within thirty (30) days after the close of the hearing and shall contain findings of the facts found to be true, the determination of issues presented, and the conclusions. The written decision and order of the Board of Directors shall be sent by certified mail to the appellant or its legal counsel/representative at the appellant's business address.

The order of the Board of Directors shall be final upon its adoption. In the event the Board of Directors fails to reverse or modify the General Manager's order, it shall be deemed affirmed.

#### 6.13 PAYMENT OF CHARGES

- A. Except as otherwise provided, all fees, charges and penalties established by these regulations are due and payable upon receipt of notice thereof. Accounts shall become delinquent if not paid within thirty (30) days of the date of mailing, or if personally delivered, the date of delivery. Any action for collection may include an application for an injunction to prevent repeated and recurring violations of these regulations.
- B. Any invoice outstanding and unpaid after ninety (90) days shall be cause for immediate initiation of permit revocation proceedings or immediate suspension of the permit.
- C. Penalties charged under this Section shall not accrue to those invoices successfully appealed, provided the District receives written notification of said appeal prior to the payment due date. However, payment of disputed charges is still required by the due date during District review of any appeal submitted by permittees.

## 6.14 JUDICIAL REVIEW

A. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the District hereby enacts this part to limit to ninety (90) days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus.

### B. Definitions

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

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

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

D. The complete record of the proceedings shall be prepared by the District officer or agent who made the decision and shall be delivered to the petitioner within ninety (90) days after he/she has filed written request therefor. The District may recover from the petitioner its actual costs for transcribing or otherwise preparing the record.

E. If the petitioner files a request for the record within ten (10) days after the date the decision becomes final, the time within which a petition, pursuant to Section 1094.5 of the Code of Civil Procedure, may be filed shall be extended to not later than the thirtieth (30th) day following the date on which the record is either personally delivered or mailed to the petitioner or the petitioner's attorney of record, if appropriate.

- F. In issuing a final decision, the District shall provide notice to the party that Section 1094.6 of the Code of Civil Procedure governs the time within which judicial review must be sought.
- G. Notwithstanding the foregoing, and pursuant to Government Code Section 54740.6, judicial review of an order of the Board of Directors imposing administrative civil penalties pursuant to Section 6.10.D may be made only if the petition for writ of mandate is filed not later than the thirtieth (30th) day following the day on which the order of the Board of Directors becomes final.

## **ARTICLE 7 -- SEVERABILITY**

If any section, subsection, subdivision, sentence, clause or phrase of these regulations are for any reason held to be unconstitutional or otherwise invalid, such invalidity shall not affect the validity of this entire Ordinance or any of the remaining portions hereof. The Board of Directors hereby declares that it would have passed these regulations, and each section, subsection, subdivision, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sees, clauses or phrases be declared unconstitutional or otherwise invalid.

## **ARTICLE 8 -- CALIFORNIA BUILDING STANDARDS LAW FINDINGS**

Pursuant to the provisions of the California Building Standards Law, California Health and Safety Code §§ 18941.5, 17958, 17958.5 and 17958.7, the Board hereby finds that the amendments to the State Building Standards and Housing Laws, more particularly the California Plumbing Code, adopted herein are necessary because of climatic, geological or topographical conditions of property in the District's jurisdiction, and as more specifically described below.

- A. Articles 2 and 4 modify the authority and discretion of the "Administrative Authority" of Section 1014.1 of the 2001 California Plumbing Code by requiring all Food Service Establishments to install and operate a grease control device, which may be a grease interceptor or grease trap, if no other device, mechanism, or process is found to successfully trap or collect or treat FOG prior to it being discharged into the sewer system.

- B. Article 4 modifies the general maintenance requirements for grease interceptors of Section 1014.6 of the 2001 California Plumbing Code and establishes more specific maintenance requirements.

FINDINGS FOR “A” AND “B”: The District’s topography and geography that has created the Santa Ana Watershed and the District’s proximity to the Pacific Ocean coupled with the general waste discharge requirements imposed by the RWQCB require the strict compliance with grease control device regulations to prevent sewer system overflows that threaten the health and safety of the public within the immediate vicinity of the overflow and downstream to the local beaches.

