

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
CENTRAL COAST REGION**

**MONITORING AND REPORTING PROGRAM NO. R3-2005-0043**

**FOR**

**WASTEWATER COLLECTION AGENCIES TRIBUTARY TO  
CITY OF SANTA CRUZ  
WASTEWATER TREATMENT FACILITY  
SANTA CRUZ COUNTY**

**A. REPORTING REQUIREMENTS**

1. The Permittee shall retain applicable records of all overflows, including, but not limited to:
  - a. Original strip chart recordings;
  - b. Service call records and complaint logs;
  - c. Telephone calls and records;
  - d. Copies of reports required by this Order;
  - e. The overflow location and respective receiving waters, if any (nearest street address and/or Global Positioning System (GPS) coordinates);
  - f. The estimated overflow volume;
  - g. A description of the sewer system component from which the release occurred;
  - h. The estimated date and time when the overflow began and stopped, and when the cleanup was completed;
  - i. The overflow's cause or suspected cause;
  - j. Past and future measures, and an implementation schedule, to prevent the overflow from recurring;
  - k. Documentation of the following from the previous three years at the overflow location, if any;
    - complaints,
    - overflow responses and investigations, and
    - performance and implementation measures for the previous three years.
2. If the Permittee monitors a overflow, records shall include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The person(s) who sampled or measured the overflow;
  - c. The analytical date(s), laboratory(ies), method(s), and results.
3. The Permittee shall keep records for at least five years from the sample date, measurement, or report. This period may be extended if approved by the Executive Officer.
4. The Permittee shall maintain and calibrate all monitoring instruments

**B. OVERFLOW REPORTING**

**Reporting to the Regional Board**

1. Within 24 hours of learning of the overflow, the Permittee shall report by telephone overflows greater than 1,000 gallons and that enter surface waters, or occur where public contact is likely, regardless of the size.
2. The Permittee shall report overflows, unless fully contained, to storm drains tributary to surface waters as discharges to surface waters.
3. Within five days of the overflow, the Permittee shall submit a written report, for the approval of the Executive Officer, to the Board and a copy of the report to the Monterey Bay National Marine Sanctuary (MBNMS) (299 Foam Street, Monterey, CA 93940). The report shall include all information required on the current overflow reporting form (see MRP Attachment 2). As appropriate, the Permittee shall attach periodic status reports for overflows requiring more than five days to resolve. In the report(s), the Permittee shall include paper and/or electronic photographs taken during the overflow incident and cleanup to the Board.

4. After cleanup, the Permittee shall sample all significant overflows to surface waters and submit the data to the Executive Officer within 30 days. The Permittee shall, at minimum, analyze affected marine waters samples for total and fecal coliform bacteria and enterococcus bacteria, and affected inland surface waters for fecal coliform bacteria. Affected waters shall be sampled upstream, at, and downstream of the overflow's entry point, and as necessary to characterize the overflow's effects and to ensure adequate clean-up.
5. The Permittee shall report overflows less than 1,000 gallons that do not enter a water body to the Board and the MBNMS in writing and electronically (Excel spreadsheet preferred) within 30 days. The reports shall include, at a minimum, a tabular summary of overflow dates, locations, volumes, whether the overflow discharged to surface waters (including conveyances thereto) or land, whether cleanup and/or disinfection was performed, the overflow's cause, the number of overflows at the location in the last three years, and weather conditions.

**Contact Information**

Central Coast Regional Water Quality Control Board  
895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401-7906  
Ph: (805) 549-3147  
FAX: (805) 543-0397

6. The Permittee shall submit to the Regional Board and the MBNMS annual summary reports of all overflows between January 1 and December 31 of the previous year. The report is **due January 30 of each year** and shall **summarize** the following information for each overflow:
  - a. Information requested in the Sewage Overflow Report Form (MRP Attachment 2);
  - b. How the overflow volume was estimated and/or calculated;
  - c. Photograph(s) of overflow, if any;
  - d. Overflow's point of entry into storm drain inlet or surface waters;
  - e. Steps taken or planned to reduce, eliminate, and prevent recurrence of the overflow, and, if necessary, a schedule of major milestones for those steps;
  - f. Steps taken or planned to mitigate the overflow's adverse effects, and, if necessary, a schedule of major milestones for those steps;
  - g. Additional correspondence and follow-up reports, as necessary, to supplement the Wastewater Overflow Report Form and to provide detailed information on cause, response, adverse effects, corrective actions, preventative measures, or other information.

