



## **Attachment A**

# **Overflow Emergency Response Plan (OERP)**

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# SUMMERLAND SANITARY DISTRICT OVERFLOW EMERGENCY RESPONSE PLAN

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Attachment B  
**ESTIMATING SEWAGE SPILL FROM MANHOLE (photos)**

## **I. AUTHORITY**

The Summerland Sanitary District is formed and operates under the Sanitary District Act of 1923, Health and Safety Code sections 6400, et seq., and the regulations, guidelines and policies placed upon it by the California Regional Water Quality Control Board - Central Coast Region (RWQCB) pursuant to Waste Discharge Requirements. The District operates a sewer treatment plant and a sewer collection system.

## **II. GENERAL**

The Overflow Emergency Response Plan (OERP) is designed to ensure that every report of a confirmed sewage overflow is appropriately addressed including the immediate dispatch of personnel and equipment. This ensures that the effects of the overflow can be minimized and the cause located and corrected in order to put the system back into proper working order. Appropriate response to an overflow will minimize the impacts to public health, beneficial uses and water quality of surface waters, and maintain customer service. The response plan further includes provisions to ensure safety pursuant to the directions provided by the RWQCB and Santa Barbara County Environmental Health Services and that notification and reporting is made to the appropriate local, state and federal authorities. For the purposes of this plan, the terms sewage spill, sewer overflow, overflow, or SSSO are synonymous.

### **A. Objectives**

The primary objectives of the OERP are to:

- Provide customer service
- Protect District personnel
- Protect private and public property
- Protect the collection system, wastewater treatment facilities, and appurtenances
- Protect public health and environment
- Restore surrounding areas back to normal as soon as possible
- Establish work zones with appropriate traffic control
- Comply with regulatory requirements
- Ensure proper notification to regulatory agencies
- Provide containment and prevent discharge of sewage into surface waters
- To limit District liability and exposure to penalties

### **B. Organization of the Plan**

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

- Overflow Response Procedure
- Public Advisory Procedure
- Regulatory Agency Notification Procedure
- Distribution and Maintenance of OERP

### **C. Sewer Overflow Tracking**

Records on the frequency and location of confirmed sewer overflows are maintained at the Summerland Sanitary District office. Information as to location, maintenance, inspection, and overflow history is kept. This information is used by the District in implementing further corrective actions as well as prioritizing maintenance activities.

## **III. OVERFLOW RESPONSE PROCEDURE**

The overflow response procedure presents a strategy for Summerland Sanitary District to mobilize personnel and equipment to correct or repair any condition which may cause or contribute to a discharge. The sewer overflow and response procedure is as follows:

### **A. Receipt of Information Regarding a Sewer Overflow**

An overflow may be detected by District employees or by others. If available, the Treatment Plant Operations Supervisor will take calls concerning a possible discharge. If not available, the staff member taking the call should fill out the 'Report of Sewage Spill' sheet with as much information as possible. Public calling after office hours who report an emergency situation are instructed to press 0 (zero) when calling the District's phone number. This option will route them to an Operator at a Call Service Center. The Operator will take detailed notes and will notify the Operator-On-Duty at the District immediately.

The Operator receiving the telephone call, or notification, will obtain all relevant information available regarding the overflow including:

- Time and date call was received
- Specific location
- Whether the overflow is on public or private property
- Description of problem (blockage, pump station failure, etc.)
- Time possible overflow was noticed by the caller
- Caller's name and phone number
- Observations of the caller (odor, duration, location, etc.)
- Potential cause for the overflow

If essential information is not readily available, an initial response person will go to the site to complete an assessment. This information obtained will help the responder assess if further response is needed and/or what other action should be taken.

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

Upon gathering sufficient data either from a caller or from initial response staff, a complete response crew is mobilized to the site if necessary.