- C. ADMINISTRATIVE-PROCEDURAL AMENDMENTS. Additional amendments and deletions to the California Plumbing Code are found to be administrative or procedural and are found to be reasonable and necessary to safeguard life and property within the District.

## **Appendix D**

**Sewer Maintenance Service Agreement between  
RLAASD and Empire Pipe Cleaning & Equipment, Inc.**

**RLAASD Hot Spots Cleaning List**

**Agreement between the City of Los Alamitos and RLAASD  
for Right of Way Emergency Services**

**SEWER MAINTENANCE SERVICE AGREEMENT  
BETWEEN  
THE ROSSMOOR-LOS ALAMITOS AREA SEWER DISTRICT  
AND  
EMPIRE PIPE CLEANING AND EQUIPMENT, INC.**

THIS AGREEMENT is made and entered into, to be effective this 1<sup>st</sup> day of February, 2016 (the "Effective Date"), by and between:

ROSSMOOR-LOS ALAMITOS AREA SEWER DISTRICT, a county water district, organized under the laws of the State of California, hereinafter referred to as "District";

AND

EMPIRE PIPE CLEANING AND EQUIPMENT, INC., a California corporation, hereinafter referred to as "Empire."

**RECITALS**

WHEREAS, District operates approximately 54 miles of sewer line of varying sizes and has contracted with Empire for sewer maintenance service, since August 1, 1995; and

WHEREAS, said contract has expired, or is about to expire and the District's Board of Directors wishes to continue to utilize Empire's services.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, District and Empire agree as follows:

**I. TERM**

The work of Empire shall commence on the Effective Date and continue for a period of two (2) years, until January 31, 2018.

**II. SCOPE OF WORK**

**A. Line Cleaning**

1. Empire shall provide to District sewer maintenance services in accordance with its original proposal to District dated July 5, 1995, which is incorporated herein by this reference.

2. Empire shall clean one hundred percent (100%) of the District's sewer lines annually from the Effective Date of this Agreement. Material, such as grease or debris, which may contribute to a stoppage downstream shall be removed and disposed of by Empire.
3. Empire shall clean the sewer system sequentially, in accordance with the District's area maps. The system shall be progressively cleaned through the term of this Agreement to have completed approximately equal portions each month for each annual period.
4. Notwithstanding paragraphs 2 and 3 above, the sections of the sewer system identified by the District as "Hot Spots" in Attachment "1" hereof, which is incorporated herein by reference and made a part hereof, shall be cleaned at six (6) month intervals.
5. Empire shall furnish all labor, material, and high-pressure water jet and vacuum equipment, sewer ball and rodding machine equipment to perform cleaning operation and to remove material that might create a blockage. The District will supply water for the cleaning operation.
6. Empire shall furnish, install, and remove any traffic detour signs, lights, delineators, and devices to control vehicular traffic during line cleaning and emergency service operations in accordance with local traffic safety requirements.
7. At locations selected by District, Empire shall perform spot television inspection of up to 20,000 feet annually for cleaning verification.
8. Empire shall perform root cutting as needed to accomplish the spot television inspections.
9. At locations selected by District, District may request that Empire apply Root X (Root X Foaming), with RootX product and applicator purchased by District.

**B. Emergency Service**

1. Empire shall furnish emergency service consisting of all emergency repairs, maintenance, and operation necessary to keep the system in operation. These services do not include performing any construction or major repairs to, or replacement of permanent sewer facilities and appurtenances.
2. Empire shall furnish emergency services on a 24-hour basis, seven (7) days a week, including holidays. Empire shall respond to all requests for emergency service from the District within one (1) hour of District's call for service.

**C. Reporting**

1. Empire shall provide the District with a written report of the line cleaning and emergency service work each month. The report shall include the location of lines cleaned or where emergency procedures were performed, date and time of day, quantity of lineal feet cleaned, notation of conditions encountered in each pipeline reach and manhole and the result obtained.
2. Empire shall log in at the District's office at the beginning of each line cleaning operation and after each emergency call.
3. Empire's written report shall also contain any recommendation for improvements to any portion of the District sewer system that Empire deems advisable.