The annual report shall include detailed evaluations of repetitive or chronically occurring circumstances, such as problematic collection system areas or common overflow causes, and the corrective actions taken to address such systematic problems.

A statement certifying that there were no wastewater overflows for the last twelve months may be submitted in lieu of the annual overflow report.

**Reporting to the Governor's Office of Emergency Services (OES)**

7. In accordance with California Water Code section 13271 et seq., the Permittee shall report an overflow greater than 1,000 gallons into State waters to OES. To report sewage releases of 1,000 gallons or more to OES, **notify the OES Warning Center at: (800) 852-7550, or (916) 845-8911.** The following fax number should be used *for follow-up information only*: (916) 262-1677. OES reporting requirements for sewage releases and hazardous materials are at the OES Website @ [www.oes.ca.gov](http://www.oes.ca.gov). The OES Hazardous Materials Unit staff is available for questions at (916) 845-8741.

OES Reporting Exceptions: Notification to OES of an unauthorized discharge of sewage or hazardous substances is not required if: 1) the discharge to State waters is a result of a cleanup or emergency response by a public agency; 2) the discharge occurs on land only and does not affect State waters; or 3) the discharge is in compliance with applicable waste discharge requirements.

**C. REPORTING SCHEDULE**

<b>Reports</b>	<b>Due Date</b>
Annual Overflow Report (or Certification Statement) (MRP Section B.6)	Annually - January 30
Annual Wastewater Collection System Management Plan Updates (MRP Attachment 1, Section X)*	Annually - January 30
Infiltration/Inflow & Overflow Prevention Program Report (WDR, Sections D.5)	Annually - September 15
Report of Waste Discharge (WDR Section H.1)	May 19, 2009

\*The complete Wastewater Collection System Management Plan (addressing all of the elements described in MRP Attachment 1 shall be initially submitted December 15, 2006. Subsequent submittals shall include all updates made to the plan since its previous submittal/update, with dated revisions. The Permittee's copy of the plan shall include dated revision references in a separate section near the beginning of the revised plan. If no updates were made, then the Permittee shall submit a statement certifying that the plan was reviewed and required no updates.

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## ATTACHMENT 1

### COLLECTION SYSTEM MANAGEMENT PLAN ELEMENTS

- I. Goal**  
The Collection System Management Plan's (CSMP) goal is to reduce collection system overflows.
- II. Organization**  
The CSMP shall identify the following:  
(A) Administrative and maintenance staff who implement CSMP measures; and  
(B) The chain of communication for reporting overflows, including the person responsible for reporting overflows to the Regional Board, the Santa Cruz County Health Department, the City of Santa Cruz, and the State of California Office of Emergency Services (OES)
- III. Legal Authority**  
The CSMP shall describe the Discharger's legal authority (including, but not necessarily limited to, sewer use ordinances or service agreements) to:  
(A) Control infiltration and inflow sources;  
(B) Require sewers and connections to be properly designed and built;  
(C) Ensure proper installation, testing, and inspection of new and rehabilitated sewers; and  
(D) Limit discharge of wastes that may block flow in the collection system.
- IV. CSMP Measures**  
As appropriate, the CSMP shall describe the following:  
(A) Operation and maintenance of facilities and equipment;  
(B) A current collection system map showing all gravity line segments and manholes, pump stations, force mains and valves, and storm drains;  
(C) A record-keeping system for relevant information on overflow flowrates, volumes and locations to establish and prioritize appropriate CSMP activities;  
(D) Routine preventive maintenance, including a schedule of maintenance and cleaning;  
(E) A program to identify and address collection system deficiencies, either through replacement or renovation, including scheduled inspections.  
(F) Routine staff training;  
(G) Equipment and replacement parts inventories;  
(H) If necessary, a public education outreach program to promote proper disposal of grease and fats;  
(I) A plan to respond to overflow discharges from private property to storm drains; and  
(J) If necessary, an analysis of alternative grease and fat disposal methods.  
The actions outlined above shall be coordinated with the requirements for Infiltration/Inflow and Spill Prevention contained *Collection System Requirements* in Order No. R3-2005-0003.
- V. CSMP Monitoring and Evaluation**  
The Discharger shall:  
(A) Monitor and evaluate the CSMP; and  
(B) Accordingly update program elements.
- VI. Overflow Emergency Response Plan (OERP)**  
The Discharger shall include in the CSMP an OERP that describes overflow response measures. At a minimum, this plan should describe:  
(A) Procedures to rapidly notify primary responders, and to report overflows to the Regional Board, the County Health Department, and OES (the OERP shall identify officials to be notified);  
(B) Procedures to ensure the right staff respond with adequate resources;  
(C) Staff training;

