

**STATE WATER RESOURCES CONTROL BOARD  
MONITORING AND REPORTING PROGRAM NO. 2011-XXXX-DWQ  
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 No. 2011-XXXX-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." 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.

The following notification and reporting requirements are in addition to and do not preclude other emergency notification and reporting requirements and timeframes mandated by other regulatory programs and agencies (e.g., Storm Water Permit, local County Health Officers, local Director of Environmental Health, Regional Water Quality Control Boards) or State laws.

**A. SANITARY SEWER OVERFLOW NOTIFICATION REQUIREMENTS**

Although State Water Resources Control Board (State Water Board) and Regional Water Quality Control Board (Regional Water Board) 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.

For any discharge of wastewater that results or may result in a discharge to a surface water of the state, either directly or by way of a drainage channel or storm drainpipe, the Enrollee shall, as soon as possible, but not later than two (2) hours after (A) that 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 California Emergency Management Agency (Cal EMA) and obtain a notification control number.

**B. SANITARY SEWER OVERFLOW REPORTING REQUIREMENTS**

**SSO Categories**

1. Category 1 – All discharges of wastewater resulting from a failure in the Enrollee's sanitary sewer system that:
  - A. Equal or exceed 1000 gallons, or

- B. Any volume of wastewater that discharges to a drainage channel tributary to a surface water of the state and/or directly to a surface water of the state; or
  - C. Any volume of wastewater that reaches a storm drainpipe and is 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 a storm drainpipe is considered to have reached surface water of the state unless the storm water system discharges to a groundwater infiltration basin (e.g., infiltration pit, percolation pond).
2. Category 2 – All other discharges of wastewater resulting from a failure in the Enrollee's sanitary sewer system.

### **PLSD Categories**

1. Category 1 – All discharges of wastewater resulting from a failure in a privately owned sewer lateral that:
- A. Equal or exceed 1000 gallons, or
  - B. Any volume of wastewater that discharges to a drainage channel tributary to a surface water of the state and/or directly to a surface water of the state; or
  - C. Any volume of wastewater that reaches a storm drainpipe and is 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 a storm drainpipe is considered to have reached a surface water of the state unless the storm water system discharges to a groundwater infiltration basin (e.g., infiltration pit, percolation pond).
2. Category 2 – All other discharges of wastewater resulting from a failure in a privately owned sewer lateral.

### **SSO Reporting Timeframes**

1. Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs shall be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Draft reports for Category 1 SSOs shall be submitted to the Online SSO Database as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO by citizen complaint or discovery. Minimum information that shall be contained in the draft report shall include all information identified below, except for item 1.K-O. A final certified report shall be completed through the Online SSO Database within 15 calendar days of the conclusion of SSO response activities. Additional information may be added to the certified report, by amending the report or by adding an attachment to the report, at any time.
2. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs shall be reported to the Online SSO Database within 30 days after the end of the calendar

month in which the SSO occurs (e.g. all SSOs occurring in the month of February shall be entered into the database by March 30<sup>th</sup>).

3. PLSDs – For PLSDs within the Enrollee’s service area and that the Enrollee becomes aware of, the Enrollee shall report the PLSD to the Online SSO Database within 30 days after the end of the calendar month in which the PLSD occurs. The Enrollee will not be responsible for the cause or cleanup of the PLSD or the repair of the private lateral. However, the Enrollee shall be responsible for reporting PLSDs that occur within its jurisdiction and for which it becomes aware. The enrollee is encouraged to provide notification to Cal EMA per section A above or notify the responsible party that such notification should be completed as required by state law.
4. If there are no SSOs during the calendar month, the Enrollee shall provide, within 30 days after the end of each calendar month, a “No-Spill” certification statement through the Online SSO Database certifying that there were no SSOs for the designated month. If there are no SSOs during a calendar month and there are PLSDs reported during the calendar month, the Enrollee shall still provide the “No-Spill” certification.
5. In the event that the SSO Online Database is not available, the enrollee shall fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee shall also enter all required information into the Online SSO Database as soon as practical.

### **Mandatory Information to be Included in SSO Online Reporting**

All Enrollees shall obtain SSO Database accounts and receive a “Username” and “Password” by registering through the California Integrated Water Quality System (CIWQS) which can be reached at CIWQS@waterboards.ca.gov or by calling 1-866-792-4977, M-F, 8am to 5pm. These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the “Collection System Questionnaire”, where pertinent information regarding an Enrollee’s collection system is recorded. The “Collection System Questionnaire” shall be updated at least every 12 months.