**D. Indemnification**

Empire agrees to save, indemnify, defend and hold harmless District against any and all liability, claims, judgments, cost and demands, including demands arising from injuries or death of persons and damage to property, arising directly or indirectly out of the negligence or willful misconduct of Empire, its employees or agents in carrying out the terms of this Agreement, except claims or litigation arising through the negligence or willful misconduct of District. Empire agrees to reimburse District for any expenditure, including reasonable attorney's fees, District may incur by reason of such matters, and, if requested by District, will defend any such suits at the cost and expense of Empire.

**E. Insurance**

During the term of this Agreement, Empire agrees at all times to carry and keep in force, at Empire's expense, such worker's compensation insurance as may be required by law. Empire shall also maintain in force for the term of this Agreement a comprehensive liability policy, at Empire's expense, naming the District as an additional insured in the following amounts:

Property Damage.....	\$ 1,000,000.00
Personal and Bodily Injury, per person.....	\$ 1,000,000.00
Automobile Liability Bodily Injury and Property Damage .....	\$ 1,000,000.00



Prior to commencing any work for the District or receiving payment therefor, Empire shall deliver to the District appropriate documents certifying the existence and coverage of such insurance stated above.

**F. Compensation**

1. Compensation for standard line cleaning (as described in Section II.A. above) shall be on a lineal foot basis and shall include all labor, equipment, and materials. Compensation shall be at the rates of \$\_\_\_\_\_ per lineal foot. However, all spot television inspection in accordance with Section II.A.7 for standard cleaning verification shall be \$\_\_\_\_\_ per hour subject to a four (4) hour minimum.
2. In the event of discovery during standard line cleaning of grease build up at any of the locations stated in Section II.A.4, which conditions require concentrated cleaning effort above and beyond the level of work required for standard line cleaning, Empire shall be compensated at the rate of \$\_\_\_\_\_ per lineal foot, which amount shall include television inspection for cleaning verification.
3. Compensation for emergency service shall be on an hourly basis to include all labor, equipment, and materials. Emergency rates shall be \$\_\_\_\_\_ per hour subject to a two (2) hour minimum for each emergency event.
4. Compensation for root cutting shall be at the rate of \$\_\_\_\_\_ per lineal foot. Furthermore, compensation for Root X Foaming shall be at the rate of \$\_\_\_\_\_ per lineal foot.
5. Empire shall bill the District on a monthly basis. The regular meeting of the District's Board of Directors is held on the second Monday of each month. Empire shall submit to the District by each Tuesday preceding the regular meeting of the District's Board of Directors a billing statement covering all services performed for the District by Empire during the previous month.
6. Empire shall be paid monthly for the work performed that month upon the General Manager's approval of the respective monthly report.

### **III. GENERAL CONTRACT PROVISIONS**

#### **A. Safety and Accident Prevention**

Empire shall be responsible for the safety of Empire's employees and equipment during the performance of work under this Agreement. Empire and all of its employees shall comply with all laws and regulations applicable to their activities in carrying out the work under this Agreement, including, but not limited to, CalOSHA Regulations and all confined space work restrictions, if applicable.

#### **B. Termination**

Notwithstanding Section I above, the District shall have the right to terminate this Agreement for cause on thirty (30) days' notice to Empire of the reason for termination, which may include but is not limited to any failure to perform any provision of this Agreement, or any failure of Empire to correct any deficiency in the performance of this Agreement within ten (10) business days of receipt of notice thereof from District. Provided, however, that District shall be under no obligation to provide Empire with an opportunity to cure any deficiency in the performance of this Agreement.

In the event of District's election to terminate this Agreement, District shall pay Empire for work performed (cost and fee) to the date of termination. Empire expressly waives any claim to receive anticipated profits to be earned during the uncompleted portion of the Agreement. Such notice of termination shall terminate this Agreement and release District from any further fee, cost, or claim hereunder by Empire other than for work performed to the date of termination.

#### **C. Independent Contractor Capacity**

Empire and any agent, subcontractor or employee of Empire, shall act in an independent contractor capacity and not as an officer or employee of District. District assumes no liability for Empire's action and performance, nor assumes responsibility for taxes, funds, payments or other commitments, implied or expressed, by or for Empire. Empire shall not have authority to act as an agent on behalf of District unless specifically authorized to do so in writing by District.

#### **D. Severability**

If any section, subsection, or provision of this Agreement, or any agreement or instrument contemplated hereby, or the application of such section, subsection, or provision is held invalid, the remainder of this Agreement or instrument, in the application of such section, subsection or provision to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, unless the effect of such invalidity shall be to substantially frustrate the expectations of the parties.