- (E) Procedures to prevent the overflow's entry to surface waters, to mitigate degradation of water quality, and to monitor surface waters, if necessary; and
- (F) Procedures to re-aerate surface waters that are excessively deoxygenated by the overflow.

**VII. Source Control Program**

If necessary, the Discharger shall prepare and implement a program to reduce discharges of grease, fat, and oil to the collection system. The plan shall describe the legal authority to prohibit discharges to the system and identify control measures.

**VIII System Evaluation and Capacity Assurance Plan**

In the CSMP, the Discharger shall report its collection system improvement plan, as follows:

**(A) System Evaluation – The evaluation shall:**

- Identify portions where lack of capacity causes chronic overflows,
- Report historic peak flows, and
- Report the major sources of the peak flows that cause overflow events;

**(B) System Renovation – Projected renovation and replacement of system pipelines and infrastructure as necessary to reduce overflows; and**

**(C) Plan updates – At a minimum, the plan must be updated annually to describe any significant change in proposed actions and/or implementation schedules. The updates should include available information on the performance of measures that have been implemented.**

- IX. Annually, the Discharger shall evaluate the CSMP and propose measures to address its deficiencies, if any, in the annual report submitted in accordance with MRP No. R3-2005-0003.
- X. The Discharger shall implement the requirements above in accordance with the following:

**CSMP Implementation Time Schedule**

Task	Completion Date
Legal Authority (Part III)	September 1, 2005
Measures and Activities (Part IV)	September 1, 2005
Overflow Emergency Response Plan (Part VI)	September 1, 2005
Capacity Evaluation (Part VIII)	February 1, 2006
Source Control Program (Part VII)	September 1, 2005
Final Sewer System Management Plan	September 1, 2005

## California Regional Water Quality Control Board, Central Coast Region

### SEWAGE OVERFLOW REPORT

*(Include all available details (use attachments as needed) – submit follow-up written reports as necessary)*

Reporting Party		Phone	
Discharger		Phone	
Address		City	

Date Of Overflow		Time Overflow Began		Time Overflow Stopped	
Location/Address of Overflow Origin					
Volume Of Overflow (Gallons)		Path Of Overflow			
Waterbody/Bodies Affected					
Cause Of Overflow (grease, roots, vandalism, pump station failure, etc.)					

Action Taken To Stop Overflow					
Time Cleanup Began		Time Cleanup Complete			
Discussion Of Cleanup					
Were Public Health Warnings Posted, And If So, Where?		Number Of Overflows In Same Location In Last Three Years			
Discussion Of Measures Taken To Prevent Overflows At This Location					

Agencies Notified (Please Check)		County Env. Health	Office of Emergency Services	Fish and Game	County Board Of Supervisors	Other (List)
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SIGNATURE / TITLE	DATE
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