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

1. Category 2 SSOs:
  - A. Location of SSO by entering GPS coordinates;
  - B. Whether or not the SSO entered a drainage channel and/or surface water;
  - C. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
  - D. Actual or estimated SSO start date and time
  - E. Actual or Estimated SSO volume in gallons;
  - F. SSO appearance point (manhole, cleanout, etc.);
  - G. SSO cause (mainline blockage, roots, etc.);
  - H. SSO Failure Point (main, lateral, etc.);
  - I. Date and time of SSO notification or discovery;
  - J. Estimated operator arrival time;

- K. SSO destination;
  - L. Estimated SSO end date and time; and
  - M. SSO Certification. Upon SSO Certification, the SSO Database will issue a final SSO Identification (ID) Number.
2. Private Lateral Sewage Discharges:
- A. All information listed above (if applicable and known) with the exception of 1.A , as well as;
  - B. The address, or most accurate location information known (e.g., GPS Coordinates), of where the PLSD occurred;
  - C. Identification of sewage discharge as a private lateral sewage discharge; and
  - D. Responsible party contact information (if known).
3. Category 1 SSOs:
- A. All information listed for Category 2 SSOs, as well as;
  - B. Estimated SSO volume that reached a surface water of the state, drainage channel, or not recovered from a storm drain;
  - C. Estimated SSO amount recovered;
  - D. Identification of method(s) used for SSO volume estimates;
  - E. Response and corrective action taken;
  - F. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
  - G. Parameters that samples were analyzed for (if applicable);
  - H. Identification of whether or not health warnings were posted;
  - I. Name of surface waters impacted (if applicable). If no surface waters were impacted, NA shall be selected;
  - J. Name of beaches impacted (if applicable). If no beach was impacted, NA must be selected;
  - K. Whether or not there is an ongoing investigation;
  - L. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps;
  - M. Cal EMA control number (if applicable);
  - N. Date Cal EMA was called (if applicable);
  - O. Time Cal EMA was called (if applicable);

### **Reporting to Other Regulatory Agencies**

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to state law. These reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs and PLSDs.

1. The Enrollee shall report SSOs that reach or may reach a surface water of the state to Cal EMA in accordance with California Water Code Section 13271.

California Emergency Management Agency  
Phone (800) 852-7550

2. The SSO database will automatically generate an e-mail notification with customized information about the SSO or PLSD upon initial reporting and final certification for all Category 1 SSOs and PLSDs. E-mails will be sent to the appropriate County Health Officer, Environmental Health Department, and Regional Water Board if they request this information.

### **C. RECORD KEEPING REQUIREMENTS**

1. Records of individual SSOs and PLSDs shall be maintained by the Enrollee for a minimum of five years from the date of occurrence of the SSO or PLSD. This period may be extended when requested by a Regional Water Board Executive Officer.

At a minimum, the following records shall be maintained by the Enrollee:

- A. Photographic evidence of each SSO event to document the spill and the response activities;
  - B. A printed or electronic record of each SSO initial draft report submitted to the Online SSO Database;
  - C. A printed record of each SSO certified report and any subsequent amended and certified report(s);
  - D. Records of all incoming SSO and/or PLSD complaints, both during and after business hours, including the date, time, and method of notification, the nature of each incoming complaint, and the complainant's name and telephone number;
  - E. Field crew records to document SSO response activities, including the name(s) and title(s) of the response crew member(s), identification of the name(s) of the staff that estimated the spill and recovery volumes, and identification of the method(s) utilized to estimate the spill and recovery volumes;
  - F. Steps that have been and will be taken to prevent the SSO from recurring and the schedule to implement those steps;
  - G. Records of inspections, maintenance, operations, repairs, and funding of collection system assets; and
  - H. All records demonstrating the Enrollee's tasks and activities undertaken to implement all the elements of its SSMP.
2. All records shall be made available for review upon State or Regional Water Board staff's request.
  3. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;

5. If water quality samples are required by an environmental or health regulatory agency, state law, or if voluntary monitoring is conducted by the Enrollee or its agent(s) as a result of any SSO or PLSD, records of monitoring information shall include:
  - A. The date, exact place, and time of sampling or measurements;
  - B. The individual(s) who performed the sampling or measurements;
  - C. The date(s) analyses were performed;
  - D. The individual(s) who performed the analyses;
  - E. The analytical technique or method used; and
  - F. The results of such analyses.

#### **D. CERTIFICATION**

1. All final SSO reports shall be certified by an authorized person as required by Provision J of Order No. 2011-XXXX-DWQ. Certification of PLSD reports shall not be required.
2. Registration of authorized individuals who may certify reports will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2011-XXXX-DWQ will become effective on the date of adoption by the State Water Board.

#### **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 Board.

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Jeanine Townsend  
Clerk to the Board