**E. Parties Obligated and Benefited**

The rights and obligations under this Agreement shall not be assignable by Empire except with the written consent of the District. Within that limitation, this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors in interest. No assignment, however, shall relieve the person making the assignment of liability hereunder, which shall continue with the same effect as though no assignment had been made.

**F. Notices**

All notices to be given by either party to the other shall be in writing and shall be deemed to have been duly given if delivered personally, or, if mailed, upon the third business day following the date of mailing by certified or registered mail, return receipt requested, and addressed as follows:

District: Susan Bell  
General Manager  
Rossmoor-Los Alamitos Area Sewer District  
3243 Katella Avenue - P.O. Box 542  
Los Alamitos, CA 90720-5420

Empire: Leroy Thomas, Vice President  
Empire Pipe Cleaning and Equipment, Inc.  
1788 North Neville Street  
Orange, CA 92865

**G. Entire Agreement**

This Agreement represents the entire and integrated agreement between District and Empire concerning the sewer maintenance work to be conducted hereunder, and this Agreement supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the parties charged to be bound thereby.

Each party to this Agreement has been advised by independent counsel of its choosing and in entering into this Agreement is relying upon its own investigation and evaluation and not upon any representations of any party; therefore, any legal interpretation that might otherwise be applicable with respect to the interpretation of this Agreement against the party preparing this Agreement shall not be applicable.

**H. Governing Law**

The laws of the State of California shall govern this Agreement.

**I. Attorney's Fees**

In any court proceeding brought by one party hereto against the other to enforce or interpret the terms of this Agreement, or to resolve any dispute concerning any part of the work to be performed hereunder, the party prevailing in such proceeding shall be entitled, in addition to such other relief as a court may grant, to an award of its costs, including the reasonable fees and disbursements of its attorneys.

**J. Waiver**

The waiver of either party of any breach or violation of, or default under, any provision of this Agreement, shall not be deemed a continuing waiver by such party of any other provision or of any subsequent breach or violation of this Agreement or default thereunder.

**K. Signatures**

This Agreement may be executed in counterparts. Each signatory to this Agreement warrants and represents that he/she has full power and authority to enter into this Agreement and has been duly authorized to execute this Agreement on behalf of his/her respective party.

**L. Performance**

Time is of the essence in the performance of the provisions hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above at Los Alamitos, California.

ROSSMOOR-LOS ALAMITOS AREA  
SEWER DISTRICT

EMPIRE PIPE CLEANING AND  
EQUIPMENT, INC.

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Secretary

## Rossmoor-Los Alamitos Area Sewer District

### Hot Spots

Cleaned at 6 month intervals to prevent blockages/overflows

- St. Cloud Drive - Manhole No. 302 to Manhole No. 254
- Los Alamitos Blvd.- Manhole No. 800 to Manhole No. 30
- Double barred siphon on College Drive- Manhole No. 918 to Manhole No. 918A
- Rossmoor Way- Manhole No. 569 to Manhole No. 565.
- Los Alamitos Blvd.- Manhole No. 812A to Manhole No. 812B
- Holden Circle- Manhole No. 859 to Manhole No. 851
- Reagan St. - Manhole No. 1023 to Manhole No. 141
- Katella Ave. - Manhole No. 33 to Manhole No. 29
- Cerritos Ave. - Manhole No. 942 to Manhole No. 943
- Katella Ave.- Manhole No. 29 to Manhole No. 26
- Katella Ave. - Manhole No. 785A to Manhole No. 33
- Pine Street - Manhole No. 28 to Manhole No. 804
- Bloomfield East - Manhole No. 945A to Manhole No. 945
- Ball Road - Manhole No. 1004 to Manhole No. 866
- Ball Road - Manhole No. 866 to Manhole No. 865
- Ball Road - Manhole No. 865 to Manhole No. 871
- Los Alamitos Blvd. - Manhole No. 798 to Manhole No. 797
- Los Alamitos Blvd. - Manhole No. 797 to Manhole No. 819
- Los Alamitos Blvd. - Manhole No. 819 to Manhole No. 822
- Cerritos Blvd. - Manhole No. 822 to Manhole No. 821

(B)

AGREEMENT BETWEEN THE CITY OF LOS ALAMITOS AND  
THE ROSSMOOR/LOS ALAMITOS AREA SEWER DISTRICT  
FOR RIGHT OF WAY EMERGENCY SERVICES

THIS AGREEMENT is entered into in the State of California by and between the City of Los Alamitos, a California charter city, hereinafter called ("City"), and the Rossmoor/Los Alamitos Area Sewer District, a California Special District, hereinafter called ("District").

