CITY of ESCONDIDO

COUNCIL MEETING AGENDA

WEDNESDAY, AUGUST 27, 2025

4:00 PM - Closed Session (Parkview Conference Room)
5:00 PM - Regular Session
Escondido City Council Chambers, 201 North Broadway, Escondido, CA 92025

WELCOME TO YOUR CITY COUNCIL MEETING

We welcome your interest and involvement in the legislative process of Escondido. This agenda includes information about topics coming before the City Council and the action recommended by City staff.

MAYOR
Dane White

DEPUTY MAYOR
Consuelo Martinez (District 1)

COUNCILMEMBERS
Joe Garcia (District 2)
Christian Garcia (District 3)
Judy Fitzgerald (District 4)

CITY MANAGER
Sean McGlynn

CITY ATTORNEY
Michael McGuinness

CITY CLERK
Zack Beck

HOW TO WATCH

The City of Escondido provides three ways to watch a City Council meeting:

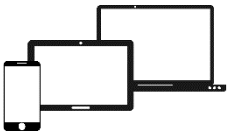
In Person

201 N. Broadway

On TV

Cox Cable Channel 19 and U-verse Channel 99

Online



www.escondido.gov

CITY of ESCONDIDO

COUNCIL MEETING AGENDA

WEDNESDAY, AUGUST 27, 2025

HOW TO PARTICIPATE

The City of Escondido provides two ways to communicate with the City Council during a meeting:

In Person

Fill out Speaker Slip and Submit to City Clerk

In Writing

escondido-ca.municodemeetings.com

ASSISTANCE PROVIDED

If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 760-839-4869. Notification 48 hours prior to the meeting will enable to city to make reasonable arrangements to ensure accessibility. Listening devices are available for the hearing impaired – please see the City Clerk.

CITY of ESCONDIDO

COUNCIL MEETING AGENDA

WEDNESDAY, AUGUST 27, 2025

CLOSED SESSION
4:00 PM

CALL TO ORDER

1. Roll Call: Fitzgerald, C. Garcia, J. Garcia, Martinez, White

ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. Speakers are limited to only one opportunity to address the Council under Oral Communications.

CLOSED SESSION

I. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code § 54956.9(d)(2))

a. *Flatiron Dragados West, LLC v. City of Escondido*
b. *One Matter*

II. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)

a. Property: APN 2710301200 (Kit Carson Park)
b. Agency Negotiator: Sean McGlynn, City Manager, or designee
c. Negotiating Party: The Rinks Foundation
d. Under Negotiation: Terms of Lease

ADJOURNMENT

CITY of ESCONDIDO

COUNCIL MEETING AGENDA

WEDNESDAY, AUGUST 27, 2025

REGULAR SESSION
5:00 PM Regular Session

MOMENT OF REFLECTION

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FLAG SALUTE

The City Council conducts the Pledge of Allegiance at the beginning of every City Council meeting.

CALL TO ORDER

Roll Call: Fitzgerald, C. Garcia, J. Garcia, Martinez, White

PROCLAMATION

Pollution Prevention Week

CLOSED SESSION REPORT

ORAL COMMUNICATIONS

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CONSENT CALENDAR

Items on the Consent Calendar are not discussed individually and are approved in a single motion. However, Council members always have the option to have an item considered separately, either on their own request or at the request of staff or a member of the public.

1. **AFFIDAVITS OF PUBLICATION, MAILING, AND POSTING (COUNCIL/RRB)**

2. APPROVAL OF WARRANT REGISTER

Request the City Council approve the City Council and Housing Successor Agency warrants issued between August 11, 2025 to August 17, 2025.

Staff Recommendation: Approval (Finance Department: Christina Holmes, Director of Finance)

3. APPROVAL OF MINUTES: Regular meeting of August 13, 2025

4. WAIVER OF READING OF ORDINANCES AND RESOLUTIONS

5. BID AWARD FOR ACTIVATED CARBON FOR THE WATER TREATMENT PLANT

Request the City Council adopt Resolution No. 2025-108 (1) accepting the sole responsive bidder for the purchase of Activated Carbon; (2) authorizing the Director of Finance to execute a purchase order with Carbon Activated Corporation, the sole responsive bidder, to provide activated carbon to be used at the Water Treatment Plant, effective September 1, 2025 through June 30, 2026, with the option to renew for an additional one-year period conditioned upon budget appropriations; and (3) authorizing the City Manager or their designee to approve any price increase for the one-year option to renew, conditioned upon budget appropriations.

Staff Recommendation: Approval (Utilities Department: Kyle Morgan, Interim Director of Utilities)

Presenter: Reed Harlan, Assistant Director of Utilities/Water

a) Resolution No. 2025-108

6. CONTINUING THE EMERGENCY REPAIR OF THE ESCONDIDO TRUNK SEWER MAIN

Request the City Council adopt Resolution No. 2025-109, declaring that pursuant to the terms of Section 22050 of the California Public Contract Code, the City Council finds there is a need to continue the emergency repair of the Escondido Trunk Sewer Main.

Staff Recommendation: Approval (Utilities Department: Kyle Morgan, Interim Director of Utilities)

Presenter: Kyle Morgan, Interim Director of Utilities

a) Resolution No. 2025-109

PUBLIC HEARING

7. 2025 SANITARY SEWER MANAGEMENT PLAN

Request the City Council adopt Resolution No. 2025-103 approving the 2025 Sanitary Sewer Management Plan.

Staff Recommendation: Approve (Utilities Department: Kyle Morgan, Interim Director of Utilities)

Presenter: Kyle Morgan, Interim Director of Utilities

a) Resolution No. 2025-103

CURRENT BUSINESS

8. CITY COUNCIL FACILITY USE POLICY

Request the City Council adopt Resolution No. 2025-106 establishing a comprehensive City Council Facility Use Policy for Community Public Forums and Neighborhood Celebration Events.

Staff Recommendation: Approval (City Clerk's Office: Zack Beck, City Clerk)

Presenter: Zack Beck, City Clerk

a) Resolution No. 2025-106

FUTURE AGENDA

9. FUTURE AGENDA

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: None (City Clerk's Office: Zack Beck)

COUNCILMEMBERS SUBCOMMITTEE REPORTS AND OTHER REPORTS

CITY MANAGER'S REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety, and Community Development.

ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. Speakers are limited to only one opportunity to address the Council under Oral Communications.

ADJOURNMENT

UPCOMING MEETING SCHEDULE

Wednesday, September 17, 2025	4:00 & 5:00 PM	Closed Session, Regular Meeting, *Council Chambers*
Wednesday, October 01, 2025	4:00 & 5:00 PM	Closed Session, Regular Meeting, *Council Chambers*

SUCCESSOR AGENCY

Members of the Escondido City Council also sit as the Successor Agency to the Community Development Commission, Escondido Joint Powers Financing Authority, and the Mobilehome Rent Review Board.

Consent Item No. 1 **August 27, 2025**

A F F I D A V I T S

OF

I T E M

P O S T I N G –

- **RECEIVE AND FILE THE UTILITIES 2025 SEWER SYSTEM MANAGEMENT PLAN, AND ACCEPT PUBLIC COMMENT ON THE REPORT**

CITY OF ESCONDIDO
OFFICE OF THE CITY CLERK
201 NORTH BROADWAY
ESCONDIDO, CA 92025-2798
(760) 839-4617

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN on WEDNESDAY, AUGUST 27, 2025 at 5 p.m., the Escondido City Council of the City of Escondido will hold a Public Hearing to consider the following item:

RECEIVE AND FILE THE UTILITIES 2025 SEWER SYSTEM MANAGEMENT PLAN, AND ACCEPT PUBLIC COMMENT ON THE REPORT

During the Public Hearing, Utilities Department staff will present information detailing:

- SSMP background
- SSMP revisions required to meet the Statewide Waste discharge Requirements
- Recommended SSMP actions

IF YOU CHALLENGE this item in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council, at or prior to the Public Hearing.

The City of Escondido recognizes its obligation to provide equal access to public services for those individuals with disabilities. Please contact the American Disabilities Act (A.D.A.) Coordinator (760) 839-4376 with any requests for reasonable accommodations, to include sign language interpreters, at least 24 hours prior to the meeting. The City of Escondido does not discriminate against any person with a handicapped status.

ALL INTERESTED PERSONS are invited to attend said Public Hearing to express their opinion in this matter. Said Public Hearing will be held in the Council Chambers, 201 N. Broadway, Escondido, California, 92025.

PUBLIC COMMENT: To submit comments in writing, please do so at the following link: https://escondido-ca.municodemeetings.com/bc-citycouncil/webform/public-comment.

FOR ADDITIONAL INFORMATION, please contact Victor Corrales, Wastewater Operations Manager (760) 839-6290.

DocuSigned by:
Zack Beck
A58535D0BDC1430...

ZACK BECK, City Clerk
City of Escondido
August 14, 2025

Published in THE ESCONDIDO TIMES ADVOCATE: 8/14/25

STAFF REPORT

August 27, 2025
File Number 0400-40

SUBJECT

APPROVAL OF WARRANT REGISTER

DEPARTMENT

Finance

RECOMMENDATION

Approval for City Council and Housing Successor Agency warrants issued between August 11, 2025 to August 17, 2025

Staff Recommendation: Approval (Finance Department: Christina Holmes)

ESSENTIAL SERVICE – Internal requirement per Municipal Code Section 10

COUNCIL PRIORITY –

FISCAL ANALYSIS

The total amount of the warrants for the following periods are as follows:

Dates	08/11/2025 to 08/17/2025
Total	$5,236,901.15
Number of Warrants	241

BACKGROUND

The Escondido Municipal Code Section 10-49 states that warrants or checks may be issued and paid prior to audit by the City Council, provided the warrants or checks are certified and approved by the Director of Finance as conforming to the current budget. These warrants or checks must then be ratified and approved by the City Council at the next regular Council meeting.

CITY of ESCONDIDO

COUNCIL MEETING MINUTES

CLOSED SESSION
4:00 PM

CALL TO ORDER

1. Roll Call: Fitzgerald, C. Garcia, J. Garcia, Martinez, White

ORAL COMMUNICATIONS

CLOSED SESSION

I. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)

a. Agency Representative: Sean McGlynn, City Manager, or designee
Employee Organization: Teamsters Local 986, Maintenance and Operations Bargaining Unit and Administrative / Clerical / Engineering Bargaining Unit
b. Agency Representative: Sean McGlynn, City Manager, or designee
Employee Organization: Escondido City Employees' Association, Supervisory Bargaining Unit
c. Agency Representatives: Sean McGlynn, City Manager, or designee
Employee Organization: Escondido Police Association Non-Sworn Bargaining Unit
d. Agency Representative: Sean McGlynn, City Manager, or designee
Employee Organization: Police Officers' Association Sworn Personnel Bargaining Unit
e. Agency Representative: Sean McGlynn, City Manager, or designee
Employee Organization: Firefighters Association Safety and Non-Safety Bargaining Unit
f. Agency Representative: Sean McGlynn, City Manager, or designee
Employee Organization: Employee Organization: Police Management Association Bargaining Unit

II. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code § 54956.9(d)(4))

a. California River Watch Claim

CITY of ESCONDIDO

COUNCIL MEETING MINUTES

ADJOURNMENT

Mayor White adjourned the meeting at 4:55 p.m.

_____ _____

MAYOR CITY CLERK

CITY of ESCONDIDO

COUNCIL MEETING MINUTES

REGULAR SESSION
5:00 PM Regular Session
Mobilehome Rent Review Board

MOMENT OF REFLECTION

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FLAG SALUTE

The City Council conducts the Pledge of Allegiance at the beginning of every City Council meeting.

CALL TO ORDER

Roll Call: Fitzgerald, C. Garcia, J. Garcia, Martinez, White

PRESENTATION

SiFi FiberCity Project Update

CLOSED SESSION REPORT

California River Watch Claim

Council unanimously approved a settlement in the amount of $50,000

ORAL COMMUNICATIONS

Stephen Wheeler – Expressed concern regarding lack of transparency in Escondido government and specifically requested that the City Manager's Office produce reports regarding the productivity of the office.

Tracy Baxter – Expressed concern regarding homelessness in Escondido.

CONSENT CALENDAR

Motion: Fitzgerald; Second: J. Garcia; Approved: 5-0

CITY of ESCONDIDO

COUNCIL MEETING MINUTES

1. **AFFIDAVITS OF PUBLICATION, MAILING, AND POSTING (COUNCIL/RRB)**

2. **APPROVAL OF WARRANT REGISTER**
   Request the City Council approve the City Council and Housing Successor Agency warrants issued between July 14, 2025 to August 03, 2025

   Staff Recommendation: Approval (Finance Department: Christina Holmes, Director of Finance)

3. **APPROVAL OF MINUTES: Regular meetings of July 16, 2025 and July 23, 2025**

4. **WAIVER OF READING OF ORDINANCES AND RESOLUTIONS**

5. **TREASURER'S INVESTMENT REPORT FOR THE QUARTER ENDED JUNE 30, 2025**
   Request the City Council approve the Quarterly Investment Report for the quarter ended June 30, 2025. (File Number 0490-55)

   Staff Recommendation: Approval (Finance Department: Douglas Shultz, City Treasurer)

   Presenter: Douglas Shultz, City Treasurer

6. **FIRST AMENDMENT TO INTERWEST CONSULTING GROUP, INC. IN THE AMOUNT OF $500,000 FOR ON-CALL BUILDING PLAN REVIEW AND INSPECTION SERVICES**
   Request the City Council adopt Resolution No. 2025-104 authorizing the Mayor to execute the First Amendment to the Consulting Services Agreement with Interwest Consulting Group, Inc. in the amount of $500,000 for On-call Building Plan Review and Inspection Services. (File Number 0600-10; A-3471-A-1)

   Staff Recommendation: Approval (Development Services Department: Christopher W. McKinney, Deputy City Manager/Interim Director of Development Services)

   Presenter: Doug Moody, Building Official

   a) Resolution No. 2025-104

7. **LANDSCAPE MAINTENANCE ASSESSMENT DISTRICTS - SECOND AMENDMENT TO PUBLIC SERVICES AGREEMENT WITH MAKELELE SYSTEMS FOR ZONES 1-38**
   Request the City Council adopt Resolution No. 2025-90, authorizing the Mayor to execute a Public Services Agreement Second Amendment with Makelele Systems Landscape & Maintenance, Inc. for Landscape Maintenance Districts. (File Number 0685-10)

   Staff Recommendation: Approval and File (Development Services Department: Christopher McKinney, Deputy City Manager/Development Services Director, and Jonathan Schauble, City Engineer)

Presenter: Jen Conway, Landscape Project Manager

a) Resolution No. 2025-90

8. **CONTINUING THE EMERGENCY REPAIR OF THE ESCONDIDO TRUNK SEWER MAIN**
Request the City Council adopt Resolution No. 2025-102: (1) declaring that pursuant to the terms of Section 22050 of the California Public Contract Code, the City Council finds there is a need to continue the emergency repair of the Escondido Trunk Sewer Main; (2) authorizing Change Order No. 01 to the Public Improvement Agreement with CCL Contracting, Inc. for an amount not to exceed $1,397,320.60; and (3) approving a budget adjustment in the amount of $1,397,320.60, from the Unallocated Reserves to the Wastewater Capital Improvement Project ("CIP") budget for Trunk Main/Norlak-HARRF. (File Number 1330-85)

Staff Recommendation: Approval (Utilities Department: Kyle Morgan, Interim Director of Utilities)

Presenter: Kyle Morgan, Interim Director of Utilities

a) Resolution No. 2025-102

PUBLIC HEARING

9. **SHORT-FORM RENT INCREASE APPLICATION FOR WESTWINDS MOBILEHOME PARK (FILE NO. 0697-20-10353)**
Request the Mobilehome Rent Review Board hold a public hearing to review and consider Westwinds Mobilehome Park Short-Form Application and adopt Resolution No. RRB 2025-91. (File Number 0697-20-10353)

Staff Recommendation: Approval (Development Services Department: Christopher McKinney, Deputy City Manager/Interim Director of Development Services)

Presenter: Carlos Cervantes, Management Analyst and Stephen Jacobson, Code Compliance Officer II

a) Resolution No. RRB 2025-91

Motion: C. Garcia; Second: White; Approved: 5-0

CURRENT BUSINESS

10. **CONGRESSIONAL FEDERAL IMMIGRATION POLICY LETTER**
Request the City Council send a letter regarding federal immigration policy to the San Diego County Congressional Delegation. (File Number 0145-40)

Recommendation: None (City Council: Mayor Dane White and Councilmember Christian Garcia)

Presenters: Mayor Dane White and Councilmember Christian Garcia

Stephen Wheeler – Expressed opposition to the letter.

Leila Sackfield – Expressed support for the letter.

Gregg Oliver – Expressed support for the letter.

Mark Hutson – Expressed support for the letter.

Michelle Schmalvogl – Expressed support for the letter.

Robin Ferguson – Expressed support for the letter.

Constance Kaess – Expressed support for the letter.

Courtney Cabral – Expressed support for the letter.

Melinda Ross Santa Cruz – Expressed support for the letter.

Ana Marie Velasco – Expressed support for the letter.

Angela Spucces – Expressed support for the letter.

Maria Wallace – Expressed support for the letter and shared a personal story of being the victim of a hate crime.

Laura Hunter – Expressed support for the letter.

Paul Huntington – Expressed support for the letter.

Chris Nava – Expressed support for the letter.

Nathalie Martinez – Expressed support for the letter.

Francisco Ramirez – Expressed support for the letter.

Gil Ariza Millan – Expressed support for the letter.

Jim Cassidy – Expressed support for the letter.

CITY of ESCONDIDO

COUNCIL MEETING MINUTES

Laura Hunter – Expressed support for the letter.

Patricia Serrano – Expressed support for the letter.

Terry Aker – Expressed support for the letter.

Maria Escobedo – Expressed support for the letter.

Tom Albergo – Expressed support for the letter.