1. Dispatching crews and equipment generally involve the following procedure:
  - Responders notify the appropriate supervisory level staff regarding sewer overflow conditions and location.
  - The acting supervisor determines the appropriate action to be taken and what level of response is needed.
  - Initial response will determine if the overflow is from a District manhole or cleanout or from a private lateral. If from the District, the appropriate response will be taken. If from a private lateral, the owner will be notified as well as the Santa Barbara County Environmental Health Services. Staff may take measures to address the overflow if possible.
  - Identify if the overflow is a result of a pump station failure. This may be determined by alarm detection or by telephone. Additional response equipment or personnel may be required such as a pump truck or contractor such as an electrician.
  - The need for additional traffic control, barricades, etc. is also evaluated.
  - It should be noted that for emergency response requirements, the Summerland Sanitary District uses a neighboring District's emergency personnel and their equipment. The Montecito Sanitary District has given Summerland their emergency contact information and is able to respond in a timely manner. Other responders are available if Montecito Sanitary District is not available.
2. Preliminary Assessment of Damage to Private Property
  - If there is an immediate threat to health and property, the District may assist to remediate the problem with other responding entities that may be on site such as the property owner's plumber, etc. The responder will use discretion in assisting the property owner/occupant and not assume responsibility.
  - Information is gathered such as the possible cause, type of discharge, and character of waste causing the blockage. Photographs of the sewer overflow and the impacted area should be taken when appropriate to document the nature of the overflow.
  - Communication with the property owner may include referrals for cleaning company contacts, accommodation needs, as well as communication with the property owner's insurance company.
3. Coordination with Hazardous Material Response

- Should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected upon arrival at the scene of a sewer overflow, the investigator should call 911 for emergency services response.

### **MEDICAL RESPONSE**

In the event emergency law enforcement, fire or ambulance services are required:

Sheriff, fire, ambulance      Call 911

### **C. Overflow Correction, Containment, or Cleanup**

Sewer overflows of various volumes occur from time to time in spite of concerted prevention efforts. Overflows may result from blocked sewers, pipe failures, or mechanical malfunctions among other natural or man-made causes. Summerland Sanitary District staff are constantly on alert and ready to respond upon notification and confirmation of an overflow.

District staff have the skills and experience to respond rapidly and efficiently. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system.

Other situations may require the support of private contractors such as when multiple or deep excavations are necessary, especially for open excavations that may exceed one day to complete.

#### **1. Responsibilities of Response Crew Upon Arrival**

It is the responsibility of initial personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. In the event the overflow is not the responsibility of the Summerland Sanitary District but there is imminent danger to public health, public or private property, or to surface water bodies, the District staff will take prudent emergency action until the responsible party assumes responsibility. Upon arrival at the sewer overflow, the responder will take the following action:

- Determine the cause of the overflow, e.g., sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.
- Identifies and requests, if necessary, assistance or additional resources to correct the overflow or to assist in determining the cause.

- Determines if private property is impacted. If private property is impacted, District staff informs the Santa Barbara County Environmental Health Services.
- Takes immediate steps to stop the overflow, e.g., relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running from private property into the public right-of-way).
- Requests additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

## 2. Initial Measures for Containment

Initial measures to contain overflowing sewage and recover to the extent possible all sewage which has already been discharged are employed to minimize impacts to public health and the environment. These measures include:

- Determining the immediate destination of the overflow, e.g., storm drain, street curb gutter, body of water, creek bed, etc.
- Identifying and requesting the necessary materials and equipment to contain or isolate the overflow, if not readily available.
- Taking immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

## 3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, temporary portable by-pass pumping operations around the obstruction may be necessary. These measures include:

- Taking appropriate steps to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implementing continuous or periodic monitoring of the bypass pumping operation as required.
- Addressing regulatory agency issues in conjunction with emergency repairs.

## 4. Cleanup

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) may remain. Cleanup procedures include:

- Where practical, thoroughly flush and clean the area of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- Securing the overflow to prevent contact by members of the public until the site has been thoroughly cleaned. Post warning signs if needed.
- Disinfecting and deodorizing the overflow site when appropriate.
- Where sewage has resulted in ponding, pumping the ponded area dry and disposing of the residue in accordance with applicable regulations and policies.
- If a ponded area contains sewage which cannot be pumped dry, it may be treated with a disinfectant. If sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other disinfectants are not used and other agencies are contacted for specific instructions.