WHEREAS, District is a California special district providing sewer services within the boundaries of City; and

WHEREAS, from time to time incidents occur in the public rights of way in the City, involving lines, manholes, and other property owned and operated by District, which cause conditions that threaten immediate harm or injury to the health, safety, welfare, or property of the public. These incidents sometimes require emergency or immediate action to abate such threatening conditions and to protect the health, safety, welfare, or property of the public; and

WHEREAS, City has the work force and ability, and has offered to provide emergency services to abate such emergency conditions described above.

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Services to be provided by City.

City hereby agrees to provide services to District as needed, as determined by either party, in the event an emergency occurs involving the lines, manholes, or other property owned or operated by District within City's boundaries, to abate conditions causing immediate threat of injury to the health, safety, welfare, or property of the public. The services include, but are not limited to, designing and setting traffic control devices, barricades, lighting and other items necessary to protect the public and the employees of the parties until maintenance or repair crews hired or employed by District can take control of its property and the emergency condition.

2. Notices.

If District determines that an emergency exists, District shall contact City and authorize City's services as provided for hereunder. If City determines that an emergency exists, City shall immediately contact District and obtain District's authorization for City's services. If City cannot reach District within fifteen (15) minutes of City's first attempt to contact District, City shall provide the services contemplated hereunder and shall notify District as soon as possible of the emergency and City's action to abate the emergency as provided for hereunder. Notices shall be made to the following persons and addresses:

**To City:** Bob Dominguez, City Manager  
City of Los Alamitos  
3191 Katella Avenue  
Los Alamitos, CA 90720  
Tel. (562) 431-3538  
Fax (562) 493-1255

**To District:** Ann Crafton, General Manager  
3243 Katella Avenue  
Los Alamitos, CA 90720  
Tel. (562) 431-2223  
Fax (562) 430-3691  
Pgr. (562) 678-3217  
Cell (562) 598-8408

3. Compensation.

District shall pay City the sums billed to District by City for City's actual costs of providing the services rendered hereunder. City's actual costs shall be computed based upon the hourly rates of pay earned by the City employees providing the services and, in addition, a sum equal to the fair market rental or use value of the traffic control devices and other equipment actually utilized. In lieu of using fair market value rates, City may charge rates equal to the reimbursement amounts allowed by the Federal Emergency Management Agency for equipment use in emergency situations.

4. Hold Harmless.

District shall indemnify, defend, and hold City, its officers, and employees harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property on account of the performance, failure to perform, or character of the work required under this agreement, except for any such claim arising out of the negligence or willful misconduct of the City, its officers, or employees.

5. Assignment.

Neither a complete nor partial assignment of this Agreement may be made by either party without the prior written consent of the other. Any attempted assignment or substitution shall be ineffective, null, and void.

6. Entire Agreement.

This Agreement is the complete, final, entire, and exclusive expression of the Agreement between the parties hereto and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representations by any party which are not

embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid and binding.

7. Effective Date.

This Agreement shall become effective on the date of execution by the last party.

8. Modification of Agreement.

The terms of this agreement are subject to modification by mutual agreement between City and District and changes shall be incorporated by written amendments to this Agreement. The parties agree that the requirement for prior written changes, amendments, or modifications to this Agreement may not be waived and any attempted waiver shall be void.

9. Termination.

This Agreement may be terminated at any time by either party upon 30 days written notice to the other.

IN WITNESS WHEREOF, the parties execute this agreement at Los Alamitos, California, on the dates below written.

