

Appendix A

Emergency Response Documents

LGVSD SOP for Sewer Overflows (updated January 2010). This SOP provides a quick reference guide to the District's Emergency Response documents, which are incorporated in their entirety in this Appendix and include:

- LGVSD Incident Report
- Reference sheet and photos for estimating sewer overflow rates
- SSO Spill Containment and Cleanup Procedures
- Sewer Overflow Response Manual
- Emergency call list
- Marin County SSO Report
- SOP – Reporting of SSOs to State and RWQCB
- SOP – Water Quality Sampling for SSOs!

S.O.P. - SEWER OVERFLOWS

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When you are notified that a potential sewer overflow has occurred refer to the *Sewer Overflow Response Manual*. Employees must use the following procedure:

- Fill out as much of the Incident Report that you can. Make a copy of the report and notify collection crew personnel immediately. (*Attachment A*)
- Upon arrival at the site, the collection crew will determine if the blockage is in the main line or lateral. If in lateral, advise homeowner. If in the main line, clear the blockage and restore the flow.
- They will also need to ascertain the amount of the spill. The spill duration is the elapsed time from the time the spill started to when flow is restored. Use the San Diego Flow Rate Reference Sheet to determine the total amount of the spill and gallons per minute. (*Attachment B*) Pictures depicting gallons per minute using a garden hose are also attached. (*Attachment C*) Fill out the “SSO Spill Containment and Cleanup Procedure” form. (*Attachment C2*)
- If the problem is related to the District’s main, the Collection Crew will determine the cause of the spill. Personnel should note were there roots in the main or lateral, had cleaning been performed on a routine basis, when was the line TVd last? Take note of any fats, oil and grease factors as well as the hydraulic capacity. What were the weather conditions? Is this spill the responsibility of the District or the homeowner? Notify management immediately of findings.
- If the overflow is inside a building, the crew will note if a cleanout and sewer relief valve were installed. Take copious pictures of the inside of the house (even in rooms where there is no spill evident). They will contact their Supervisor so that TMB, LLC will be dispatched to clean the area. TMB, LLC will determine if laboratory testing needs to be performed. TMB, LLC’s telephone number: 800-413-2999 Refer to the *Sewer Overflow Response Manual* section 2-1 through 2-7. (*Attachment D*)
- If the overflow is outside of a building, refer to the *Sewer Overflow Response Manual* section 3-1 through 3-6. This section also will instruct employees on diversion of spill, containment, warning signs, etc. If there is a broken / cracked pipe, this section will advise employees of telephone numbers of contractors. If wastewater has entered “water of the State” or storm water drains, it’s necessary to contain the water and vector out as much water as possible and return it to the system.
- Once the spill has been stopped and cleaned up, numerous agencies need to be notified, depending upon the size of the spill. Refer to the *Sewer Overflow Response Manual* section 4-1 through 4-3. Typically it is the job of management to report findings to these agencies.
- Collection Crew personnel need to complete the Incident Report and the SSO Spill Containment and Cleanup Report. Information on these reports will be entered into the OASIS software program, as well as the Access program that has been developed for the tracking of SSO.

LGVSD Incident Report

Work Order No: _____

Notified By: Radio

Sent to: _____

In Person

Issued By: _____

Telephone

Date: _____

Time Notified: _____

Time Arrived: _____

Time SSO Cleared: _____

Reporting Party: _____ Telephone: _____

Contact Person (if different from above): _____

Telephone (if different from above): _____

LOCATION:

Address: _____

Cross Street: _____

Contact person (if different): _____

Telephone: _____

Problem Cited By Reporting Party: _____

Exact Location of Problem: _____

Latitude: _____ Longitude _____

Description of Problem: _____

Action Taken: _____

Location of cleanout and lateral _____

Comments (include injuries or property damages sustained, etc.): _____

Use back of form for additional comments

DID INCIDENT RESULT IN SPILL: **YES** **NO** *Lateral or Main*

If a spill: _____ gallons per minute _____ duration(minutes) _____ total gallons

Picture taken: yes no

Notes: _____

Use back of form for additional comments

Was surface water in vicinity checked for signs of sewage (solids, grease, paper), abnormal color, fish kills, etc.? yes no If yes, list location of surface water and findings _____

Upper MH Cover: _____ Recurring Problem? _____

Maintenance Scheduled? _____ Responding Staff: _____