Motion to approve the letter: C. Garcia; Second: White; Approved:

FUTURE AGENDA

11. **FUTURE AGENDA**
The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: None (City Clerk's Office: Zack Beck)

COUNCILMEMBERS SUBCOMMITTEE REPORTS AND OTHER REPORTS

CITY MANAGER'S REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety, and Community Development.

ORAL COMMUNICATIONS

ADJOURNMENT

Mayor White adjourned the meeting at 8:01 p.m.

_____ _____

MAYOR CITY CLERK

STAFF REPORT

ITEM NO. 4

SUBJECT

WAIVER OF READING OF ORDINANCES AND RESOLUTIONS –

ANALYSIS

The City Counci/RRB has adopted a policy that is sufficient to read the title of ordinances at the time of introduction and adoption, and that reading of the full text of ordinances and the full text and title of resolutions may be waived.

Approval of this consent calendar item allows the City Council/RRB to waive the reading of the full text and title of all resolutions agendized in the Consent Calendar, as well as the full text of all ordinances agendized in either the Introduction and Adoption of Ordinances or General Items sections. **This particular consent calendar item requires unanimous approval of the City Council/RRB.**

Upon approval of this item as part of the Consent Calendar, all resolutions included in the motion and second to approve the Consent Calendar shall be approved. Those resolutions removed from the Consent Calendar and considered under separate action may also be approved without the reading of the full text and title of the resolutions.

Also, upon the approval of this item, the Mayor will read the titles of all ordinances included in the Introduction and Adoption of Ordinances section. After reading of the ordinance titles, the City Council/RRB may introduce and/or adopt all the ordinances in one motion and second.

RECOMMENDATION

Staff recommends that the City Council/RRB approve the waiving of reading of the text of all ordinances and the text and title of all resolutions included in this agenda. Unanimous approval of the City Council/RRB is required.

Respectfully Submitted,

Zack Beck
City Clerk

STAFF REPORT

August 27, 2025
File Number 0470-25

SUBJECT

BID AWARD FOR ACTIVATED CARBON FOR THE WATER TREATMENT PLANT

DEPARTMENT

Utilities Department, Water

RECOMMENDATION

Request the City Council adopt Resolution No. 2025-108 (1) accepting the sole responsive bidder for the purchase of Activated Carbon; (2) authorizing the Director of Finance to execute a purchase order with Carbon Activated Corporation, the sole responsive bidder, to provide activated carbon to be used at the Water Treatment Plant, effective September 1, 2025 through June 30, 2026, with the option to renew for an additional one-year period conditioned upon budget appropriations; and (3) authorizing the City Manager or their designee to approve any price increase for the one-year option to renew, conditioned upon budget appropriations.

Staff Recommendation: Approval (Utilities Department, Kyle Morgan, Interim Director of Utilities)

Presenter: Reed Harlan, Assistant Director of Utilities/Water

ESSENTIAL SERVICE – Yes, Keep City Clean for Public Health and Safety; Clean Water

COUNCIL PRIORITY – Improve Public Safety

FISCAL ANALYSIS

The purchase order amount for treatment chemicals is estimated annual costs based on unit price and anticipated chemical usage. Quantities required by the Water Treatment Plant may fluctuate up or down during the purchase order period.

The purchase order price is firm for the first year. Any price increase under the contract renewal for subsequent years are subject to approval by City staff. Sufficient funds for the purchase of treatment chemicals are available in the operating budget of the Water Enterprise Funds.

PREVIOUS ACTION

None

CITY of ESCONDIDO

STAFF REPORT

BACKGROUND

On July 21, 2025, request for bids to purchase Activated Carbon to be used at the Escondido-Vista Water Treatment Plant ("WTP") were sent out to three prospective vendors. The request for bid contained detailed chemical specifications, estimated annual quantities, and a one-year firm price contract requirement for the period September 1, 2025 through June 30, 2026.

On July 31, 2025, one bid was received from Carbon Activated Corporation. No bids were received from General Carbon Corporation and Norman Fox & Co.

Powdered activated carbon ("PAC") is employed for its high adsorptive capacity and effectiveness in the removal of geosmin, 2-methylisoborneol, and other taste and odor causing compounds that are otherwise difficult to treat with conventional chemical processes. These compounds frequently occur within the City's raw water supply and require advanced treatment strategies to meet aesthetic water quality standards.

Additionally, PAC has demonstrated efficacy in the adsorption of perflourooctane sulfonic acid and in the reduction of total organic carbon levels, contributing to improved regulatory compliance, particularly with respect to disinfection byproduct precursor removal and emerging contaminant mitigation.

RESOLUTIONS

a) Resolution No. 2025-108

RESOLUTION NO. 2025-108

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE PURCHASE OF ACTIVATED CARBON FOR THE WATER TREATMENT PLANT, AND APPROVAL OF AN ANNUAL PRICE INCREASE FOR THE REMAINING ONE-YEAR OPTION TO RENEW

WHEREAS, the Escondido-Vista Water Treatment Plant ("WTP") requires the use of chemicals to operate as designed; and

WHEREAS, sufficient funds are available in the operating budget of the Water Enterprise Funds to purchase such chemicals; and

WHEREAS, the City of Escondido emailed three potential vendors on July 21, 2025 for unit price bids with detailed specifications for the purchase of activated carbon based on anticipated annual quantities and one bid was received from Activated Carbon Corporation; and

WHEREAS, the Director of Finance recommends executing a one-year purchase order to Activated Carbon Corporation for the period of September 1, 2025 through June 30, 2026, with a one-year option to renew; and

WHEREAS, the renewal option is conditioned on budget appropriations and satisfactory performance by the bidder, contract prices are firm for the first year, price increases under the renewal options are subject to approval by the City; and

WHEREAS, the Water division desires to have the City Council authorize the City Manager or their designee to approve any price increase for the one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.

2. That the City Council authorizes the bid award for the purchase of activated carbon to Activated Carbon Corporation.

3. That the City Council authorizes the Director of Finance to execute on behalf of the City, a one-year option to renew for the purchase of activated carbon.

4. That the City Council authorizes the City Manager or their designee to approve any unit price increase, including any increase greater than 10 percent, for the one-year option to renew.

STAFF REPORT

August 27, 2025
File Number 1330-85

SUBJECT

CONTINUING THE EMERGENCY REPAIR OF THE ESCONDIDO TRUNK SEWER MAIN

DEPARTMENT

Utilities Department

RECOMMENDATION

Request the City Council adopt Resolution No. 2025-109, declaring that pursuant to the terms of Section 22050 of the California Public Contract Code, the City Council finds there is a need to continue the emergency repair of the Escondido Trunk Sewer Main. The Resolution, which must be passed by four-fifths vote, also declares that public interest and necessity demand the immediate expenditure to safeguard life, health, or property.

Staff Recommendation: Approval (Utilities: Kyle Morgan, Interim Director of Utilities)

Presenter: Kyle Morgan, Interim Director of Utilities

ESSENTIAL SERVICE – Yes, Keep City Clean for Public Health and Safety; Sewer

COUNCIL PRIORITY –Improve Public Safety

FISCAL ANALYSIS

Funding for the Emergency Repair of the Escondido Trunk Sewer Main is available in the Wastewater Capital Improvement Project ("CIP") budget for Sewer Trunk Main, CIP No. 801913.

PREVIOUS ACTION

On June 26, 2024, the City Council adopted Resolution No. 2024-86, ratifying Proclamation No. 2024-02, affirming that it was appropriate for City staff to forego competitive bidding procedures and work with contractors for the necessary emergency repair of the failing trunk sewer main.

On July 10, 2024, the City Council adopted Resolution No. 2024-94, reaffirming that there was a need to continue efforts toward emergency repair of the failing trunk sewer main.

On July 17, 2024, the City Council adopted Resolution No. 2024-103, reaffirming that there was a need to continue efforts toward emergency repair of the failing trunk sewer main.

CITY of ESCONDIDO

STAFF REPORT

On July 23, 2024, a Public Improvement Agreement with CCL Contracting, Inc. was executed for the emergency repair of Section 2, from Beech Street to Grape Day Park, on a time and materials basis in an amount not to exceed $10,240,691.

On August 7, 2024, the City Council adopted Resolution No. 2024-106, reaffirming that there was a need to continue efforts toward emergency repair of the failing trunk sewer main. In addition, City Council approved a budget adjustment in the amount of $12,036,225 to fund the emergency repair of the failing trunk sewer main, consisting of $7,036,225 from the unallocated Wastewater Reserves and $5,000,000 from Capital Improvement Project No. 801508, Recycled Easterly Ag MFRO.

On August 21, 2024, a Public Improvement Agreement with J.R. Filanc Construction Company was executed for the emergency repair of Section 1, Ash Street from the Firestone Complete Auto Care parking lot to the Walmart Neighborhood Market parking lot, on a time and materials basis in an amount not to exceed $1,795,534.

On August 28, 2024, the City Council adopted Resolution No. 2024-117, reaffirming that there was a need to continue efforts toward emergency repair of the failing trunk sewer main.

On September 11, 2024, the City Council adopted Resolution No. 2024-131, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On October 2, 2024, the City Council adopted Resolution No. 2024-141, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On October 23, 2024, the City Council adopted Resolution No. 2024-146, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On November 20, 2024, the City Council adopted Resolution No. 2024-162, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On December 4, 2024, the City Council adopted Resolution No. 2024-178, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On January 8, 2025, the City Council adopted Resolution No. 2025-03, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On January 29, 2025, the City Council adopted Resolution No. 2025-06, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer main.

On February 19, 2025, the City Council adopted Resolution No. 2025-08, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer line.

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On March 19, 2025, the City Council adopted Resolution No. 2025-14, reaffirming that there was a need to continue efforts toward the emergency repair of the failing trunk sewer line.

On April 2, 2025, the City Council adopted Resolution No. 2025-19, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On April 16, 2025, the City Council adopted Resolution No. 2025-30, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On May 7, 2025, the City Council adopted Resolution No. 2025-38, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On May 21, 2025, the City Council adopted Resolution No. 2025-54, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On June 4, 2025, the City Council adopted Resolution No. 2025-58, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On June 18, 2025, the City Council adopted Resolution No. 2025-64, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On July 16, 2025, the City Council adopted Resolution No. 2025-86, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line.

On August 13, 2025, the City Council adopted Resolution No. 2025-102, reaffirming that there was a need to continue efforts toward the emergency repair for the failing trunk sewer line, authorized Change Order No. 01 to the Public Improvement Agreement with CCL Contracting, Inc. for an amount not to exceed $1, 397, 320.60; and approved a budget adjustment in the amount of $1,397,320.60, from the Unallocated Reserves to the Wastewater Capital Improvement Project budget for Trunk Main/Norlak-HARRF.

BACKGROUND

The City's trunk sewer mains, constructed in the 1950's, are a critical and integral part of the City's wastewater system. In June 2024, during routine closed-circuit television inspection, Utilities staff identified multiple failed and severely deteriorated sections of 18-inch and 21-inch trunk sewer main. In order to act quickly to avoid catastrophic failure, a local emergency was proclaimed on June 20, 2024, by the City Manager, serving as the Director of Emergency Services. The current and continuing scope of work includes two sections of severely deteriorated trunk sewer main that are in critical condition. These sections are shown in **Figure 1** below and defined as follows:

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Section 1: Ash Street - paralleling the Escondido Creek, from the Firestone Complete Auto Care ("Firestone") parking lot to the Walmart Neighborhood Market ("Walmart") parking lot; and *Section 2:* Beech Street to Grape Day Park - paralleling the Escondido Creek, traversing a short section of North Hickory Street, then continuing in East Pennsylvania Street from North Hickory and extending into Grape Day Park.

Figure 1

Section 1 emergency repair work began on August 7, 2024. All repairs to Section 1 are now complete.

Section 2 emergency repair work began on July 25, 2024, and is anticipated to be complete by January 16, 2026. The contractor, CCL Contracting, Inc. ("CCL"), has installed approximately 3,720 linear feet of trunk main, from Grape Day Park to Hickory Street, within Pennsylvania Avenue; north within Hickory Street from the intersection of Pennsylvania Avenue and Hickory Street to just south of the intersection of Hickory Street and Lansing Circle; easterly through the Westmont Assisted Living Community; and continues easterly within the City's Escondido Creek private property/public utility easement, paralleling the south side of Escondido Creek to Grape Street. The additional restoration work at Westmont Assisted Living Community, which included abandonment and slurry fill of 2,000 feet of 21-inch sewer, abandonment and slurry fill of 14 manholes, and repair of 40 feet of 21-inch trunk sewer line within the bike path at Date Street, has been completed.

In June 2025, a construction conflict with a 36" diameter water transmission main along the bike path was identified. City staff determined that rerouting the sewer trunk main from the bike path into East

Valley Parkway, provided the best value to the city from a cost, constructability, product longevity, and risk mitigation. Construction on North Fig Street, south of the channel bridge, between Washington Avenue and Valley Parkway, will tentatively start on September 2, 2025, with full closure for approximately three weeks and reopen to the public on September 19, 2025. Construction on to East Valley Parkway between Beech Street and Fig Street, will tentatively start on September 16, 2025 with work occurring at night to minimize the impact to the community. Electronic message boards updating the community are in place, where appropriate, throughout the construction project site and will remain through the duration of work.

Utilities staff continues to communicate and coordinate with affected businesses and residents within the construction zone of influence, as well as other City Departments regarding current and upcoming construction, including the upcoming road closures.

RESOLUTIONS

a) Resolution No. 2025-109

RESOLUTION NO. 2025-109

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, FINDING THAT AN EMERGENCY CONTINUES TO REQUIRE THE IMMEDIATE REPAIR OF THE ESCONDIDO TRUNK SEWER MAIN AND APPROVING EXECUTION OF CHANGE ORDER AND BUDGET ADJUSTMENT

WHEREAS, the City Council recognizes that the City's trunk sewer main pipeline defined in the two following critical sections are at risk of imminent, catastrophic failure:

Section 1: Ash Street - paralleling the Escondido Creek, from the Firestone Complete Auto Care parking lot to the Walmart Neighborhood Market parking lot; and

Section 2: Beech Street to Grape Day Park - paralleling the Escondido Creek, traversing a short section of North Hickory Street, then continuing in East Pennsylvania Street from North Hickory and extending into Grape Day Park; and

WHEREAS, pursuant to the approval of Resolution No. 2024-86 on June 26, 2024, ratifying Proclamation No. 2024-02; Resolution No. 2024-94 on July 10, 2024; Resolution No. 2024-103 on July 17, 2024; Resolution No. 2024-106 on August 7, 2024; Resolution No. 2024-117 on August 28, 2024; Resolution No. 2024-131 on September 11, 2024; Resolution No. 2024-141 on October 2, 2024; Resolution No. 2024-146 on October 23, 2024; Resolution No. 2024-162 on November 20, 2024; Resolution 2024-178 on December 4, 2024; Resolution No. 2025-03 on January 8, 2025; Resolution No. 2025-06 on January 29, 2025; Resolution No. 2025-08 on February 19, 2025; Resolution No. 2025-14 On March 19, 2025; Resolution No. 2025-19 on April 2, 2025; Resolution No. 2025-30 on April 16, 2025; Resolution No. 2025-38 on May 7, 2025; Resolution No. 2025-54 on May 21, 2025; Resolution No. 2025-58 on June 4, 2025, Resolution No. 2025-64 on June 18, 2025, and Resolution No. 2025-86 on July 16,

2025, and Resolution No. 2025-102 the City Council previously found that the failing trunk sewer risk constitutes an emergency and found it appropriate for Utilities staff to proceed to contract services without adopting plans, specifications, working details, or giving notice of bids to award contracts; and

WHEREAS, on August 7, 2024, City Council approved a budget adjustment in the amount of twelve million, thirty-six thousand, two-hundred twenty-five dollars ($12,036,225) to fund the emergency repair of the failing trunk sewer main, consisting of $7,036,225 from the unallocated Wastewater Reserves and $5,000,000 from Capital Improvement Project No. 801508, Recycled Easterly Ag MFRO; and

WHEREAS, the City entered into a Public Improvement Agreement ("Agreement") with CCL Contracting, Inc., in an amount not to exceed ten million, two-hundred forty-thousand, six hundred ninety-one dollars ($10,240,691) on July 23, 2024; and

WHEREAS, the City entered into a Public Improvement Agreement ("Agreement") with J.R. Filanc Construction Company in an amount not to exceed one million, seven hundred ninety-five thousand, five hundred thirty-four dollars ($1,795,534) on August 21, 2024; and

WHEREAS, the City Council approved Change Order No. 1 and a budget adjustment to the project in the amount of $1,397,320.60 to fund the remaining portion of Section 2 emergency repairs due to a trunk sewer alignment conflict with the existing 36" water main, bringing the total contract value with CCL Contracting, Inc., resulting in a contract value of not to exceed eleven million, six-hundred thirty-eight thousand and eleven dollars and sixty cents ($11,638,011.60); and

WHEREAS, pursuant to Section 22050 of the Public Contract Code, the City Council must review the emergency action every 14 days, or at its next regularly scheduled meeting, and determine by a four-fifths vote there is a need to continue the action; and

WHEREAS, this City Council desires at this time and deems it to be in the best public interest to continue the emergency action and approve the recommended change order and budget adjustment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.

2. That the City Council finds the failure of the trunk sewer main is a public health and safety emergency; that this emergency will not permit the delay that would result from a competitive bidding process; and that the proposed action and expenditure is still necessary to respond to the emergency requiring immediate repair of the trunk sewer main.

STAFF REPORT

August 27, 2025
File Number 1330-90

SUBJECT

2025 SANITARY SEWER MANAGEMENT PLAN

DEPARTMENT

Utilities Department, Wastewater Division

RECOMMENDATION

Request the City Council adopt Resolution No. 2025-103 approving the 2025 Sanitary Sewer Management Plan.