CITY:

DISTRICT:

Alice B. Jempsa  
Alice B. Jempsa, Mayor Date  
5/14/01

Ann M. Crafton 6/14/01  
Ann Crafton, General Manager Date

Attest:

Approved as to form:

C. Darleen Cordova  
C. Darleen Cordova, City Clerk Date

Omar Sandoval  
Omar Sandoval, General Counsel Date

Approved as to form:

Bryan C. LeRoy  
Bryan C. LeRoy, Interim City Attorney Date



## **Appendix E**

### **RLAASD FOG Public Outreach and Education Examples**



# rossmoor/los alamitos area sewer district

3243 katella avenue • p.o. box 542 • los alamitos, california 90720-0542 • 562-431-2223 • fax 562-430-3691

Dear Food Service Establishment Operator,

There are important legal changes you need to know regarding the proper disposal of fats, oils and grease in your food service establishment.

Food service establishments are a major source of fats, oils and grease, which can clog sewers. Clogs can result in sewage overflows into your establishment, the streets, and storm drains that lead to the ocean. They can also require expensive cleanup and even close your business.

The enclosed materials are being sent to you as part of a requirement by the State of California to reduce sewage spills. The biggest change is that fats, oils and grease can no longer be put down the drain. Instead, Kitchen Best Management Practices require the disposal of fats, oils and grease in recycling bins or barrels for removal by a permitted rendering or recycling agency.

The proper way to clean up and dispose of fats, oils and grease is detailed in the enclosed materials:

A brochure.

A training CD for employees or those who deal with cleanup on the premises.

A poster for display in the workplace to remind employees to do it right.

Materials have been created in English, and Spanish. Please contact the District if you require additional materials in these languages.

You are responsible for reviewing and understanding the brochure, displaying the poster and incorporating the training video into your employee training schedule.

If you have questions about the program or elements, please contact us at the Rossmoor/ Los Alamitos Area Sewer District, phone number 562-431-2223.

Thank you in advance for your help in spreading the word about the proper disposal of Fats, Oils and Grease. You'll be protecting public health, preserving the environment and saving money in the process. It's more than just a good habit. It is also good business.

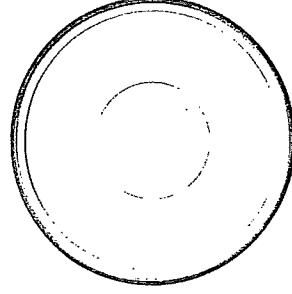
Sincerely,

Rossmoor/Los Alamitos Area Sewer District

Kitchen Best  
Management Practices  
for Food Service Establishments  
**Training Video**

**English**

**Spanish**



presented by



rossmoor/los Alamitos  
area sewer district

## The problem with fats, oils and grease

Fats, oils and grease (FOG) come from meat, lard, cooking oil, butter and shortening. You can find them in fryers, pots and pans, food scraps, and spoiled food, and on floors and cooking surfaces. The trouble starts when FOG gets into the sewer through sinks and floor drains.

Sewer lines can become blocked, which can cause untreated wastewater to overflow into your facility and into storm drains leading to the ocean. Sewage spills can spread disease, pollute streets and beaches, require expensive cleanup, and even close your business.

Food service establishments have been found to be major sources of fats, oils and grease that enter the sewer system. The state now requires that your city and local sewer agency enforce limitations on the amount of FOG and other debris that goes in the sewers.

The best way to stop these substances from building up in sewer lines is to prevent them from entering your drains, by using "Kitchen Best Management Practices." The most common Kitchen Best Management Practices are listed here, but be sure to consult with your city or local sewer agency for any additional practices you may be required to follow. Your city or local agency may also conduct inspections to confirm that you are following these practices.

## Use Best Practices In The Kitchen

**Training** — all new employees should be trained in Kitchen Best Management Practices, including the proper methods of fats, oils and grease disposal. Provide frequent refresher training as well.

**Signage** — display the appropriate signs or posters prominently in the workplace.

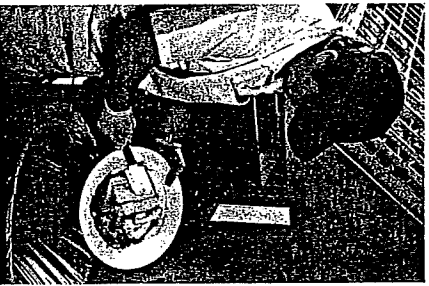
**Drain screens** — install screens on all kitchen drains. Openings should be no more than 3/16 inch. Screens should be removable for frequent cleaning.

