SSO FAQs

Q – What qualifies as a Category 1 (Major) spill?
A – The SSO module automatically selects the spill type (Category 1 or Category 2) based on the first three questions answered when entering a new SSO. A Category 1 meets at least one of the following three criteria: Any discharge that is greater than/equal to 1000 gallons, discharges to a drainage channel or surface water, and/or any discharge that reaches a storm drain and is not fully captured.

Q – How long do I have to report my SSO?
A – All Category 1 spills must go through their first "Draft Submittal" within 3 days after the enrollee is first notified that the spill occurred A Category 1 spill must be certified within 15 days of the conclusion of spill response and remediation. Category 2 spills must be reported within 30 days after the month in which the spill occurred.

Q – What if I didn't have any spills?
A – If no spills have occurred within a calendar month a "No Spill Certification" must be completed within 30 days of the end of that month.

Q – What is a lateral?
A – A lateral is defined as a sewer "branch line" that reaches from the main sewer line to individual properties/buildings. It can be further divided into upper and lower laterals. Upper laterals are the section of the branch line that connects to the building and extends to the property line. Lower laterals are the remaining section of the branch line, which runs from the property line to the sewer main.

Q – What is the difference between a "Legally Responsible Official" (LRO) and a "Data Submitter"?
A – The titles "LRO" and "Data Submitter" denote different levels of access to the SSO online reporting module. Data Submitters have what would be considered limited access, they are allowed to complete the Collection System Questionnaire and enter information for spills. LROs have full reporting access to the SSO module. In addition to all of the things a Data Submitter can do, LROs are allowed to certify complete SSO reports, amend certified reports and submit "No Spill Certification".

Q – What if the certified SSO report was incorrect?
A – If for some reason the information in a certified SSO report is inaccurate, the LRO for that facility is allowed to amend that report from the general info tab using the "Amend" button. Pressing this button reopens the report and allows it to be edited again. Please note that once the changes are complete the report must be certified again.

Q – Can I view previous versions of amended reports?
A – Yes, you can. Every time a report is amended a copy of the previously certified version of that report is saved. Selecting "Certified and Amended" as the "SSO Certification Step:" when searching for SSO reports will allow access to these "Historical" versions. This functionality was provided to allow users to compare and correct information from a previous certified version of the report with a current version.