Staff Recommendation: Approve (Utilities: Kyle Morgan, Interim Director of Utilities)

Presenter: Kyle Morgan, Interim Director of Utilities

ESSENTIAL SERVICE – Yes, Keep City Clean for Public Health and Safety; Sewer

COUNCIL PRIORITY – Improve Public Safety

FISCAL ANALYSIS

There is no fiscal impact.

PREVIOUS ACTION

None

BACKGROUND

The City of Escondido owns and operates a sanitary sewer system consisting of 370 miles of gravity mainline that conveys raw sewage to the Hale Avenue Resource Recovery Facility. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment. The State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems in order to establish statewide standards and requirements for sewer system operations, the prevention of and reporting of spills from sanitary sewer systems.

The State Water Resource Control Board's Statewide Sanitary Sewer Systems General Order No.

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2022-0103-DWQ ("General Order") requires the City to maintain a Sanitary Sewer Management Plan ("SSMP") that outlines a plan and schedule to: (1) properly manage, operate, and maintain all parts of the City's sanitary sewer system; (2) reduce and prevent sanitary sewer spills; and (3) contain and mitigate spills that do occur.

The General Order requires the City to update its SSMP every six years, present the updated plan to the City Council for approval, and upload and certify the approved plan to the State Water Resources Control Board's online database, the California Integrated Water Quality System ("CIWQS"), by the City's Legally Responsible Official, as defined in the General Order § 5.1.

In addition to updating the SSMP every six years, the City must perform internal audits of its SSMP at a minimum of once every three years, submit audit reports to the CIWQS Sanitary Sewer System Database, and continuously document changes to the SSMP in a change log during the period between formal SSMP updates.

RESOLUTIONS

a) Resolution No. 2025-103
b) Resolution No. 2025-103 – Exhibit "A" – 2025 Sanitary Sewer Management Plan

ATTACHMENTS

a) Attachment "1" – General Order No. 2022-0103-DWQ

RESOLUTION NO. 2025-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, APPROVING THE 2025 SANITARY SEWER MANAGEMENT PLAN

WHEREAS, the City of Escondido owns and operates a sanitary sewer system that conveys raw sewage to the Hale Avenue Resource Recovery Facility; and

WHEREAS, sewage spilled from the City's sanitary sewer system poses a threat to public health, waters of the State, and the environment; and

WHEREAS, the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems to establish statewide standards and requirements for sewer system operations, the prevention of and reporting of spills from sanitary sewer systems; and

WHEREAS, the State Water Resource Control Board's ("SWRCB") Statewide Sanitary Sewer Systems General Order No. 2022-0103-DWQ requires the City to maintain a Sanitary Sewer Management Plan ("SSMP"), providing SSMP updates to the SWRCB every six years; and

WHEREAS, the City Council must approve the SSMP updates.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.

2. That the City Council approves the 2025 Sewer Management Plan, which is attached hereto as Exhibit "A" and is incorporated by this reference.

City of Escondido
Utilities Department

SEWER SYSTEM MANAGEMENT PLAN

Prepared in Accordance with Requirements Established in State Water Resources Control Board Order No. WQ 2022-0103-DWQ

ESCONDIDO
City of Choice

Revised July 2025

CITY OF ESCONDIDO

SEWER SYSTEM MANAGEMENT PLAN
2025 Update

City of Escondido
Utilities Department

Management Approval

Approved:

Sean McGlynn
City Manager

8/18/2025
Date

Approved:

Kyle Morgan
Interim Director of Utilities

8/18/2025
Date

Revised July 2025

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List of Abbreviations

BMP	best management practice
CIP	Capital Improvements Program
CIU	categorical industrial user
CIWQS	California Integrated Water Quality System
ELO	Escondido Land Outfall
FOG	fats, oils, and grease
GIS	geographic information system
gpcd	gallons per capita per day
gpm	gallons per minute
HARRF	Hale Avenue Resource Recovery Facility
I&I	inflow and infiltration
LS	wastewater lift (pump) station
MFRO	membrane filtration/reverse osmosis
O&M	operation and maintenance
OES	State of California Office of Emergency Services
RWQCB	California Regional Water Quality Control Board, San Diego Region
SCADA	Supervisory Control and Data Acquisition
SEJPA	San Elijo Joint Powers Authority
SEOO	San Elijo Ocean Outfall
SEWC	San Elijo Water Campus (formerly San Elijo Water Reclamation Facility)
SIU	significant industrial user
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board

SSMP ORGANIZATION AND PREPARATION

Overview *- The City of Escondido Sewer System Management Plan (SSMP) is developed in accordance with requirements established in State Water Resources Control Board (SWRCB) Order No. WQ 2022-0103-DWQ. This 2025 update of the City's SSMP describes the City's programs to minimize the potential for sanitary sewer overflows (spills). This SSMP addresses each of the eleven SSMP elements required under SWRCB Order No. WQ 2022-0103-DWQ. Each SSMP section herein addresses one of the eleven SSMP elements mandated by SWRCB Order No. WQ 2022-0103-DWQ. This SSMP was prepared by the Wastewater Division of the City of Escondido Utilities Department under the direction of the Assistant Director of Utilities/Wastewater and the Director of Utilities.*

Sewer System Management Plan (SSMP) Requirements. Statewide requirements that regulate spills or overflows of sanitary sewer systems (spills) are established by the State Water Resources Control Board (SWRCB) within Order No. WQ 2022-0103-DWQ. Order No. WQ 2022-0103-DWQ requires sewer collection agencies to:

- Implement measures to prevent sewer spills.
- Develop and implement a Spill Emergency Response Plan to respond to, mitigate, terminate, and clean up spills.
- Report spills through a statewide electronic reporting system.
- Maintain and update Sewer System Management Plans (SSMPs) which set forth agency plans for effectively managing, operating and maintaining sewer collection systems to prevent, reduce and mitigate spills.

Order No. WQ 2022-0103-DWQ requires SSMPs to be updated every six years. SSMPs are required to address the following eleven elements:

Element 1 – Goal and Introduction. The SSMP must implement the statewide goals to (1) properly manage, operate and maintain sewer collection systems, (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur. The introduction is required to describe the collection system and collection system assets, and present a schedule for auditing and updating the SSMP.

Element 2 - Organization. The SSMP must include (1) the Legally Responsible Official (as defined within Order No. WQ 2022-0103-DWQ, the (2) the organization structure (including names and contact information) for implementing the SSMP, and (3) the chain of command for reporting spills.

Element 3 - Legal Authority. The SSMP must cite the agency's legal authority to (1) prevent illicit discharges to the sewer system, (2) require proper design and maintenance of sewers, (3) ensure access for maintenance and repairs, (4) limit discharges of substances that may cause sewer line blockages, and (5) establish and enforce sewer ordinances.

Element 4 - Operation and Maintenance (O&M) Program. The SSMP must (1) develop and maintain up-to-date maps of the sewer system, (2) describe preventative operational and maintenance activities, (3) describe the agency's training program, and (4) present an inventory of sewer system replacement and spare parts.

Element 5 - Design and Performance Provisions. The SSMP must address the agency's construction standards and procedures for testing and inspecting the installation of sewers, pump stations, and other appurtenances.

Element 6 – Spill Emergency Response Plan. The SSMP must address (1) notification of responders, affected entities and regulators, (2) staff training, (3) emergency operations (including traffic control), and (4) containment and mitigation, (5) cleanup, (6) monitoring, and (7) post spill assessment and reporting.

Element 7 – Sewer Pipe Blockage Control Program. The SSMP must include an evaluation whether a program is required to control fats, oils or grease (FOG) or debris that may block sewer pipes. If FOG is found to be a problem, the SSMP must develop a FOG control program that (if appropriate) includes (1) an implementation and public outreach program, (2) a FOG disposal plan, (3) FOG prohibitions, (4) a grease trap control plan, (5) an inspection and enforcement program, (6) FOG blockages assessments, and (7) a source control program.

Element 8 - System Evaluation and Capacity Assurance Plan. The SSMP must include (1) a plan for routine assessment of system operations, (2) evaluation of capacities and design criteria, (3) prioritization of corrective actions and (4) a Capital Improvements Program (CIP).

Element 9 - Monitoring, Measurement, and Program Modifications. The SSMP must include a monitoring plan to (1) measure the effectiveness of the SSMP and preventative maintenance measures, (2) update program elements on the basis of collected information, and (3) assess spill trends.

Element 10 - SSMP Program Audits. Periodic internal audits of the SSMP must occur at least once each three years, and an audit report must be submitted to the State's electronic spill reporting system within CIWQS (California Integrated Water Quality System).

Element 11 - Communications Program. The agency must have a program to allow for public input and communication related to the SSMP and sewer spills. The agency must also have a plan of communication with any agencies that contribute tributary flow to the sewer collection system.

Organization of SSMP. This 2025 SSMP update is organized around the eleven required elements mandated by SWRCB Order No. WQ 2022-0103-DWQ. Within each SSMP element, specific requirements of Order No. WQ 2022-0103-DWQ are cited, and the City's compliance with these requirements are documented. As documented herein, the City of Escondido's long-standing efforts to minimize the potential for sewer spills complies with each of the eleven SSMP elements mandated by SWRCB Order No. WQ 2022-0103-DWQ.

SSMP Preparation. This updated SSMP was prepared by the Wastewater Division of the City of Escondido Department of Utilities under the direction of Kyle Morgan, Interim Director of Utilities.

Questions or comments concerning this SSMP should be directed to the Interim Director of Utilities at:

Mr. Kyle Morgan
Interim Director of Utilities
City of Escondido Utilities Department
1521 S. Hale Avenue
Escondido, CA 92025
Tel: (760) 839-6290, extension 7017
Mobile: (760) 715-2378
Email: Kyle.Morgan@escondido.gov

1. SSMP GOAL AND INTRODUCTION

Overview *- This SSMP element identifies the overall statewide goal established for SSMPs by the SWRCB and specific goals the City of Escondido has established in support of attaining this overarching state-wide goal. As required by SWRCB Order No. WQ 2022-0103-DWQ, the introduction element also (1) presents a historical overview of the City's SSMP implementation and updates, (2) presents a schedule for implementing SSMP audits and updating the SSMP, and (3) summarizes the City's sewer collection system assets and operations.*

State Water Resources Control Board (SWRCB) Order No. WQ 2022-0103-DWQ. SWRCB Order No. WQ 2022-0103-DWQ establishes statewide standards and requirements for sewer system operations and the prevention and reporting of spills from sanitary sewer systems. SWRCB Order No. WQ 2022-0103-DWQ defines a sewer spill as:

> *A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure.*

Order No. WQ 2022-0103-DWQ requires the reporting of spills through a statewide electronic reporting system, and require sewer agencies to maintain and update SSMPs that address the following eleven elements, including:

1. Establishing the SSMP goal and, SSMP update schedule and summarizing sewer system assets.
2. Describing the SSMP organization structure.
3. Demonstrating legal authority to regulate the sewer system and sewer dischargers.
4. Describing the preventative operations and maintenance program.
5. Implementing and enforcing sewer design and performance provisions.
6. Implementing a Spill Emergency Response Plan.
7. Implementing a sewer pipe blockage control program.
8. Providing for adequate sewer system capacity and capital improvements.
9. Implementing an adaptive management program that assesses SSMP performance.
10. Performing periodic internal audits of SSMP effectiveness in preventing spills.
11. Implementing a communication program.

SSMP Goal. Order No. WQ 2022-0103-DWQ establishes the following overarching goal for SSMPs:

> *The Goal of the Sewer System Management Plan is to provide a plan and schedule to (1) properly manage, operate, and maintain all parts of the sanitary sewer system, (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.*

To support attainment of this state-wide goal, the City of Escondido has established specific goals to minimize the potential for sewer spills and to reduce impacts from spills that do occur. These goals include:

- Properly manage, operate and maintain all portions of the City's wastewater collection system.
- Provide adequate capacity to convey peak flows.
- Reduce inflow and infiltration (I&I) into the sewer system through active inspection, dye testing and smoke testing.
- Reduce the potential for spills by maintaining the City's program for sewer line video monitoring, root and debris removal, control of fats oils and grease (FOG), pipe replacement and maintenance/upgrades at wastewater pump stations.

1.1 Regulatory Context

Order No. WQ 2022-0103-DWQ requires that the SSMP introductory section include a description of the SSMP implementation history and SSMP updates.

Historical Overview. Order No. WQ 2022-0103-DWQ updated sewer system requirements originally established by SWRCB Order No. WQ 2006-0103-DWQ. The City's original SSMP, approved by the City Council in 2009 after a public review period and public hearing, addressed requirements in Order No. WQ 2006-0103-DWQ. The original 2009 SSMP brought together in a unified document a number of long-standing City of Escondido operations or programs directed toward preventing spills, including the City's:

- Program of scheduled preventative inspection and maintenance of sewer mains and pump stations.
- Ongoing program for identifying sewer mains deemed to have an elevated risk for blockage from roots or grease, and providing increased frequency of inspection and cleaning of such mains.
- Program for maintaining and enforcing sewer design standards.
- Spill emergency response program.
- Capital Improvements Program (CIP) and ongoing assessment of sewer system capacity and rehabilitation needs.

The SWRCB in 2013 adopted Order No. WQ-2013-0058-EXEC which established revised statewide monitoring, reporting, and record keeping requirements for sewer spills. The SWRCB in September 2015 issued updated SSMP development guidance in *A Guide for Developing and Updating Sewer System Management Plans* (SSMPs).

Since that time, the City of Escondido Utilities Department has conducted regular reviews and audits of spill prevention performance and has periodically updated the SSMP to address needs. Updates to the City's SSMP were adopted in 2014, 2017, 2018, 2020, 2021 and 2022. Each of these updates were conducted under requirements established in SWRCB Order No. 2006-0003-DWQ.

This 2025 SSMP update addresses requirements established in Order No. WQ 2022-0103-DWQ. As part of this update, each of the 11 elements of the City's existing SSMP were evaluated for consistency with requirements of SWRCB Order No. WQ 2022-0103-DWQ. This updated SSMP incorporates changes to the City's existing SSMP to address:

- Revised SSMP terminology and organizational requirements established within SWRCB Order No. WQ 2022-0103-DWQ.
- Upgrades to City of Escondido treatment and collection facilities along with updates to the City's Capital Improvements Program.
- Changes and updates to the City's *Spill Emergency Response Plan*.
- Changes in City staffing and organizational structure.

While the appearance, terminology and organization of this updated SSMP has changed compared to the existing SSMP, each of the core elements of the City's existing SSMP remain intact, and this 2025 SSMP update is deemed to not represent a significant program change compared to the 2022 SSMP.

1.2 SSMP Update Schedule

Order No. WQ 2022-0103-DWQ requires that the SSMP introductory section include a schedule for updating the SSMP and for conducting internal audits. Table 1-1 presents the City's schedule for SSMP updates and for conducting internal audits.

SSMP Audits. The prior SWRCB Order No. 2006-0003-DWQ required that internal audits of the SSMP be conducted every two years and that the results of the audit be kept on file. SWRCB Order No. WQ 2022-0103-DWQ requires that internal audits be conducted at a minimum frequency of three years, and that the audits be submitted to CIWQS within six months of the end of the 3-year audit period. The most recent SSMP audit (conducted pursuant to Order No. WQ 2006-0003-DWQ) covered the period through the end of calendar year 2022. The first audit conducted under Order No. WQ 2022-0103-DWQ will cover calendar years 2023-2025 and will be submitted to CIWQS by July 1, 2026. Table 1-1 summarizes key milestones for completing and submitting the required SSMP audit.

Table 1-1
Audit and SSMP Update Schedule

Category	Task	Completion Date
SSMP Audit	Begin internal audit of SSMP performance for the period calendar years 2023 through 2025.	January 1, 2026
	Complete internal draft audit report	April 1, 2026
	Finalize and submit audit report to CIWQS [A]	July 1, 2026
SSMP Update	Begin SSMP update	December 1, 2030
	Complete internal draft of SSMP update	March 1, 2031
	Finalize SSMP update and submit to CIWQS [B]	May 2, 2031

Table 1-1 Footnotes:

A SWRCB Order No. WQ 2022-0103-DWQ requires that the final City-approved audit must be uploaded to CIWQS within six months of the end of the three-year audit period.

B SWRCB Order No. WQ 2022-0103-DWQ requires that the updated SSMP must be uploaded to CIWQS within six years of the prior required SSMP submittal date.

SSMP Updates. SWRCB Order No. WQ 2022-0103-DWQ requires that SSMPs be updated every six years of the last plan update due date. In accordance with this requirement, the City of Escondido SSMP update will be completed by May 2, 2031. Table 1-1 summarizes key milestones to ensure compliance with this submittal date.

1.3 Overview of Sewer System Assets

Order No. WQ 2022-0103-DWQ requires that the SSMP introductory section include a description of the City's sewer collection system, population served, and sewer collection assets.

Collection System Overview. The City of Escondido is located in north-central San Diego County. The City's sewage collection system consists of approximately 380 miles of pipeline, nearly 8,000 manholes, and 11 pump stations. The system serves an estimated population of approximately 150,000. With minor exceptions, the City's sewage collection system serves only properties within the incorporated boundaries of the City of Escondido. Table 1-2 summarizes the approximate number of current residential, industrial and commercial connections to the City of Escondido wastewater collection system.

Table 1-2
Breakdown of City of Escondido Sewer Connections

Category	Number of Sewer Connections	Percent of Total Connections
Residential connections	25,484	92 %
Commercial connections	2,076	8 %x
Industrial connections	28	< 1 %

The wastewater collection system delivers wastewater to the Hale Avenue Resource Recovery Facility (HARRF), which is the terminal treatment facility for the City. HARRF also receives wastewater from the Rancho Bernardo portion of the City of San Diego, but all San Diego wastewater collection and conveyance facilities are addressed within the City of San Diego SSMP. HARRF provides secondary treatment for all incoming flows. HARRF secondary effluent not directed to the onsite HARRF tertiary treatment facility is discharged to the Escondido Land Outfall for conveyance to the San Elijo Ocean Outfall.