#### **D. Overflow Report**

The District staff member in charge of the overflow completes a Sewer Overflow Report. Information regarding the sewer overflow includes the following:

- Indication that the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters.
- Indication that the sewage overflow had not reached surface waters. Guidance in characterizing these overflows to include:
  - a. Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete cleanup occurs leaving no residue.
  - b. Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete cleanup occurs leaving no residue (any preplanned bypass under these circumstances will not be considered an overflow).
  - c. Overflows where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.
- Determination of the start time of the sewer overflow by one of the following methods:



- i. Date and time information received and/or reported to have begun and later substantiated by a sewer investigator or response crew.
  - ii. Visual observation.
  - iii. Pump station and lift station flow charts and other recorded data.
- Determination of the stop time of the sewer overflow by one of the following methods:
  - a. When the blockage is cleared, or flow is controlled, or contained.
  - b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.
- Visual observations

An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

- a. Direct observations of the overflow.
  - b. By visual comparison of the overflow with pictures of simulated overflows with known flow rates.
  - c. Measurement of actual overflow from the sewer system.
- Determination of the volume of the sewer overflow:
  - a. When the rate of overflow is known, multiply the duration of the overflow by the overflow rate.
  - b. When the rate of overflow is not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume.
- Photographs of the event when possible.

#### **E. Customer Satisfaction**

The supervisor, sewer investigator, or response crew confirming the overflow follows up in person or by telephone with the citizen(s) reporting the overflow. The cause of the overflow and its resolution will be disclosed.

#### **IV. PUBLIC ADVISORY PROCEDURE**

This section describes the actions Summerland Sanitary District takes, in cooperation with the RWQCB and Environmental Health, to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system or treatment facility.

##### **A. Temporary Signage**

The Summerland Sanitary District has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

If posting is deemed necessary, Santa Barbara County Environmental Health Services shall be notified.

##### **B. Other Public Notification**

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary, the manner for publicizing and posting the area may include the use of scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures such as signs, or door hangers.

#### **V. REGULATORY AGENCY NOTIFICATION PLAN**

The Regulatory Agency Notification Plan establishes procedures that Summerland Sanitary District follows to provide formal notice to the RWQCB, Environmental Health Services (EHS), and the Office of Emergency Services (OES), of sewer overflows. The reporting criteria below explain to whom various forms of notification should be made, and lists agencies/individuals to be contacted.

Using data supplied during the verification process and updates from the response crew, the person in charge of the overflow cleanup prepares initial and final Overflow Reports. This report is available to those desiring additional information or written confirmation. The General Manager is responsible for submitting all reports of sewer overflows per required timeframes for verbal, facsimile, and electronic reporting requirements. If the Treatment Plant Operations Supervisor is not available, the Lead Collections/Treatment Plant Operator II will submit all reports.

##### **A. Notification**

Summerland Sanitary District notifies federal, state, and local agency representatives immediately and keeps them abreast of response actions and final corrective actions.

Notification to the following agencies is made as soon as possible but no later than 24 hours by phone if the overflow is greater than 1,000 gallons, discharges to waters of the state or drainage systems tributary to waters of the state when uncontained, or where the public may come in contact. Written, electronic or facsimile reports are submitted within the mandated days.

**RWQCB:**

If less than 1000 gallons and no threat to water body or public health, only file online CIWQS report.

If more than 1000 gallons, or of any amount and meeting the following criteria:

- discharging into or onto water body, or
  - flowing into storm drain leading to water body, or
  - threatening public health,
- call RWQCB immediately!

Regional Water Quality Control Board:  
Office- 805-549-3506  
Leah Lemoine Case Worker RWQCB  
Office: 805-549-3159

**SB County Environmental Health Services:**

If spill is of any amount and threatens public health, call Environmental Health Services immediately. Report private sewer lateral spills of any amount.

Santa Barbara County Environmental Health Services:  
• 805-681-4900

**Office of Emergency Services:**

If over 1,000 gallons and discharging into or onto state waters, call OES immediately.

Office of Emergency Services:  
• 1-800-852-7550

For overflows less than 1,000 gallons that do not discharge to waters of the state and where the public is not likely to come in contact, reports are submitted within 30 days to the RWQCB. All spills must be reported via the CIWQS Information Center.

**B. Electronic Notification**

Monthly electronic reporting to the State Water Resources Control Board (SWRCB) through the California Integrated Water Quality System (CIWQS) is required. This

includes monthly reporting of no overflows. Reporting requirements are based on the overflow category.

Category 1 – Discharges that exceed 1,000 gallons, or discharge to a drainage channel or surface water, or is not fully contained and recovered in a drainage system. An initial report must be reported within 3 business days after response and a final certified report must be submitted within 15 calendar days of remediation.

Category 2 – All discharges from the public sewer system not defined as Category 1 discharges. Must be reported within 30 days after the end of the calendar month in which the overflow occurred.

Category 3 – Discharges from private sewer systems. Must be reported within 30 days after the end of the calendar month in which the overflow occurred.