**Collect & recycle** — pour all cooking grease (yellow grease) and liquid oil from pots, pans and fryers into a covered grease container for recycling. Use a

permitted waste collection service or authorized recycling center. Keep all written records of their pickups; inspectors may ask to see them.

**Don't overfill** — avoid spills by emptying FOG containers before they get full.

**Transport carefully** — use a covered container to move grease without spilling.



**Clean before washing** — scrape or dry-wipe excess food and solidified grease from pots, pans, fryers, utensils, screens and mats, then dispose of it in the trash.

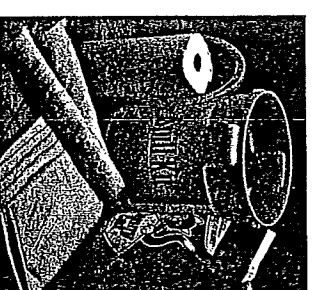
**Don't dump hot water** — cooking or cleaning water over 140° F should NOT be put down a drain that's connected to a grease trap or interceptor.

**Clean hoods** — dispose of waste from hoods and filters by emptying it into a drain connected to a grease interceptor. If you have one, or have the hoods professionally maintained.

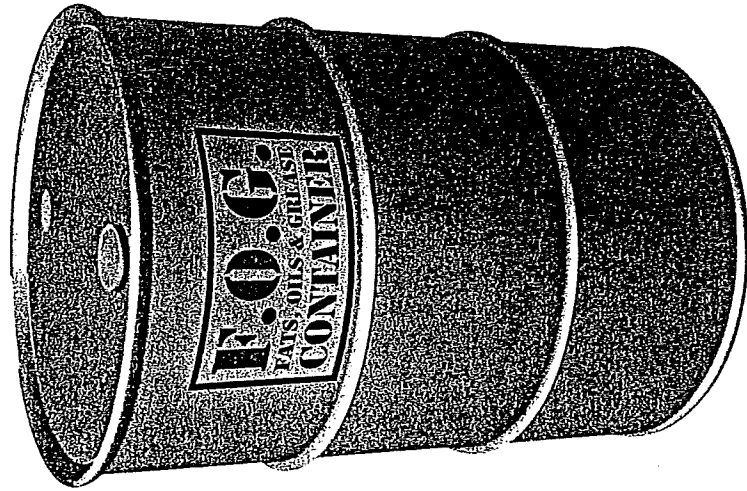
**Soak up drips & spills** — place absorbent materials such as paper towels or absorbent pads under fryers or other areas where grease may drip or spill.

**Use "spill kits"** — make your own "spill kits" with absorbent materials such as absorbent pads or kitty

litter. Keep them well marked and accessible for cleaning spills. Designate a key employee on each shift to monitor cleanup and restock the kits.



Dispose of fats, oils  
and grease where  
they belong.

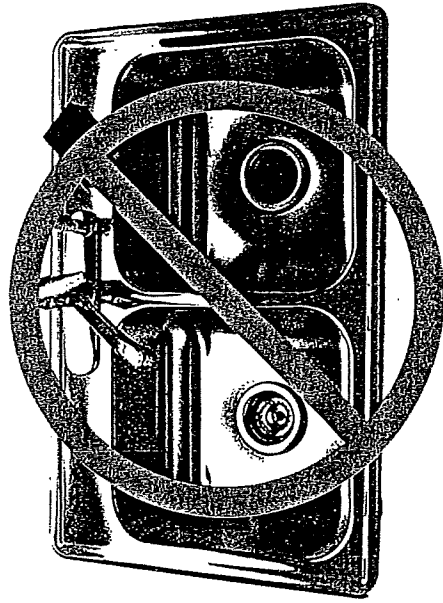


Don't cause sewer clogs.

You can help protect the environment, improve health, and save money in the process just by taking responsibility for the proper disposal of food waste generated by your business.

Prevent fats, oils, and grease from getting in the sewer lines. It's more than just a good habit. It's also good business.

The drain  
is not  
a dump.



Approved by  
CALIFORNIA  
*Restaurant*  
ASSOCIATION  
SINCE 1908



rossmoor/los alamitos  
area sewer district

3243 Katella Avenue, Los Alamitos, CA 90720-0542  
562-431-2223



Rossmoor/Los Alamitos Area  
Sewer District