Figure 1-1 (page 1-5) presents the overall location and layout of the City's wastewater collection system. The City maintains an up-to-date GIS (geographical information system) map and asset management program of its sanitary sewer system, which depicts locations of gravity segments and manholes, pumping facilities, force mains, valves, and other appurtenances. In accordance with requirements of SWRCB Order No. WQ 2022-0103-DWQ, the City has uploaded a detailed map of its sanitary sewer collection system into CIWQS.

Table 1-3 (page 1-6) presents a breakdown of gravity mains and force mains that comprise the City's wastewater collection system. Table 1-4 (page 1-7) presents information on the City's wastewater pump stations, while Table 1-5 (page 1-7) summarizes force mains within the City's wastewater collection system.

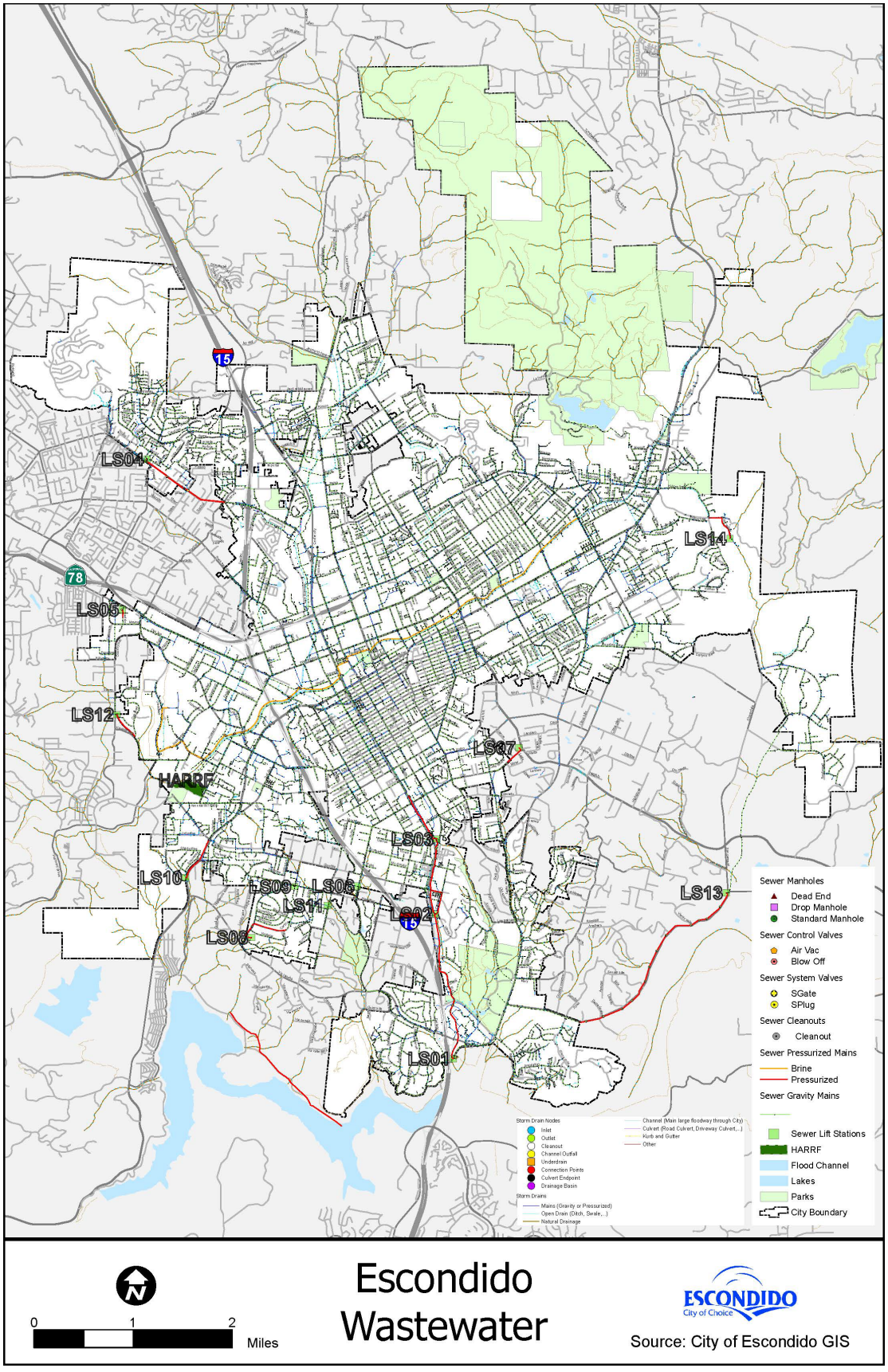

Figure 1-1 Layout of Key Conveyance Mains within the City of Escondido Sanitary Sewer Collection System

Table 1-3
Summary of City of Escondido Gravity Sewer Mains by Type and Diameter

Construction Material	Diameter (inches)	Length (miles)	Diameter (inches)	Length (miles)
Acrylonitrile butadiene styrene	8	0.24	10	0.32
Asbestos cement/ transite	10 8	0.22 0.61	6	0.06
Cast iron	10 8	0.08 0.09	6	0.02
Concrete (non-reinforced)	21 18 15 12	0.07 0.06 0.09 0.63	10 8 6	0.44 8.67 0.54
Ductile Iron	42 39 36 30	0.09 < 0.01 0.30 0.40	24 20 12 8	0.06 0.01 0.01 0.17
Other	36 30 24 18	0.03 0.07 0.02 0.02	12 10 8	0.34 0.07 1.45
Polyethylene	33 27 24	0.27 0.96 0.45	14 12 8	0.25 0.68 0.08
Polyvinyl chloride (PVC)	36 30 28 27 24 21 18	0.85 0.74 0.32 0.20 1.04 0.56 4.73	16 15 12 10 8 6	0.09 4.54 12.16 5.61 151.66 12.63
Reinforced concrete	36 33 30 27	7.49 3.12 3.48 0.28	24 21 18	0.71 1.07 0.12
Reinforced plastic (truss pipe)	8	0.44		
Unclassified	18 8	0.1 0.03	6 Unknown	0.05 0.19
Vitrified clay	39 36 28 24 21 18 16	0.86 0.93 0.05 0.17 0.97 1.56 0.06	15 12 10 8 6 4	3.52 3.57 6.89 95.67 26.05 0.04

Table 1-4
Summary of City of Escondido Wastewater Pump Stations

Pump Station	Location	Type of Pump	Number of Pumps	Horsepower per Each Pump	Rated Capacity (gpm)	Actual Capacity (gpm)
LS-1	3680 Sunset Drive	Cornell dry pit	3	75	1100	870 [A]
		Cornell submersible	2	75	1100	870 [A]
		Vaughan chopper	1	75	1100	870 [A]
LS-2	2698 S. Escondido Blvd.	ESSCO submersible	1	15	215	150
		Vaughn chopper	1	20	220	160
LS-3	2045 S. Escondido Blvd.	ESSCO submersible	3	125	2050	1950
LS-4	Edgebrook Place	Pentair submersible	2	30	700	600
LS-5	735 Opper Street	Gorman Rupp	2	7.5	225	200
LS-7	870 E 17th Street	Gorman Rupp	2	7.5	160	60
LS-8	2472 Eucalyptus Avenue	Smith & Loveless	2	25	200	170
LS-10	2356½ Willowbrook St.	Smith & Loveless	2	10	230	170
LS-12	1400 Country Club Drive	Gorman Rupp	2	20	150	80
LS-13	20950 San Pasqual Road	Smith & Loveless	2	30	340	210
LS-14	397 Oak Valley Lane	Hydromatic submersible	2	25	140	150

Table 1-4 Footnotes:

A Dual pump capacity.

Table 1-5
Summary of City of Escondido Wastewater Force Mains by Type and Diameter

Construction Material	Diameter (inches)	Length (miles)		Diameter (inches)	Length (miles)
Force mains that convey wastewater					
Concrete	12 8	0.49 0.49		6	0.54
Ductile iron	20 16	1.66 2.25		12	0.55
Other	18 12 8	0.09 0.44 2.60		6 4 3	0.85 0.22 0.37
Polyvinyl chloride (PVC)	15 10	4.91 0.01		8 6	< 0.01 0.54
Force mains that convey industrial brine					
Other	12	1.52			
Polyvinyl chloride (PVC)	15	4.91			

Ownership and Operational Responsibilities. The City of Escondido owns and maintains wastewater collection mains, force mains, pump stations and appurtenant facilities. Maintaining these facilities (along with the Escondido Land Outfall) is the responsibility of the Wastewater Division of the Utilities Department.

Per Section 22-165 of the City of Escondido Municipal Code, residential, commercial and industrial users of the City's sewer system are responsible for maintaining sewer laterals up to the point where the laterals connect to the City's wastewater collection mains.

The Public Works Department operates and maintains the City's stormwater collection system. No physical connections exist between the City's stormwater infrastructure and the City's sanitary sewer collection system.

2. ORGANIZATION

Overview **-** *This SSMP element identifies the organizational and staffing responsibilities for implementing the SMMP. The City of Escondido Assistant Director of Utilities/Wastewater is the Legally Responsible Official for SSMP development, implementation and compliance as defined within SWRCB Order No. WQ 2022-0103-DWQ. The Assistant Director of Utilities, Wastewater supervises SSMP Plan development and implementation under the direction of the Director of Utilities, City Manager and City Council. The City Engineer is responsible for reviewing plans and specifications for public works projects.*

Requirements. Section 2 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires that sewer agencies identify organizational staffing responsible for implementing the SSMP, including identifying:

- *The name of the Legally Responsible Official (as defined within Order No. WQ 2022-0103-DWQ) responsible for compliance with provisions of Order No. WQ 2022-0103-DWQ;*
- *The position titles, telephone numbers and email addresses for management, administrative, and maintenance positions responsible for implementing SSMP elements;*
- *Organizational lines of authority; and*
- *Chain of communication for reporting spills to the State Office of Emergency Services (OES), RWQCB and the applicable County health agency.*

Legally Responsible Official. The Assistant Utilities Director/Wastewater is the Legally Responsible Official for compliance with the provisions of Order No. WQ 2022-0103-DWQ.

Staffing and Organizational Lines of Authority. The City of Escondido wastewater collection system is operated and maintained by the Wastewater Division of the Utilities Department. Figure 2-1 (page 2-2) presents organizational lines of authority for the City's utilities management team, which works under the direction of the City of Escondido City Council. As shown in Figure 2-1, key management positions within the City's organizational structure include:

- *City Manager.* The City Manager manages operations within the City of Escondido in accordance with City Council directives, and advises the City Council on budget, financing, operations and other issues related to public works and utilities department operations.

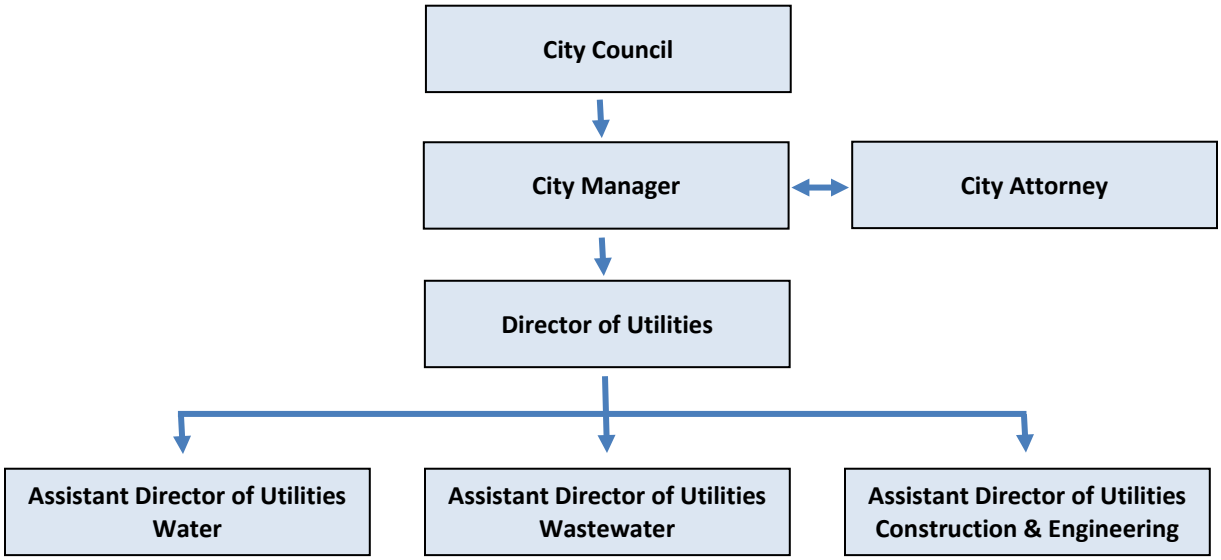

Figure 2-1 City of Escondido Utilities Department Chain of Command

- *City Attorney.* The City Attorney advises the Council and City Manager on legal issues, and as directed provides support to City staff on the legal authority, development, and enforcement of City regulations and codes.

- *Director of Utilities*. The Director of Utilities is in charge of water and wastewater utilities within the City of Escondido. The Director of Utilities advises the City Manager and City Council on water and wastewater facilities and operations, including capital improvements, operation, and maintenance of the City's wastewater system.

- *Assistant Director of Utilities/Wastewater*. The Assistant Director of Utilities/Wastewater supervises all facilities and operations within the City's wastewater division, including wastewater collection, wastewater treatment, and recycled water use. Under the direction of the Director of Utilities, the Assistant Director of Utilities/Wastewater is responsible for developing the SSMP and overseeing implementation SSMP elements related to wastewater system operations and maintenance, sewer overflow response, FOG control, system evaluation, and monitoring/measurement of SSMP effectiveness. The Assistant Director of Utilities/Wastewater is also the City official responsible for ensuring that applicable reports are uploaded and submitted to the State of California CIWQS.

- *Assistant Director of Utilities/Construction and Engineering*. The Assistant Director of Utilities/Construction and Engineering supervises the City's Capital Improvements Program (CIP) for water, wastewater and recycled water projects and manages the planning, design, bidding and construction of the City's water, wastewater and stormwater projects.

Wastewater Division Organization. The organizational chart for the City of Escondido Wastewater Division is presented within Attachment 1 to the City's *Spill Emergency Response Program* (presented within Appendix A of this SSMP). Attachment 2 to the City's *Spill Emergency Response Plan* (see Appendix A of this SSMP) presents job titles, telephone numbers and contact information for the management, administrative and maintenance positions responsible for implementing specific SSMP elements and for uploading reports to the CIWQS sewer spill data base. Key positions within the Wastewater Division include:

- *Wastewater Operations Manager*. The Wastewater Operations Manager is responsible for operating all City wastewater treatment and collection facilities, including treatment facilities at the HARRF and at the City's Membrane Filtration/Reverse Osmosis (MFRO) advanced water recycling facility.
- *Wastewater Maintenance Manager*. The Wastewater Maintenance Manager is responsible for maintaining wastewater mechanical systems, including wastewater treatment plant control systems, SCADA (Supervisory Control and Data Acquisition) systems, pump stations, mechanical equipment and electrical systems. The Wastewater Maintenance Manager is responsible for scheduling and performing preventative maintenance, and in responding to and correcting reported system or equipment failures or anomalies. In this capacity, the Wastewater Maintenance Manager coordinates with the Wastewater Operations Manager and the Wastewater Collections Supervisor to maintain electrical and mechanical equipment within the City's wastewater collection system and recycled water conveyance system.
- *Wastewater Collections Supervisor*. Under the direction of the Wastewater Operations Manager, the Wastewater Collections Supervisor is responsible for operating and maintaining the wastewater collection system and the Escondido Land Outfall. The Wastewater Collections Supervisor is also responsible for supervising the Wastewater Division staff that respond to sewer spills.

Interagency Coordination. HARRF secondary effluent is discharged to the Escondido Land Outfall for discharge to the San Elijo Ocean Outfall, which is jointly owned by the City and the San Elijo Joint Powers Authority. The Director of Utilities and Assistant Director of Utilities/Wastewater coordinate with the San Elijo Joint Powers Authority for the operation and maintenance of the Escondido Land Outfall and San Elijo Ocean Outfall.

Wastewater Division staff also coordinate with the City of San Diego, which contributes wastewater flow to HARRF via City of San Diego Pump Station No. 77.

Sewer Spill Reporting Chain of Command. The City maintains an updated *Spill Emergency Response Plan* (presented in Appendix A to this SSMP) which documents procedures for responding to sewer spills and details the City's chain of command for responding to sewer spills. As noted above, Attachment 1 to the *Spill Emergency Response Plan* presents the organizational structure within the City's Wastewater Division. Attachment 2 to the *Spill Emergency Response Plan* presents contact information for the responsible parties addressed in the spill reporting chain of command. Figure 2-1 of the City's *Spill Emergency Response Plan* presents the spill reporting and response chain of command.

3. LEGAL AUTHORITY

Overview *- As a general law city formed under the California Government Code, the City of Escondido has the legal authority to construct, operate, maintain, and regulate discharges to its sewer system. The City has established sewer construction, operation, and use requirements within the City of Escondido Municipal Code. Under regulations established within the Municipal Code, the City maintains the legal authority to (a) prevent illicit discharges to the sewer system, (b) require that sewers be properly designed and constructed, (c) ensure access for maintenance or repair, (d) limit the discharge of substances that may cause blockage, and (e) enforce violations of the City's Municipal Code.*

Requirements. Provision 3 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires that the SSMP provide a copy or an electronic link to the sewer use ordinance or other service agreements that establish binding procedures to:

- Prevent illicit discharges into the sanitary sewer system from inflow, infiltration, stormwater, chemical dumping, or unauthorized debris and roots.
- Require that sewers and connections be properly designed and constructed.
- Ensure access for maintenance, inspection, or repairs for portions of the service laterals owned or maintained by the sewer agency.
- Limit the discharge of fats, oils, and grease or other debris that may cause blockage.
- Enforce violations of applicable sewer ordinances, service agreements or other legally binding procedures.
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

Legal Authority Overview. The City of Escondido is a general law city formed in 1888 under the provisions of the *California Government Code*. As set forth in Title 4 of the *California Government Code* (Sections 38900-38902), general law cities have the power to acquire, construct, operate, and maintain sewer systems, and to establish and enforce regulations associated with the construction, operation, funding, and maintenance of the sewer system facilities.