## **VI. DISTRIBUTION AND MAINTENANCE OF OERP**

Updates to the OERP reflect all changes in policies, procedures, and regulatory requirements.

### **A. Review and Update of OERP**

Review the OERP periodically and amend as appropriate. Summerland Sanitary District should:

- Update the OERP with the issuance of a revised or new state waste discharge permit,
- Conduct periodic training sessions with appropriate personnel; and,
- Review and update, as needed, the various contact lists included in the OERP.

## **VII. EMERGENCY CONTACTS**

### **A. Summerland Sanitary District Emergency Contacts**

- Summerland Sanitary District- 805-969-4344
- David Lewis 805-770-0267 C  
Treatment Plant Operations Manager
- Eduardo Nava, 805-794-6238 C  
Lead Collections/TP Operator II

### **B. Additional Emergency Contacts:**

**For sewer spills that enter a residence please call the following:**

- ServiceMaster for cleanup- 805-366-3673 or toll free 1-800-737-7663
- SDRMA (District's Insurance) 1-800-537-7790

#### **Misc. Contacts:**

- Southern California Edison 1-800-655-4555
- Southern California Gas 1-800-427-2200
- Enrique Perez (Electrical Techn.) 805-231-3081
- Taft Electric 805-642-0121 or Sven @ 805-207-1659
- County Roads 805-681-4990
- Tierra Construction 805-964-8747 or Blair @ 805 331-3486
- McClellan's Equipment 805-967-9476 or Mike @ 805-689-0675
- Rain for Rent (mobile pumps) 805-525-3306
- Milpas Rental (pumps, equipment) 805-963-1987
- Dig Alert 805-422-4133, or 811

### **C. Sewage Spill Response Contacts**

**For a sewage spill where additional personnel and equipment are needed, please call the following agency or business in the order listed:**

1. MONTECITO SANITARY DISTRICT  
805-969-4200 - Office M-F (8:00 am to 4:30 pm)  
805-901-7750 - Collections Supervisor, Ricardo Larroude (Rico)
2. CARPINTERIA SANITARY DISTRICT  
805-684-7214 - Office M-F (8:00 am to 3:30 pm)  
Collections Supervisor, Tim Gallop  
805-451-7809- 24-hr Emergency Hotline
3. STEWART'S DE-ROOTING/ COUNTY SANITATION COMPANY  
805-965-8813, Office  
805-896-2702, Todd Hodgins, Owner
4. TIERRA CONTRACTING (Pipe repair)  
805-964-8747, Office  
805-331-3486, Blair, Owner  
805-315-6284, Dan Bernard
5. McCLELLANS EQUIPMENT (Pipe repair and pumping)  
805-967-9476, Office  
805-689-0675, Mike McClellan, Owner  
805-886-1498, Mike Jr.
6. DIG ALERT  
1-800-422-4133 or 811
  - Provide District's name, your name and contact phone number
  - Provide location of emergency, including cross streets, work description, cause of emergency
  - Name, address and phone number of contractor being used.

**Summerland Sanitary District  
REPORT OF SEWAGE SPILL**

Discharger: Summerland Sanitary District Phone: (805) 969-4344

Address: 2435 Wallace Avenue City: Summerland Email: \_\_\_\_\_

Reporting Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time Spill Reported: \_\_\_\_\_ Time Spill Stopped \_\_\_\_\_

Location/Address of Spill Origin: \_\_\_\_\_

Volume of Spill: \_\_\_\_\_ Path of Spill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Waterbody Affected: \_\_\_\_\_ Cause of Spill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken to Stop Spill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Cleanup Began: \_\_\_\_\_ Time Cleanup Completed: \_\_\_\_\_

Discussion of Cleanup: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were Public Health Warnings Posted, Yes \_\_\_\_\_ No \_\_\_\_\_

Where?: \_\_\_\_\_

Number of Spills in Same Location in Last Three Years: \_\_\_\_\_

Discussion of Measures Taken to Prevent Spills at this Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Agencies Notified: County Health \_\_\_\_\_ OES \_\_\_\_\_ RWQCB \_\_\_\_\_

Other \_\_\_\_\_

District Staff Member Taking Report \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



City of San Diego  
Metropolitan Wastewater Department



**Reference Sheet for Estimating Sewer Spills  
from Overflowing Sewer Manholes**  
*All estimates are calculated in gallons per minute (gpm)*



Wastewater Collection Division  
(619) 654-4160



All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

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