City of Escondido Municipal Code. The City of Escondido's legal authority to execute these actions are established in the City's Municipal Code. City regulations regarding wastewater and stormwater are established in Chapter 22 of the Municipal Code. The Municipal Code is located online at:

https://www.escondido.gov/847/Escondido-Municipal-Code

Prevention of Illicit Discharges. The City's authority to prevent illicit discharges into the sewer system that may cause blockages are set forth in the following Municipal Code sections:

- Section 22-7. Removal of trees or vegetation near sewers upon notice.
- Section 22-8. Improper disposal of sewage.
- Section 22-37. Specific discharges prohibited.
- Section 22-39. Maintenance of preliminary treatment facilities and equipment.
- Section 22-40. Preliminary treatment of water and waste
- Section 22-173. Prohibited discharges into a wastewater system.
- Section 22-174. Limitations on discharges into wastewater system.
- Section 22-186. Accidental discharge and slug discharge.

The Municipal Code identifies illicit and prohibited discharges to the City's sewer system and provides the City Manager with authority to prevent such discharges. Discharges prohibited under the Municipal Code include substances that cause:

- fire or explosion,
- corrosive damage,
- obstruction of flow,
- treatment pass-through or inhibition,
- endangerment of health or safety,
- impairment of sewer facility maintenance or operation,
- sludge or treatment residue,
- petroleum or cutting oils,
- illicit discharge of transported or trucked wastes, or
- any discharge that would violate any public or regulatory agency requirement.

Collaboration with Stormwater Collection Agencies. The City of Escondido Public Works Department manages the City's stormwater system. In responding to spills, the Utilities Department and Wastewater Division management coordinate with the Assistant Director of Public Works when any spill has the potential to reach stormwater facilities. Public Works personnel are available if required to assist in the effort to contain and mitigate spill impacts.

Proper Design of Sewer System Components and Connections. The Municipal Code sets forth the legal authority for the City to regulate the design and construction of sewer collection facilities, and provides the City Engineer with responsibility to regulate such design and construction. The Municipal Code empowers the City Engineer to develop, update, and enforce design standards.

As discussed in Element 5 of this SSMP, the City has established standard design and performance standards for the design, construction, inspection, and approval of sewer facilities. City standard design plans and specifications are set forth in the City of Escondido *Design Standards and Standard Drawings*, adopted by the City of Escondido City Council via Resolution 2014-08.

Access for Maintenance and Inspection. Section 22-13 of the City of Escondido Municipal Code establishes that property owners must provide City staff with access for maintenance and inspection of sewer collection facilities. The Municipal Code also provides that the City has the right to remove any obstacle that would prevent access to a sewer easement, and that property owners must provide the City with applicable keys or key codes for gates that allow access to City facilities.

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Enforce Violations. The City's authority to enforce compliance with sewer discharge regulations is established in the following Municipal Code Sections:

- 22-10. Enforcement Authority.
- 22-11. Enforcement and Remedies.
- 22-12. Remedies Not Exclusive.
- 22-58. Delinquent Payments; Penalty; remedies.
- 22-182. Revocation of Wastewater Discharge Permit.
- 22-192. Enforcement.

Through its powers as a general law city and in accordance with the City's Municipal Code, the City maintains the ability to exercise a wide range of enforcement powers, which may include:

- issuing notices of noncompliance,
- issuing notice of violation,
- issuing administrative orders (probation, show cause, or cease and desist orders),
- petitioning the courts for injunction or civil penalties,
- signing criminal complaints,
- suspending or revoking wastewater discharge permits,
- terminating services, or
- administrative complaints.

Regarding judicial remedies, as set forth in the Sections 22-10 and 22-11 of the Municipal Code, any violator upon conviction is deemed guilty of a misdemeanor and may be subject to a financial penalty (fine) in an amount as defined. The City may also pursue any of the following alternative civil remedies against any violator of the Municipal Code, including:

- financial damages associated with required repair of facilities damaged by a violator,
- injunction by petition to Superior Court,
- reimbursement of any financial penalty issued to City that was caused by a sewer use violation by a sewer user or,
- recovery of the City's costs for abating illicit discharges, and/or
- administrative fines.

Additionally, through the enforcement powers provided within the Municipal Code, the City has the ability to exercise any of the following supplemental enforcement powers as necessary:

- Sampling Authority.
- Cleanup and Abatement.
- Monitoring and Mitigation.
- Stormwater Pollution Prevention.
- Employee Training.
- Best Management Practices.

Easements for Accessing Sewer Facilities. Section 22-119 of the City of Escondido Municipal Code provides that property owners shall grant easements and rights-of-way to the City for any public sewer mains or other required public facilities.

4. OPERATIONS AND MAINTENANCE PROGRAM

Overview *- The City of Escondido implements spill prevention policies and procedures which include (1) updating the City's sewer facilities maps, (2) scheduling and performing facilities inspections, (3) scheduling and performing preventative maintenance, (4) evaluating and implementing required facilities rehabilitation and replacement, (5) managing assets, and (6) responding to public reports or complaints. The City's spill prevention operations and procedures comply with the system mapping requirements, preventative maintenance requirements, rehabilitation and replacement requirements, training requirements, and equipment/spare parts requirements established within SWRCB Order No. WQ 2022-0103-DWQ.*

4.1 Updated Sanitary Sewer System Map

Section 4.1 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires sewer agencies to maintain an up-to-date map of the sanitary sewer system that shows gravity line segments, manholes, pumping facilities, force mains, valves and applicable stormwater conveyance facilities within the sewer system boundaries. In accordance with this requirement, the Utilities Department maintains an up-to-date electronic GIS version that shows all required sewer collection assets. A master electronic version of the City's sewer system map is maintained on the City's computer network, and copies are backed up regularly. As required by SWRCB Order No. WQ 2022-0103-DWQ, the City has uploaded a GIS version of this map into CIWQS.

Revisions and Updates. The City's sewer system facilities master maps are revised whenever:

- Sewer service facilities (sewer mains, manholes, and pump stations) are connected within newly developed areas of the City's sewer service area.
- Existing sewer collection facilities are modified or upgraded as part of the City's Capital Improvements Program.
- Existing sewer collection facilities are modified or upgraded as part of repairs, rehabilitation, or maintenance work.
- City staff or contractors identify discrepancies on existing maps.
- City staff or contractors identify descriptions or map designations that could be misinterpreted.
- City staff or contractors identify additional information that would be useful to include on the maps.

As this GIS map is updated, the Assistant Utilities Director/Wastewater (or his/her CIWQS-certified designee) is responsible for uploading updates to the map into CIWQS.

Availability to Spill Response Teams. In addition to maintaining an electronic GIS version of the sewer system map, printed copies of the sewer system atlas are carried by work crews and spill response crew vehicles. The sewer system maps show:

- the map version date,
- distance scales, street names, and access notes,
- names and locations of wastewater pump stations,
- diameters, directions of flow, lengths (to scale), and construction materials for gravity sewer mains,
- the locations, identification numbers, and invert depths of manholes,
- diameters, directions of flow, lengths (to scale), construction materials, and pressure ratings for force mains, and
- locations of ancillary sewer collection facilities (e.g., siphons, valves).

Stormwater Collection Facility Maps. In addition to up-to-date sewer system maps, the City also maintains up-to-date maps showing the locations of underground storm drains. Maps showing the location of storm drain facilities are available to field personnel that respond to spills in order to facility spill responses, mitigation and clean-up.

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4.2 Preventative Operations and Maintenance

Under the direction of the Director of Utilities and Assistant Director of Utilities/Wastewater, the City of Escondido maintains a preventative program for sewer spills that includes:

- a range of inspection and preventative maintenance activities for sewer mains, manholes, pump stations, force mains, and other appurtenant facilities,
- a system for encouraging public awareness and for responding to public tips or information regarding required sewer system maintenance,
- a system to track past sewer spills or overflows, identify trends in the performance of operations and facilities, and implement higher frequency inspections on known problem areas,
- analysis of individual sewer spills or overflow events, and the identification and evaluation of additional potential preventative measures,
- routine scheduled inspection of sewer collection facilities,
- identification of reaches of sewer mains subject to an increased risk of grease-related or root-related blockages,
- an ongoing program to evaluate collection system operations and inspection needs,
- a training program,
- an ongoing program to continually evaluate collection system physical facilities, and
- a capital improvements program that (1) prioritizes needs for rehabilitation, replacement, or upgrade of sewer collection facilities, (2) sets forth long-term implementation plans and funding needs for the required facilities, and (3) is based on a rate structure and/or system of financing that financially supports the required long-term facilities upgrades or replacements.

The Director of Utilities and Assistant Director of Utilities/Wastewater are responsible for implementing and overseeing these spill-preventative measures.

Scheduled preventative measures implemented by the City include:

- a scheduled program of pump station inspections,
- scheduled maintenance of pump stations,
- a scheduled program of sewer main inspections (both visual and video inspection), and
- a scheduled program of sewer main cleaning.

Pump Stations. Table 4-1 summarizes the City's wastewater pump station inspection schedule and pump station reliability features. As shown in the table, all pump stations can be remotely monitored using the City's SCADA system, and the SCADA system provides instantaneous alerts to Utilities Department personnel when anomalous conditions are detected in any of the City's wastewater pump stations. As also shown in Table 4-1, backup electrical generating power is available at each of the pump stations.

Table 4-1
Summary of Inspection Schedules and Reliability Features
City of Escondido Wastewater Pump Stations

Pump Station	Targeted Onsite Inspection Schedule	Real-Time Remote Monitoring via SCADA?	Onsite Backup Power Available?
LS-1	Weekly [A]	Yes	Yes
LS-2	Weekly [A]	Yes	Yes
LS-3	Weekly [A]	Yes	Yes
LS-4	Weekly [A]	Yes	Yes
LS-5	Weekly [A]	Yes	Yes
LS-7	Weekly [A]	Yes	Yes
LS-8	Weekly [A]	Yes	Yes
LS-10	Weekly [A]	Yes	Yes
LS-12	Weekly [A]	Yes	Yes
LS-13	Weekly [A]	Yes	Yes
LS-14	Weekly [A]	Yes	Yes

Table 4-1 Footnotes:

A The weekly pump station inspections include alarm testing, pump function testing and generator testing.

Preventative maintenance procedures and schedules for pump stations are established, in part, on the basis of manufacturer's maintenance recommendations, the type and age of pump station equipment, the type of pump and motor controls employed, pump station flows, and past maintenance and operation history.

Sewer Mains. As part of the City's sewer main inspection program, the City designates sewer main reaches that may have an elevated risk of grease-related or root-related sewer main blockages. Areas with such elevated risk are identified on the basis of (1) known grease dischargers, (2) results of prior

visual and video inspections, (3) location of trees, (4) past spill history, and (5) sewer main sizes, slopes and velocities.

Table 4-2 presents sewer main cleaning schedules for the City's sewer mains. As shown in Table 4-2, the City implements more frequent cleanings and inspections of sewer mains in area where blockage problems are more likely. Additionally, the City maintains a regular schedule for video inspections (closed circuit television) of all sewer mains. For sewer mains that do not have an elevated risk of blockage, a total of 35 miles of sewer mains are video inspected each year under this regular schedule. Video inspections are conducted on an as-needed (more frequent) basis when any potential blockage issue is (1) identified or suspected as part of the priority quarterly sewer main cleaning and inspection schedule or (2) indicated by data trends from SmartCover manhole monitoring systems.

Table 4-2
Targeted Sewer Inspection and Cleaning Schedule

Sewer Line Risk Category	Targeted Sewer Cleaning Schedule [A]
Potential for Grease Blockages	Quarterly
Potential for Root Damage	Quarterly
All other sewer lines	Every 24 Months

Table 4-2 Footnotes:

A Targeted schedule for visual inspections of manholes and sewer main cleanings. Actual frequency of inspections and cleanings may vary with equipment and staff availability, priorities based on prior inspections, weather, and access considerations. More frequent cleanings and inspection may occur on the basis of the results of video inspections and data trends from SmartCover manhole monitoring systems.

4.3 Training

Training for Utilities Department personnel is the responsibility of the Director of Utilities, the Assistant Director of Utilities/Wastewater, the Wastewater Operations Manager and the Wastewater Collections Supervisor. City crews are trained to perform inspections, perform system checks, and to operate and maintain wastewater collection facilities and equipment. Section 3 of the City's *Spill Emergency Response Plan* details targeted frequencies for common training or drills.

The City maintains an ongoing operator education program to insure up-to-date training. Additionally, the City encourages employee enrollment at local community colleges and training provided by national professional societies and/or pollution-prevention organizations. Additional training includes:

- orientation training and mentorship,
- drills and test exercises,
- technical training and certification,
- professional development training,
- safety training, and
- other specialized training.

4.4 Equipment Inventory

The City utilizes asset management software to manage the maintenance and repair of the City's wastewater treatment and collection facilities and equipment. The asset management software identifies scheduled maintenance and repair activities, and is used to track repair/maintenance histories of equipment and pipelines. Section 3 of the City's *Spill Emergency Response Plan* details equipment available to respond to spill reports.

As part of the Utilities Department maintenance management program, management personnel evaluate inventory needs for critical components and spare parts. The City maintains an inventory of critical components which include (1) spare pipes sections and fittings, (2) spare parts, components, and fittings for pump stations, and (3) spares for repair and response equipment. Section 3 of the City's *Spill Emergency Response Plan* summarizes critical components and parts typically maintained in the City's inventory. To update this inventory, Utilities Department management evaluate supplies, components, and equipment necessary to allow for simultaneous repairs in two locations. Critical components and spare parts are identified on the basis of:

- historic parts/components inventories and use patterns,
- manufacturer's recommendations,
- design engineer recommendations,
- past failure history, likelihood of failure and risk associated with failure,
- number of units in service requiring the parts/components,
- operating experience and recommendations from field crews,
- preventative maintenance schedules,
- parts/components availability from suppliers and time required to receive delivery,
- cost (including delivery cost),
- parts/components availability from adjoining agencies, and
- contingency/portable equipment needs.

Inter-Agency Communication. The Utilities Department maintains informal communications with adjoining sewer agencies. Should the need arise, through this communication the City can arrange for spill response resources that may be available from adjoining agencies. Further, Utilities Department managers maintain a list of suppliers for critical components, along with anticipated emergency delivery times.

5. DESIGN AND PERFORMANCE PROVISIONS

Overview *- The City of Escondido establishes standards for the design and construction, installation, repair and rehabilitation of existing and proposed sewer collection facilities. The City of Escondido also establishes procedures and standards for inspecting newly constructed or newly installed, repaired and rehabilitate collection mains, pumps and other collection system appurtenances. The City's design and construction standards and specifications and testing/inspection requirements comply with requirements established in SWRCB Order No. WQ 2022-0103-DWQ.*

Requirements. Provision 5 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires that sewer agencies implement design and performance standards, including:

- Updated design criteria and construction standards and specifications for the construction, installation, repair and rehabilitation of existing and proposed system infrastructure components, including pipelines, pump stations, and other system appurtenances.
- Procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps and other equipment and appurtenances.

5.1 Design and Construction Standards

The City establishes construction materials, design and specifications for sewer collection facilities and appurtenances within its *Design Standards and Standard Drawings*, which is available online at escondido.gov/294/Field-Engineering. Standards for designing and constructing wastewater collection facilities are established for sewer mains, manholes and sewer laterals.

The *Design Standards and Standard Drawings* also establish requirements governing preparation, review, inspection of plans and procedures and methodologies, and consistency with the City's *Wastewater Master Plan* (available online at escondido.gov/771/Utilities-Plans-Reports-Notices).

The City requires that lift stations and force mains be designed by professional engineers per Utilities Department requirements and specifications.

The City's *Design Standards and Standard Drawings* establish design standards that govern sizing and design of sewer mains, including criteria that specify:

- sewer main construction materials and specifications,
- minimum sewer main sizes,
- maximum depth of flow,
- sewer main minimum velocities,
- minimum pipeline slopes (per size of pipe),
- depth of cover,
- easements,
- construction specifications for laterals,
- minimum sewer lateral sizes,
- minimum lateral connection slopes,
- check valves,
- utility clearances, and
- manhole construction materials and specifications.

City of Escondido standards that govern the design and construction of manholes (both conventional and shallow manholes) include:

- manhole construction methods/materials,
- slope-dependent maximum distances between manholes,
- manhole diameters,
- access openings, and
- manhole covers.

The City's design criteria also require site-specific special design of manholes for sewer mains larger than 18 inches in diameter.

5.2 Testing and Inspection Procedures and Standards

The City of Escondido Utilities Department establishes procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects. All repair or rehabilitation work on City sewers is either conducted by the Utilities Department personnel and equipment, or by contractors who work under the supervision of City engineering or Utilities Department staff.

All repairs or rehabilitation work is inspected by the Utilities Department staff, and the City's Field Engineering Division provides construction inspection of all CIPs. Standards checked by inspectors include conformance with design plans and specifications, conformance with applicable City requirements, and conformance with the City's *Design Standards and Standard Drawings*.

Inspection activities conducted by Utilities Department personnel on sewer main repairs or replacement may include (but not be limited to) the following:

- traffic plan and control,
- surveying,
- earthwork,
- clearing and grubbing or pavement removal,
- trenching and shoring,
- pipe bedding,
- pipe laying and joints,
- construction of structures,
- videotaping of all constructed sewers,
- placing and compacting of backfill,
- sewer cleaning,
- deflection testing of sewers,
- air testing of sewers,
- paving or grading over trenches,
- water tightness of manholes,
- adjusting manhole covers to grade, and
- final inspection.

In accordance with the City's *Design Standards and Standard Drawings*, all newly installed or repaired sewer mains must be inspected via closed circuit television.

City inspectors receive training in City standards, construction inspection requirements, construction techniques, and safety. Contractors are not allowed to proceed with any phase of work until the previous phase has been inspected and approved by the City. The contractor is required to repair, reconstruct, replace or otherwise make acceptable any work found by the City to be not in accordance with the City's standards. City inspection and testing requirements include:

- reviewing and approving the source of supply for materials,
- reviewing/approving materials tests furnished by contractors and manufacturers, and
- obtaining samples of materials from the contractor or manufacturer for independent testing.

6. SPILL EMERGENCY RESPONSE PLAN

Overview **-** *The City of Escondido maintains and updates a Spill Emergency Response Plan that documents policies, procedures and guidelines for sewer spill detection, notification, response, monitoring, cleanup and restoration, and record-keeping. The City's Spill Emergency Response Plan complies with emergency response requirements established within SWRCB Order No. WQ 2022-0103-DWQ for responder notification, spill response, agency notifications, training, crowd and traffic control, and spill control.*

Requirements. Provision 6 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires sewer agencies to develop and implement an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills, to reduce spill volumes, and to collect information to prevent future spills. The Spill Emergency Response Plan is required to address:

- Notification of primary responders, affected entities and regulatory agencies.
- Implementation of the Spill Emergency Response Plan and staff training.
- Spill response, containment and mitigation.
- Emergency system operations including traffic control.
- Interagency coordination and coordination with stormwater units.
- Mitigation, remediation, spill recovery and cleanup.
- Post-spill assessments.
- Spill documentation and reports.
- Annual review of the Spill Emergency Response Plan.

SWRCB Order No. WQ 2022-0103-DWQ defines spill categories and establishes monitoring and reporting procedures for each category. Table 6-1 (page 6-2) summarizes spill monitoring and reporting requirements established under Order No. WQ 2022-0103-DWQ.

Spill Emergency Response Plan. The City of Escondido maintains and periodically updates a *Spill Emergency Response Pla*n that documents procedures, policies, and guidelines for spill detection, notification, response, monitoring, cleanup and restoration, and record-keeping. The most recent version of the City's *Spill Emergency Response Plan* was updated in May 2025 (see Appendix A).

Responsibility for Plan Updates. The Assistant Director of Utilities/Wastewater is responsible for ensuring that the *Spill Emergency Response Plan* is annually reviewed and (if necessary) revised to (1) incorporate up-to-date spill policies, procedures and technologies, and (2) incorporate experience gained by Wastewater Division personnel in preventing and responding to past spill events.

Table 6-1
Summary of Spill Reporting Requirements
SWRCB Order No. WQ 2022-0103-DWQ

Element	Requirement of SWRCB Order No. WQ 2022-0103-DWQ [A]	Method
Notification [B]	• Within two hours of becoming aware of Category 1[C] spill, notify the California Office of Emergency Services (OES) and obtain a notification control number.	Telephone OES at: (800) 852-7550
Reporting [B]	• Category 1[C] Spill: Submit draft report within three business days of becoming aware of the spill, and certify the spill report within 15 calendar days of the spill end date. • Category 2[D] Spill: Submit draft report within 3 business days of becoming aware of the spill and certify within 15 calendar days of the spill end date. • Category 3[E] Spill: Submit certified report within 30 calendar days of the end of month in which the spill the occurred. • Spill Technical Report: Submit within 45 calendar days after the end date of any Category 1 Spill in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no spills occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no spills occurred. • Collection System Questionnaire - update and certify every 12 months	Enrollee's legally responsible officials must enter spill data into the CIWQS Online sewer spill database at http://ciwqs.waterboards.ca.gov/
Water Quality Monitoring [B]	• Conduct water quality sampling within 48 hours after initial spill notification for Category 1 Spills in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 spills in which 50,000 gallons or greater are spilled to surface waters.
Record Keeping [B]	• Spill event records. • Records documenting SSMP implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for spills of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate spill volume.	Self-maintained records shall be available during inspections or upon request.

Table 6-1 Footnotes:

A SWRCB Order No. WQ 2022-0103-DWQ was adopted by the SWRCB on December 6, 2022 and became effective on June 5, 2023.

B Notification, reporting, water quality monitoring and record-keeping procedures are established in Attachment E to Order No. WQ 2022-0103-DWQ.

C A Category 1 spill is defined as a discharge of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that (1) reaches surface water and/or reaches a drainage channel tributary to a surface water; or (2) reaches a Municipal Separate Storm Sewer System (MS4) and is not fully captured and returned to the sanitary sewer system or not otherwise captured and properly disposed. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin.

D A category 2 spill is defined as a discharge of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach surface water, a drainage channel, or a MS4 unless the entire spill discharged to the storm drain system is fully recovered and properly disposed.

E A category 3 spill is defined as all other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Plan Supervision. As set forth in the City's *Spill Emergency Response Plan*, all spill response actions are directed by an Onsite Supervisor. A duty Onsite Supervisor will be designated at all times, and will either be the Wastewater Collections Supervisor or another experienced competent person designated by the Wastewater Operations Manager or Wastewater Collections Supervisor.

When Utilities Department staff arrive at the spill scene in advance of the designated Onsite Supervisor, the senior onsite Wastewater Division staff member assumes the duties of the Onsite Supervisor until the designated Onsite Supervisor arrives.

Compliance with Agency Requirements. The City's *Spill Emergency Response Plan* (see Appendix A) complies with each of the requirements set forth within SWRCB Order No. WQ 2022-0103-DWQ.

Primary Responder Notification. The City's *Spill Emergency Response Plan* documents procedures for ensuring the availability of response teams and ensuring notification of primary responders. Section 2 of the *Spill Emergency Response Plan* documents means for identifying and responding to spills from sewer main breaks, blockages or surcharging, or from pump station failure or surcharging. Section 2 also documents the City's reporting system to ensures that spill reports/calls from the public are routed to Utilities Department and Wastewater Division management.

All Utilities Department workers are available via cell phone/radio communications during all business hours. During business hours, Wastewater Division supervisors can quickly mobilize spill response crews by either (1) routing crews already in the field to the response site or (2) directing crews at Utilities Department offices/yards to the response site.

A Wastewater Division senior-level supervisor and an emergency response crew will be scheduled on call and available during all non-business hours. If initial assessment indicates the need for more crews than are on call, Wastewater Division senior-level supervisors are empowered to authorize overtime and mobilize any required off-duty Utilities Department personnel to respond to the spill.

Appropriate Responses to Spills. Section 3 of the City's *Spill Emergency Response Plan* documents personnel and equipment available for spill response. Section 4 of the City's *Spill Emergency Response Plan* sets forth procedures for ensuring appropriate responses to spill reports. The City's spill procedures:

- require initial responders to make the appropriate notifications to Utilities Department management,
- require initial responders to classify the spill,
- require that telephone notification be provided to the Office of Emergency Services within two hours of the detection of any Category 1 spill, and that a notification control number is obtained from the Office of Emergency Services (OES),
- address means of securing control of the spill site perimeter,
- address means of ensuring traffic control and safety,
- address means of spill containment, diversion, and recovery for a variety of possible spill causes,
- require proper posting and signage to warn the public of contaminated areas,
- address available means for correcting the problem that caused the spill,
- address means for terminating the spill,

- ensure appropriate monitoring and testing,
- address required site clean-up and restoration, and
- document required follow-up actions, notifications and record keeping.

Agency Notification Procedures. Section 4.3 of the City's *Spill Emergency Response Plan* (Appendix A) details notification procedures utilized by the Utilities Department. In accordance with requirements of Order No. WQ 2022-0103-DWQ, the City's *Spill Emergency Response Plan* addresses procedures for telephone notification of any Category 1 spills to the OES within two hours of discovery of the discharge. Such telephone notification shall include providing OES with any requested information and obtaining from OES a notification control number. OES, in turn, will notify local public health agencies and response agencies. The *Spill Emergency Response Plan* procedures include required reporting of all Category 1, 2, 3 and 4 spills (along with private lateral sewer spills) in the CIWQS database.

Emergency Training. The Assistant Director of Utilities/Wastewater and the Wastewater Operations Manager are responsible for ensuring that Wastewater Division response crews are properly informed and trained for implementation of the spill response policies and procedures documented in the *Spill Emergency Response Plan*.

Under the Assistant Director of Utilities/Wastewater and Wastewater Operations Manager, the Wastewater Division maintains ongoing mentoring and training programs for spill response crews. As detailed in Section 3.2 of the City's *Spill Emergency Response Plan* (Appendix A), this ongoing program includes:

- orientation training and mentorship,
- specialized training,
- drills and test exercises,
- professional training and certification, and
- encouragement of cross-training and professional development training.

Scheduled tests and training include notification drills, communication drills, equipment testing and exercising, and operator training.

Crowd and Traffic Control. Section 4.4 of the *Spill Emergency Response Pl*an assigns the Onsite Supervisor with responsibility to secure the site and maintain crowd control. City response crews are required to provide equipment for securing the site, ensuring that the public is kept from the site, and ensuring that the public does not interfere with response crew actions. The Onsite Supervisor is responsible for contacting Wastewater Division and/or Utilities Department management to secure additional staffing if required.

If the potential exists for traffic to be impacted by spill response actions or parked vehicles, the Onsite Supervisor is responsible for supervising traffic diversion so as to ensure the safety of the public and response crews. City response crews are required to carry equipment and signage for diverting traffic.

The Onsite Supervisor is responsible for contacting the City of Escondido Police Department if additional crowd control is required, if the public is interfering with response effort, or if law enforcement assistance is required for ensuring the safety of the public or the response team.

Spill Containment Procedures. Spill containment and termination is a priority for crews responding to spills. The City's *Spill Emergency Response Plan* (see Appendix A) documents procedures for ensuring containment of spills, diversion and/or recovery of spills, and terminating spills.

The Onsite Supervisor is responsible for determining appropriate measures for spill containment, based on spill volume, location of downstream manholes or other collection facilities, location of storm drains, and natural terrain. Section 4.5 of the City's *Spill Emergency Response Plan* identifies potential containment strategies to be implemented by the City's response crews, which include:

- using combination trucks to vacuum the spill,
- using sandbags rubber dams, or other portable flow barriers to prevent the flow from entering storm drains or drainage channels,
- diverting the spill by pumping around the overflow point or sewer break point back into the sewer system,
- diverting the spill by berms or sandbags back into the sewer system,
- diverting or retaining the spill in a hollow, swale, or low area for subsequent recovery, and/or
- constructing a temporary dam or dike to contain the spill for subsequent recovery.

Once spill containment is assured, City response crews focus on eliminating the source or cause of the spill and terminating the spillage. Section 4.7 of the City's *Spill Emergency Response Plan* documents strategies for terminating spills due to sewer main failures, blockages, surcharges or terminating spills related to pump station failure or surcharge.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

Overview *- The City maintains a public outreach program that promotes proper disposal of fats, oils, and grease (FOG) by industry, commercial establishments, and residential users. The City maintains the legal authority to establish, monitor, and enforce FOG- and debris-related prohibitions, discharge limits, and treatment requirements. The City requires installation and use of grease and oil interceptors or other applicable pretreatment for FOG generators and requires dischargers to properly dispose of or recycle FOG. The City has identified sewer main reaches that have an elevated risk of FOG- or debris-related blockage and has implemented accelerated inspection and maintenance schedules within these reaches to minimize the potential for sewer spills.*

Requirements. Provision 7 of SWRCB Order No. WQ 2013-0103-DWQ requires sewer agencies to determine if a sewer blockage program is required to control fats, oils and grease (FOG), rags and debris, If a program is needed procedures must include:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances.
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area.
- The legal authority to prohibit discharges to the system and identify measures to prevent Spills and blockages.
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices (BMP) requirements, record keeping and reporting requirements.
- Authority to inspect grease-producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.
- Identification of sanitary sewer sections subject to FOG blockages, and establishment of a cleaning and maintenance schedule for sewers with an elevated blockage risk.
- Implementation of source control measures for all sources of FOG reaching the sanitary sewer system.

Overview of Sewer Blockage Control. The City's Municipal Code establishes prohibitions against sewer line blockages, and establishes requirements governing the discharge of FOG or pipe-blocking debris. The Municipal Code also provides the City with authority to:

- evaluate and regulate the discharge of substances (including FOG) which may lead to sewer line blockage,
- develop and implement required pretreatment facilities and design standards, and enforce discharger compliance with the standards,
- inspect FOG generating facilities and enforce compliance with FOG limits established within or pursuant to the Municipal Code,
- remove or prevent planting of vegetation that block or adversely impact the ability of sewer mains to convey wastewater, and/or
- take other actions necessary to prevent the potential for sewer main blockage.

As part of the City's FOG program, the Wastewater Division conducts video inspections of all sewer mains and maintains a database of FOG-related blockages, grease buildups, and required sewer cleanings. On the basis of this information, the City designates sewer main reaches that are considered to have an increased risk of FOG-related blockage. For such at-risk sections, the City conducts an increased frequency of sewer main cleaning and video monitoring.

Public Education Program. The City has developed and implemented a public education outreach program to promote proper disposal of FOG, enhance public awareness of FOG issues, promote proper recycling of oil and grease, and identify other key household or commercial causes of sewer pipe blockages. Key elements of the City's public outreach program include (1) a program to educate commercial and residential users, and (2) an outreach program directed toward proper handling of waste automotive oil.

The City's outreach to commercial and residential users includes web-based and printed education literature on FOG issues, proper FOG disposal, and FOG best management practices (BMPs). The literature is posted on the City's website (escondido.gov/482/Commercial) and highlights the fact that grease is the most common cause of pipe blockages. The education literature stresses such household BMPs such as:

- not flushing wet wipes or feminine products into the sewer,
- solidifying household cooking oils and grease and placing the solidified grease into sealed containers for disposal with solid waste,
- scraping leftover food and grease into the trash,
- wiping grease from cooking pans with paper towels prior to washing, and disposing of the paper towels with solid waste,
- the need for periodic inspection/maintenance of private sewer laterals, and
- the need to call the City before cleaning private laterals so the City can remove any debris that is pushed into the public sewer line from cleaning the lateral.

The City also maintains a public outreach program (online at: Escondido.gov/693/Used-Oil-Recycling) that is directed toward educating the public on proper disposal and recycling of automotive oil. This outreach program addresses proper procedures for waste oil recycling and facilities where automotive oil can be returned for recycling. Additionally, waste oil recycling signs and information are posted at participating oil recycling facilities.

Disposal of Pipe-Blocking Substances. Rags and debris removed from City of Escondido sewer mains are disposed of in a landfill. BMPs established by the City for household and commercial disposal of collected grease include disposal via grease recycling facilities or disposal in solid waste collection facilities.

Legal Authority. As discussed within Element 3 of this SSMP, Section 22-37 of the Municipal Code prohibits the discharge of FOG or other substances which may cause stoppage or blockage of sewer lines. Sections 22-38 and 22-39 of the Municipal Code establishes requirements governing the installation and maintenance of FOG removal devices, and establishes the authority of the Director of Utilities to promulgate rules, regulations and requirements regarding FOG discharges and required FOG treatment. Section 22-203 of the Municipal Code provides the Director of Utilities with powers to establish and enforce best management practices and pollution prevention practices.

Grease Removal Requirements. Pursuant to authority established in the Municipal Code, the City requires pretreatment for the removal of FOG. Grease control devices (grease interceptors or grease traps) are required for food establishments or facilities with kitchen equipment that have the potential to produce grease. The City also requires grease/oil interceptors or separators for automotive or other maintenance facilities designated by the City as representing a threat for the discharge of grease or oils.

Additionally, the City has implemented a series of BMPs for handling grease at food establishments. The BMPs address:

- grease interceptor maintenance,
- grease storage facilities,
- cleaning, and
- kitchen management BMPs.

Authority to Inspect and Enforce FOG Compliance. The Municipal Code establishes the City's authority to inspect FOG dischargers and enforce FOG limits. Sections 22-20 and 22-189 of the Municipal Code provide the City with right to entry and the authority to inspect and monitor sewer users to ensure compliance with applicable discharge standards, discharge permit standards, local limits, and sewer discharge regulations. Sections 22-10, 22-11 and 22-192 of the Municipal Code provide the City with authority to enforce compliance with:

- discharge prohibitions, standards, and requirements established within the Municipal Code, and
- discharge policies, design standards, and other requirements established by the City pursuant to authorities established within the Municipal Code.

FOG Source Control Measures. The City's approved pretreatment program regulates industrial discharges through the issuance of sewer use permits. Regulated industries or establishments include: dischargers subject to pretreatment requirements governing:

- Categorical Industrial Users (CIUs) subject to federal category-specific pretreatment requirements,
- industries under federal regulations that are subject to regulation as Significant Industrial Users (SIUs), and

- dischargers (such as food service and automotive dischargers) who are not subject to federal regulation as CIUs or SIUs but are regulated by the City in accordance with provisions established in the City's Municipal Code.

Food establishments and automotive or repair facilities that may generate grease and oil are routinely inspected by City pretreatment staff for conformance with applicable pretreatment and FOG control regulations. The City's Environmental Compliance Supervisor (under the direction of the Director of Utilities and Assistant Director of Utilities/Wastewater) is responsible for coordinating and implementing pretreatment and FOG-related inspections and enforcement actions.

Sewer System Segments Susceptible to FOG Blockage. Measures implemented by the City of Escondido to prevent sewer system blockages includes:

- a program of regularly scheduled visual inspections of manholes,
- a program of regularly scheduled television video inspections of sewer mains,
- maintaining a database of observed instances of root damage and observed instances of FOG-related problems identified through the inspections,
- maintaining a database of past spill events,
- collecting and analyzing data from the City's SCADA system and from SmartCover monitoring systems,
- evaluating each reach of the City's sewer collection system and identifying sewer main reaches that are determined to represent an increased risk for FOG-related blockages or blockages related to vegetation or tree roots,
- periodically updating of the evaluation of sewer line reaches to assess the risk of FOG-related or root-related sewer main blockages,
- reviewing and evaluating building and license applications form food services establishments who are applying for new discharge permits or changes of use for existing businesses, and
- conducting regular inspections of food establishment records for FOG pumping frequency.

For areas deemed to have an elevated risk of FOG-related or root-related blockages, the City implements quarterly sewer cleaning operations and conducts video inspections whenever blockage risk issues are identified or suspected. Based on results from video inspections and/or trending data from SmartCover manhole monitors, the City may also schedule more frequent cleaning of sewer reaches that have an elevated potential for blockage. For sewer mains that do not have an elevated risk of blockages, the City implements a program that targets completing video inspections on 35 miles of sewer mains per year.

Where warranted the City may also implement special studies to identify FOG sources, identify and evaluate potential means of FOG controls, or identify facilities improvements required to minimize the potential for FOG-related blockages.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

Overview *- Ultimate peak wastewater flows have been estimated for each of the drainage areas within the City's wastewater collection service area. Wastewater collection and pump station facilities have been designed and constructed within each of the drainage areas to accommodate the ultimate peak flows. The City maintains adequate wastewater flow/capacity design criteria, and no modification of the City's design criteria are required to comply with SSMP requirements of SWRCB Order No. WQ 2022-0103-DWQ. Because existing wastewater collection facilities provide adequate capacity for handling anticipated ultimate peak wastewater flows, no additional capacity enhancement measures are required in order for the City to comply with capacity assurance requirements of Order No. WQ 2022-0103-DWQ.*

Requirements. Provision 8 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires that sewer agencies implement procedures and activities for:

- Routine evaluation and assessment of system conditions.
- Capacity assessment and design criteria.
- Prioritization of corrective actions.
- A Capital Improvements Program (CIP).

8.1 Assessment of System Conditions

SSMP Requirements for Condition Assessment. SWRCB Order No. WQ 2022-0103-DWQ requires SSMPs to include the following procedures to assess the condition of sewer collection system assets:

1. *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*
2. *Identify and justify the amount (percentage) of its system for its condition to be assessed each year;*
3. *Prioritize the condition assessment of system areas that:*
    - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;*
    - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;*
    - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;*
4. *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;*
5. *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;*
6. *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and*

7. *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.*

Overview of City of Escondido Condition Assessment Procedures. The City of Escondido employs a multi-level series of procedures to assess and monitor conditions of sewer collection assets. This series of assessment procedures implements best practices and technologies available, and includes;

- A system of regularly scheduled field inspections, assessments and sewer cleanings.
- A system of regularly scheduled video inspections.
- Annual assessment of environmental risk factors to determine if any sewer segments warrant more frequent cleanings or inspections due to environmental risks.
- Scheduled (annual or more frequent) re-evaluation of sewer segment risk categories that is based on prior visual and video inspection records, spill history, the potential for grease blockage, the potential for root-damage, the age and life expectancy of sewer collection assets and environmental risk factors.
- Updating inspection, maintenance or CIP schedules to reflect assessment findings.

Scheduled Field Assessment and Sewer Cleaning. Throughout the year, the City maintains a scheduled series of (1) visual inspections of manholes and sewers mains, and (2) physical cleanings of sewer collection mains. Cleaning is conducted either using mechanical (e.g., rodding or bucketing) or hydraulic processes (e.g., jetting, flushing, balling or pigging). Inspections include visual inspections which may be supplemented by video inspections.

To support this ongoing inspection and sewer cleaning effort, the City maintains a list of “at risk” sewer collection assets that may be prone to grease blockages, root damage or failure. This “at risk” list is developed on the basis of (1) potential sources of damage/blockage, such as presence of upstream restaurants or presence of trees near the sewer mains, (2) past history of inspections, maintenance activities and input from field staff, and (3) environmental factors.

For sewer segments deemed to have an elevated risk of blockages, damage, pipe failure or environmental consequences, the City implements a quarterly cleaning and inspection schedule. This schedule results in 100 percent of the “at risk” sections being inspected and cleaned each year. Historical City inspection records and spill assessments have determined that this quarterly cleaning and inspection schedule for “at risk” segments is appropriate for addressing blockage concerns. More frequent cleanings of “at risk” segments are inefficient (e.g., cleaning an already clean pipe) as grease, debris and roots have not had time to amass to the point where cleaning is worthwhile. Less frequent cleanings may make it more difficult for crews to clean pipes and may elevate the potential for spills.

For sewer segments not deemed to represent an elevated risk of grease blockage, root damage, failure, or environmental consequence, the City maintains a once-every-two-years cleaning and maintenance schedule. In areas deemed to not present an elevated risk for blockage or failure, this results in 50 percent of the City’s collection system being cleaned each year. Historical City inspection records and spill assessments show that this biannual cleaning and inspection schedule for sewer segments not deemed to represent an elevated risk is appropriate for addressing blockage concerns. More frequent cleanings in sewer segments with no elevated risk are inefficient, and less frequent cleanings may make it more difficult for crews to clean pipes and may elevate the potential for spills.

Immediate or Emergency Assessments. As part of these scheduled sewer main cleanings and inspections, the City immediately schedules repair activities or emergency sewer assessments if the need is evident. Field inspection reports and notes filed by field personnel are reviewed by City supervisors (under the direction of the Wastewater Operations Manager and the Wastewater Collections Supervisor) on a monthly or more frequent basis to determine if any individual sewer segment:

- should be elevated to a higher risk category and a more frequent inspection/cleaning schedule due to (1) findings of field crews during inspections/cleanings, (2) past history of blockage or capacity issues, or (3) past history of other system deficiencies,
- warrants further immediate assessment to determine if the segment needs further repairs, rehabilitation or replacement,
- warrants priority elevation within the City's CIP schedule for sewer main rehabilitation or replacement, or
- represents a higher level of human or environmental consequences due to collapse, failure, blockage, capacity or other vulnerabilities.

In addition to the above monthly reviews of field inspection reports and records, City staff meet on an annual basis to assess if changes are required to the City's list of "at risk" sewer segments that warrant more frequent inspections and cleanings. This annual assessment of "at risk" segments is to consider prior visual and video inspection records, spill history, the potential for grease blockage, the potential for root-damage, the age and life expectancy of sewer collection assets and environmental risk factors.

Recordkeeping. The City maintains daily records of sewer main inspections and cleaning activities. The Wastewater Collections Supervisor is responsible for maintaining records of sewer inspection and cleaning activities. The Wastewater Collections Supervisor is also responsible for reporting findings and recommendations to the Assistant Director of Utilities/Wastewater for consideration and action. Results of annual City staff reviews of "at risk" sewer segments and environmental risk factors are to be memorialized in a memorandum that is to be kept on file and made available for regulator review upon request.

Regularly Scheduled Video Inspection. In addition to the scheduled series of inspection and cleanings, the City maintains a scheduled series of video inspections of sewer mains. For areas not deemed to present an elevated risk for blockage or failure, the City follows a schedule of video monitoring each non-risk sewer segment at a frequency ranging from 5 to 10 years. This 5 to 10 year frequency is common within Southern California sewer agencies of similar size to the City of Escondido. To support this frequency, the City schedules a minimum of 35 miles of video monitoring per year for sewer segments deemed to not represent an elevated risk of blockage or failure. This translates into a minimum of ten percent of the City's sewer collection system being video inspected each year.

Significantly more frequent video monitoring is conducted on sewer segments deemed to represent an elevated risk of sewer blockage or environmental consequence. As noted, regular sewer cleanings of such segments are conducted on a quarterly basis. Video monitoring may be utilized to supplement the quarterly inspection/cleaning operations. Scheduling of video monitoring for at-risk segments within the City's collection system varies depending on the results of the quarterly inspection/cleaning operations. In general, the City follows schedule for video monitoring (to supplement cleaning) for "at

risk" sewer mains at a frequency of 1-2 years (annual for highest risk segments and biannual for segments deemed to represent an elevated risk). The City of Escondido annual or biannual video frequency for "at risk" segments is consistent with video frequencies employed for "at risk" segments within other Southern California sewer agencies.

Sewer video monitoring is conducted by City personnel, but the City reserves the right to utilize outside monitoring assistance if required. When combined with the above-described biannual visual inspection and cleaning schedule, this video monitoring schedule provides the City with a robust system for warning of any irregularities in sewer collection system assets.

Recordkeeping and Responsibilities. The City maintains daily records of sewer main video inspections. The Wastewater Collections Supervisor is responsible for maintaining records of these video inspections and for reporting findings and recommendations to the Assistant Director of Utilities/Wastewater for consideration and action.

Annual Assessment of Environmental Risk Factors. A significant majority of the City's sewer collection system exists within the Escondido basin which is bisected by Escondido Creek. Gravity sewers within this basin convey flows from the northern and southern portion of the Escondido Creek basin toward a major trunk sewer that parallels the creek and discharges to HARRF.

Escondido Creek is channelized throughout almost all of the City and the potential for erosion-related damage is minimal. Additionally, City crews have ready access to the channel, and the channelization (in times of lower creek flows) enhances the ability of City crews to respond to, contain and recover spilled flows. While these conditions may mitigate against spill impacts, the City designates facilities immediately adjacent to (or under) Escondido Creek as a higher priority facility because:

- Escondido Creek flows are virtually year-round, and the potential exists for spills that reach the creek channel to be carried downstream for greater distances before containment can be achieved.
- The lower 26-miles of Escondido Creek are listed as being Clean Water Act Section 303(d) impaired for indicator bacteria.
- The potential for sewer spills may be higher during extreme wet weather conditions when Escondido Creek flows would be highest and containment/recovery would be most difficult.

The Escondido basin is relatively flat, and the City does not have any sewer collection facilities that represent additional failure risk due to steep terrain. Additionally, past inspection results do not indicate any facilities that involve an increased risk due to high groundwater.

Outside the Escondido basin, the City of Escondido maintains a number of collection facilities that are tributary to Lake Hodges. Most collection facilities in this area are newer, have a history of excellent performance, and have a history of no problems being reported as part of scheduled inspection, cleaning and video evaluations. Additionally, since no City of Escondido sewer collection facilities are located immediately adjacent to the reservoir and the sewer collection facilities are readily accessible to City staff, distance provides an added element of safety in responding to facilities failures, containing spills and recovering spills. For this reason, City sewer collection facilities in areas tributary to Lake Hodges do not at present receive higher environmental priority than other portions of the City's collection system.

The Assistant Director of Utilities/Wastewater (with support of the Wastewater Collections Supervisor) is responsible for annually assessing, re-evaluating and updating environmental risk factors and assigned risk categories. Factors to be considered as part of this annual assessment include:

- Information from prior sewer spill reports and "*postmortem*" assessments of past spill response actions.
- Information from scheduled or emergency maintenance/cleaning/inspection reports or video monitoring.
- Input received from field staff, regulators or the public.
- Results from annual SSMP audits.
- Updated information on site conditions that may increase the potential for sewer failure, such as the potential for soil erosion, earth movement or landslides, soil that presents an increased risk for corrosion, or a high groundwater table.
- Updated information on conditions that may represent the potential for increase environmental risk, such as updated 303(d) listings, updated environmental information, or changes in actual or designated beneficial uses.
- Updated information on how spill response actions may be adversely influenced by terrain, high groundwater, site access or public access.

As part of this assessment, City supervisors may modify the City's list of "elevated risk" segments to incorporate additional sewer segments deemed to represent elevated risk on the basis of the above environmental criteria.

Recordkeeping and Responsibilities. The Assistant Director of Utilities/Wastewater is responsible for maintaining records related to the City's assessment of environmental factors in prioritizing spill risks.

Condition Assessment Prioritization. City staff (under the direction of the Director of Utilities) are to annually review the inspection and cleaning assessments, video assessments, sewer main risk category assessments, environmental risk factors and other available information to determine if revision is required in:

- Designation of "at risk" sewer system segments (including designations based on environmental risk factors).
- Sewer inspection, maintenance or video monitoring priorities.
- Schedules for inspection, cleaning and maintenance of City sewer collection facilities.
- Schedules for video monitoring of sewer main integrity.
- CIP schedules for sewer system facilities replacement or rehabilitation.

Recordkeeping and Responsibilities. The Wastewater Collections Supervisor is responsible for maintaining and updating records regarding designated "at risk" sewer segments. The Wastewater Collections Supervisor is also responsible for updating schedules for inspecting and cleaning sewer segments, and schedules for video monitoring of sewer segments. The Assistant Director of Utilities/Wastewater is responsible for coordinating with the Director of Utilities to address recommended CIP revisions.

Climate Change Considerations. Initial assessment of the City's sewer collection system to climate change vulnerabilities show no near-term climate-change concerns. No City sewer collection facilities are at risk due to rising sea levels. Additionally, existing sewer pump stations and above-ground sewer collection facilities are adequately protected from flood and runoff challenges associated with current and near-term weather patterns. (See current Federal Emergency Management Agency flood maps at FEMA.gov/portal.) Further, existing sewer collection facilities are adequately protected from wildfires and power outages.

While the near-term climate-change risk to City of Escondido sewer collection infrastructure is presently minor, overall risks to City sewer collection facilities could change in future years. The City of Escondido *Climate Action Plan* (2021) notes that, while no significant changes in long-term annual average precipitation may occur, the number and intensity of extreme wet-weather events are likely to change. Such a change in extreme wet weather events can:

- Create direct risks due to expansion of flood zones.
- Create indirect risks as a result of increased interruptions of electrical power.
- Create direct risks associated with wildfires.
- Create indirect risks as a result of increased I&I and related impacts on sewer system capacity.

Section 8.2 presents procedures the City implements to address potential sewer system capacity issues that may be affected by climate change.

Recordkeeping and Responsibilities. The Director of Utilities is responsible for annually assessing State of California climate change projections and determining whether or when City-specific climate-change related studies are required to reassess direct or indirect vulnerabilities of existing or planned City of Escondido sewer collection facilities to changes in climate.

Annual Assessment of Adequacy of Existing Plans. The Utilities Director (with input from City staff) will annually determine if any of the above-described conditions warrant update or revision of:

- the City's sewer master plan,
- sewer flow monitoring or modeling studies,
- the City's SSMP, or
- the City's SERP.

Recordkeeping and Responsibilities. The Director of Utilities (with input from Utilities Department staff) is responsible for determining whether updates are required in the *City's Wastewater Master Plan*, sewer flow monitoring/modeling studies, SSMP or SERP. This determination shall be made on the basis of a review of:

- data from sewer inspection, cleaning and video monitoring,
- sewer spill reports, causes, response actions and environmental consequences,
- environmental risk factors,
- climate change considerations, and
- input from field staff, supervisory staff and regulators, environmental

Summary of Condition Assessment Procedures and Responsibilities. Table 8-1 (page 8-7) summarizes key procedures implemented by the City to comply with condition assessment provisions of SWRCB

Order No. WQ 2022-0103-DWQ. Table 8-1 also lists responsible parties and supporting documents that are generated in implementing the SSMP condition assessment procedures.

Table 8-1
Summary of Procedures, Responsible Parties and Required Documentation
City of Escondido Sewer Collection System Condition Assessments

Task/Procedure and Frequency	Responsible Party	Supporting Document
Maintain records of which sewer segments represent elevated risk	Wastewater Collections Supervisor	Updated list of "at risk" collection system segments
Monthly review of field inspection reports to assess changes in "at risk" sewer segments	Wastewater Collections Supervisor & Wastewater Operations Manager	Monthly log documenting that field reports have been reviewed and assessed
Quarterly inspecting/cleaning of "at risk" segments	Wastewater Collections Supervisor	Field reports of inspection/cleaning actions
Biannual inspection/cleaning of other segments		
Biannual video inspection of "at risk" segments	Wastewater Collections Supervisor	Reports of field video monitoring activities
5-10 year frequency video inspection of other segments		
Annual assessment of environmental risk factors	Assistant Director of Utilities/Wastewater	Annual memo that documents that environmental risk factors have been assessed
Annual assessment of adequacy of inspection, cleaning, video schedules	Assistant Director of Utilities/Wastewater	Annual memo that documents that this task has been completed
Annual assessment to determine if CIP revisions are required to address conditions, age or reliability of sewer collection assets	Director of Utilities	Annual memo that documents that this task has been completed

8.2 Capacity Assessment and Design Criteria

Capacity Assessment Requirements. SWRCB Order No. WQ 2022-0103-DWQ requires the following capacity assessment requirements for SSMPs:

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- *Dry-weather peak flow conditions that cause or contributes to spill events;*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events;*
- *The capacity of key system components; and*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*

The capacity assessment must consider:

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;*
- *Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;*

- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities.*

In accordance with these requirements, the City of Escondido's sewer system is designed and constructed to provide adequate capacity to handle anticipated average and peak wastewater flows.

Master Plan Evaluation of Flows. The sewer service area tributary to HARRF consists of multiple topographic drainage areas. Projections for peak ultimate wastewater flows within each of the drainage areas has been developed within the City's *Wastewater Master Plan*. Peak ultimate wastewater flows are projected in the *Wastewater Master Plan* on the basis of buildout of zoned lands, observed wastewater flow generation rates, projected sewers connections (or conversions from onsite septic), and observed peak flow factors. Wastewater facilities needs, wastewater flow monitoring, and wastewater flow projections presented in the City's *Wastewater Master Plan* (last updated in 2012) remain valid and conservative, as:

- A significant majority of the sewer service area of Escondido was already built out in 2012.
- Zoning and designated land use densities have remained largely as they were in 2012.
- Unit flow generation values within the City's service area are trending lower than projected in 2012 due to increased water conservation.

Flow Estimation Criteria and Procedures. The City of Escondido maintains appropriate design criteria for estimating wastewater flows and designing and constructing wastewater collection facilities. Consistent with the procedural requirements of SWRCB Order No. WQ 2022-0103-DWQ, capacity modeling presented in the *Wastewater Master Plan* utilized input data from flow meters and manhole "smart covers" in which water level data are transferred via telemetry. Observed data from flow meters and "smart covers" were used to characterize flow within the City, as follows:

- Dry weather unit flow contribution of 55 gallons per capita per day (gpcd) for residents, apportioned by population with each sub-area of the HARRF tributary sewer system.
- Dry weather unit flow contribution of 38 gpcd for the employment population, apportioned by population within each sub-area of the sewer system tributary to HARRF.
- Diurnal flow variations based on observed data from each sub-area of the sewer system.
- I&I contributions of 4800 gallons per mile of sewer gravity main.
- Storm flow peaking factor of 2.17.

The flow projections presented in the *Wastewater Master Plan* remain valid and are consistent with the required procedures itemized in SWRCB Order NO. WQ 2022-0103-DWQ. The *Wastewater Master Plan* projected a HARRF inflow of more than 13.5 mgd for calendar year 2025. Actual 2025 HARRF flows have been trending approximately 10 percent below this value. This difference is largely attributed to water conservation measures implemented by residents and business and a slightly slower-than-projected development rate. Additionally, observed peak flows remain consistent with the peaking factors utilized in the 2012 *Wastewater Master Plan*.

With an additional margin of safety provided these factors, the City's 2012 *Wastewater Master Plan* continues to provide Utilities Department managers with a useful tool for assessing wastewater

collection facilities needs for ultimate projected wastewater flows. Consequently, no changes in the City's average and peak flow generation standards are required at this time.

Design Criteria and Procedures. The City's sewer design criteria and design procedures are in accordance with sewer slope, depth of flow, velocity and size criteria set forth in standard sewer design manuals and handbooks developed by professional organizations. The City's sewer design criteria are also in accordance with the normal standard of practice in use within Southern California. Additionally, the criteria have been vetted as part of sewer flow projections and modeling work conducted within the City's *Wastewater Master Plan*. Further, operations experience of the City's wastewater collection facilities does not indicate any deficiencies within the City's sewer sizing or design criteria.

Procedures to Identify Capacity Limitations. SWRCB Order No. WQ 2022-0103-DWQ requires that SSMPs include:

> *Procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:*
>
> - *Dry-weather peak flow conditions that cause or contributes to spill events;*
> - *The appropriate design storm(s) or wet weather events that causes or contributes to spill events;*
> - *The capacity of key system components; and*
> - *Identify* {sic} *the major sources that contribute to the peak flows associated with sewer spills.*

Wastewater Master Plan Capacity Evaluations. As documented above, the City of Escondido *Wastewater Master Plan* remains valid for addressing hydraulic capacity of pump stations, force mains and sewer mains. Further, facility upgrades identified in the *Wastewater Master Plan* to address capacity deficiencies have been implemented. As a result, no existing City of Escondido collection facilities are "contributing to spills caused by hydraulic deficiency and/or limited capacity." Further, capacity analysis modeling presented in the *Wastewater Master Plan* indicate no near-term potential for such "hydraulic deficiencies" in sewer collection facilities. Consistent with the procedure requirements established in SWRCB Order No. WQ 2022-0103-DWQ, the *Wastewater Master Plan* compared existing capacities of each City of Escondido pump station, force main and gravity main with required capacities as determined on the basis of computer modeling of the City's existing collection system using input data that addressed:

- existing condition assessments,
- rated capacities of existing facilities,
- monitoring data from flow meter, and
- monitoring data from "smart cover" manhole covers.

In accordance with these assessment and capacity evaluation procedures, the *Wastewater Master Plan* identified 16 pipeline projects and three pump stations that required upgrades, replacement, or rehabilitation. The City is currently in the final phase of a three-phase plan to implement the projects recommended in the *Wastewater Master Plan*. As part of this program, the City has completed the all pump station projects recommended in the *Wastewater Master Plan*. In addition to addressing capacity issues, the pump station improvements ensure adequate facility redundancy in pumps, motors and electrical power.

The City has also completed all pipeline work addressed in the *Wastewater Master Plan* to ensure adequate hydraulic capacity of gravity mains and force mains. Additionally, the City has completed almost all pipeline upgrades recommended in the *Wastewater Master Plan* to address estimated life

cycles of pipe materials. The City has also implemented upgrades trunk sewer upgrades that have eliminated the need for several of the City's former wastewater lift stations.

During the past decade, the pipeline upgrade program presented in the *Wastewater Master Plan* has resulted in approximately 20 percent (over 70 miles) of the City's existing sewer pipe being replaced or rehabilitated. With these completed capital improvements, sewer main and pump station facilities within each of the tributary areas are capable of handling projected peak ultimate wastewater flows.

Procedures to Confirm or Update Capacity Assessments. While the capacity assessments and procedures presented in the *Wastewater Master Plan* remain valid, updated capacity assessments will be required at some point in the future. As documented in Section 8.1, one of the City's annual "condition assessment" tasks is to evaluate whether the following information presented in the *Wastewater Master Plan* remains valid:

- Flow monitoring results and flow estimating procedures.
- Computer model flow modeling and capacity assessments both under dry weather and storm conditions.
- Condition assessments of existing wastewater collection facilities.
- CIP recommendations related to facility conditions or capacity.

In assessing whether any of the above *Wastewater Master Plan* criteria require update, the Director of Utilities will consider the following:

- data from existing system condition assessments,
- data from existing system inspections,
- results of SSMP audits,
- data from prior spill reports,
- spill experience from nearby sewer agencies,
- input from field staff, regulators and the public,
- potential means of reducing I&I through locked manhole covers,
- potential means for reducing I&I by conducting additional smoke testing,
- climate-change considerations, including effects of climate change on I&I,
- potential effects of climate change on erosion and land stability in canyons and swales, and potential effects on above-ground and below-ground facilities, and
- necessary redundancy in pumping and storage capacities.

If the Director of Utilities determines that update of the City's sewer master plan is required, the updated master plan will address each of the above elements. Additionally, the capacity assessment presented in the updated master plan will include sewer system hydraulic modeling that will evaluate the capacity of each sewer collection asset. Flow data used within the model will be based on:

- updated sewer system flow monitoring data to characterize flows through each of the sub-areas that contribute to HARRF,
- assessments of infiltration into gravity mains and areas of high groundwater tables,
- assessments of storm-related infiltration into gravity mains in flood prone areas,
- assessments of storm-related inflow into gravity mains in flood prone areas, and

- capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events.

Recordkeeping and Responsibilities. The Director of Utilities (with assistance from the Assistant Director of Utilities/Wastewater) is responsible for annually determining whether the capacity assessments presented in the *Wastewater Master Plan* remain valid. If an update is required, the Director of Utilities (or his/her designee) is responsible for supervising the effort to update the master plan and capacity assessment criteria and procedures.

Procedures for I&I Assessment. As noted above, I&I can significantly affect both dry weather and wet-weather sewer flows. Inflow to the sewer system is the more significant factor that influences peak flows, as inflow volumes can be both instantaneous and high, resulting in short-term peak flows that are substantially higher than average flows. Recognizing this effect, the City has for the past two decades embarked on an I&I reduction program that involves smoke testing, site inspection and public education. Through this effort, the City has identified and eliminated numerous illegal connections to the sewer system from parking lots, patios and roofs.

The City also determined that manholes can be a significant factor in influencing inflow, particularly in poorly drained or low-lying areas where members of the public may illegally open manhole covers to drain flood waters and protect their property. To address this issue, the City has installed sealed and locking manhole covers in low-elevation areas where short-term flooding has historically occurred.

While the combination of smoke testing and sealed/locking manhole covers has reduced overall I&I within the City's collection system, the City's ongoing I&I reduction program includes:

- Conducting inspection of manholes and video monitoring of gravity sewers to identify areas of potential I&I.
- A smoke testing program to identify illegal sewer connections.
- Inspecting and (where required) replacing conventional manhole covers with sealed and/or locked covers.
- Installing epoxy lining in manholes where I&I has been observed.
- Implementing sewer main improvements, such as installing cured-in-place pipelines in sewer mains where I&I has been observed.
- Conducting inspections of the City's more than 1600 commercial or industrial sites.
- Installing rain valves at facilities with outdoor sewer drains to prevent surface runoff from entering the sanitary sewer system during precipitation events.
- Educating the public on what should not be connected to the sanitary sewer system.

Recordkeeping and Responsibilities. The Director of Utilities (or designee) is responsible for annually assessing I&I information and reports and determining whether (1) revisions in the City's I&I program are warranted and (2) additional I&I monitoring or studies are required.

Capacity Assessment Procedures for Escondido Land Outfall. As noted, the above capacity assessments demonstrate that the City has provided adequate capacity in pump stations, force mains and gravity mains that comprise the sanitary sewer collection system tributary to HARRF.

Downstream from HARRF, however, capacity limitations exist within the Escondido Land Outfall (ELO), which conveys treated HARRF effluent to the San Elijo Ocean Outfall (SEOO). The ELO is not part of the sanitary sewer collection system tributary to HARRF that is regulated under SWRCB Order No. WQ2022-0103-DWQ. As a result, releases of treated effluent from the ELO are not reported as "spills" under Order No. WQ 2022-0103-DWQ. It should be noted, however, that the City has implemented a number of improvements over the past decade to ensure that ELO capacity is not exceeded. These improvements include:

- Increasing wastewater storage capacity at HARRF.
- Expanding storage capacity within the City's non-potable reuse system.
- Implementing a program of reducing volumes of wastewater and recycled water stored in the City's non-potable reservoirs to provide additional storage capacity during wet weather events.
- Diverting a portion of the HARRF effluent flows to available onsite or offsite storage locations during wet weather events.
- Implementing the City of Escondido Membrane Filtration/Reverse Osmosis (MFRO) facility and associated improvements which allows the diversion of up to 2 mgd of HARRF recycled water to the MFRO facility during wet weather events.
- Maintaining the ability to direct approximately 1 mgd of HARRF recycled water to the cooling towers of the 500 megawatt Palomar Energy Center during wet weather events.
- Coordinating with the City of San Diego to regulate discharges of the City of San Diego Pump Station 77 to HARRF under wet weather events.
- Connecting the HARRF SCADA system with the San Elijo Joint Powers Authority (SEJPA) San Elijo Water Campus (SEWC) to share flow and pressure data and coordinate City and SEJPA discharges to the SEOO.
- Establishing conservative SCADA pressure monitoring set points to provide SEJPA and City staff with increased lead time in responding to ELO/SEOO flow and pressure issues.
- Coordinating with the SEJPA to remain alert to predicted weather conditions and develop and implement a coordinated "game plan" of proposed actions to monitor and deal with projected wet weather flows.
- Coordinating with SEJPA to maintain hourly telephone communications during the precipitation event to review conditions and plan for the upcoming hours.

Under the direction of the Director of Utilities, City staff continue to explore options (including increasing wet-weather storage capacities and increasing wet-weather uses for HARRF recycled water) for managing wet-weather flows and ensuring that HARRF discharge flows to the ELO remain within the ELO allowable hydraulic capacity of 21.4 mgd.

Summary of Capacity Assessment Procedures and Responsibilities. Table 8-2 (page 8-13) summarizes key procedures implemented by the City to comply with capacity assessment provisions of SWRCB Order No. WQ 2022-0103-DWQ. Table 8-2 also lists responsible parties and supporting documents to be generated in implementing the SSMP capacity assessment procedures.

8.3 Prioritization of Corrective Action

As noted, current City of Escondido wastewater flows are tracking close to or slightly below flows projected in the *Wastewater Master Plan*. In conjunction with collection system upgrades (including equipment upgrades at lift stations and replacement of several key sewer mains), all capacity-related enhancement recommendations presented in the *Wastewater Master Plan* have been implemented. Trunk sewers and sewer mains within the HARRF service area have adequate capacity to handle projected ultimate peak flows, and all pump stations are capable of handling projected peak flows with one pump out of service. No additional capacity enhancement measures are required in order to meet projected ultimate peak flow demands

Table 8-2
Summary of Procedures, Responsible Parties and Required Documentation
City of Escondido Sewer Collection System Capacity Assessments

Task/Procedure and Frequency	Responsible Party	Supporting Document
Monthly review of field inspection reports to assess changes in hydraulic load conditions and adequacy of existing capacities	Wastewater Collections Supervisor & Wastewater Operations Manager	Monthly log documenting that field reports have been reviewed and assessed
Annual assessment of adequacy of *Wastewater Master Plan* flow projections and modeling	Director of Utilities (or designee)	Annual memo documenting that flow projections and *Wastewater Master Plan* flow modeling remain representative
Annual assessment to determine if climate change effects warrant reanalysis of flows and capacity	Director of Utilities (or designee)	Annual memo documenting that climate change effects have been considered in addressing system capacity
Annual assessment of adequacy of SSMP and *Wastewater Master Plan* to properly address flows and capacity issues [A]	Director of Utilities (or designee)	Annual memo documenting that existing plans have been reviewed and approved for continued use
Annual review of I&I prevention activities and progress	Director of Utilities (or designee)	Annual memo documenting I&I activities and I&I recommendations for the upcoming year
Annual determination if I&I program revisions or additional I&I monitoring/studies are required		
Annual determination if CIP revisions are required to address capacity issues	Director of Utilities	Annual memo that documents that this task has been completed

Table 8-2 Footnotes:

A While the ELO is not part of the City of Escondido sanitary sewer system regulated under SWRCB Order No. WQ 2022-0103-DWQ, the Director of Utilities (or designee) annually reviews ELO flows and performance and determines if additional studies or actions are required to address ELO capacity issues.

As noted above, the City has implemented condition assessments and capacity evaluation procedures consistent with requirements of Order No. WQ 2022-0103-DWQ. As part of the condition and capacity assessments, Utilities Department staff (under the direction of the Director of Utilities) annually assesses capacity and rehabilitation/replacement and maintenance needs and priorities. Utilities Department managers also continually assess the potential for changed conditions (e.g. changes in wastewater flows, new development or sewer users, peak flow timing, infiltration and inflow trends) that may require re-evaluation of system flows and facilities capacity needs.

If these ongoing evaluations indicate the potential for peak wastewater flows in excess of those addressed in the existing master plan, Utilities Department management will take actions to update the master plan and update facilities needs to reflect the changes in wastewater flow trends.

Rehabilitation and Replacement Plan. Utilities Department supervisors identify and prioritize long-term facilities improvements to lessen the potential for spills. As part of this prioritization process, Utilities Department management review existing facilities capacities and performance, existing wastewater flows and flow projections, master planning documents, and input from field personnel. In assessing replacement and rehabilitation needs and priorities, the Utilities Department management considers:

- prior master planning analyses and recommendations,
- the age of existing structures and facilities,
- the rated capacity of existing facilities,
- the age, condition, and anticipated life-span of equipment and controls,
- observed peak flows and projected peak flows,
- anticipated future capacity needs,
- construction materials used in the existing facilities and the anticipated longevity of the materials,
- the observed internal and external condition of sewer collection facilities,
- soil conditions (including corrosion potential or soil movement potential),
- the potential for erosion,
- access considerations, materials availability, and the potential difficulty of repair in the event of failure of the facility,
- previous operations and maintenance problems, past operating history, or past failures or breaks,
- reserve capacity and equipment and existing reliability provisions, and
- the location of facilities, watercourses that could be affected by failure and potential for spill-related impacts.

8.4 Capital Improvement Program (CIP)

CIP Evaluations. The City develops and annually updates a Capital Improvements Program (CIP) to plan and budget for capital improvement projects in the upcoming five years. As part of the annual CIP review, Utilities Department managers identify and prioritize long-term facilities improvements, including sewer main and lift station improvements. These improvements include upgrades to address condition issues (e.g., condition, age and reliability) and upgrades to address capacity issues (e.g., changes in flows or changes in capacity ratings). On the basis of these evaluations, Utilities Department management each year:

- identifies and evaluates new facilities needs, rehabilitation needs, and facility replacement needs,
- reevaluates CIP needs identified or planned during prior years, and
- develops an updated prioritization list and recommended schedule of CIP projects for the upcoming year and the subsequent five-year planning window.

CIP recommendations developed by the Utilities Department are submitted by the Utilities Director to the City Manager for review and approval prior to presentation to the City Council. The approved CIP

is used by the City in establishing budget and funding needs for the City's wastewater operations. CIP costs include costs for planning, design, construction, and construction inspection.

Because existing wastewater collection facilities are sized to handle peak ultimate wastewater flows, no long-term or short-term capacity-related capital improvements within the City's sewer collection system are required. Instead, the City's CIP in recent years has focused on facilities rehabilitation and maintenance and equipment replacement or repair.

Project Schedules and Funding for Wastewater-Related CIP Projects. The current CIP develops budgets for projects to be initiated during the planning period 2025-2029. The City's 2025/29 CIP is available online at Escondido.gov/187/Capital-Improvement-Program.

Within the 2025/29 CIP, wastewater and stormwater-related projects include:

- Stormwater infrastructure cleaning and trash screens ($10.66 million).
- HARRF digester maintenance, including inspection, grit and sediment removal ($3.51 million).
- Wastewater lift station maintenance, including repair/replacement of pumps, motors, control systems at each of the City's sewer collection wastewater stations ($1.12 million).
- Manhole rehabilitation, including lining, shelf repair/replacement and ring assembly raising ($1.61 million).

Funding for each of these projects for 2025-2029 is provided through the City's Wastewater Utilities Capital Project Fund.

Facilities Adequacy. While ongoing maintenance of City wastewater collection facilities will be required (as described in the 2025/29 CIP), all major trunk lines, all tributary trunk lines, and all pump stations within each of the City's tributary drainage areas maintain adequate capacity to handle peak ultimate wastewater flows. With the completed facilities improvements, no capacity-related shortcomings currently exist within the City's collection system. As noted, the City maintains a margin of safety in assuring adequate capacity, as observed wastewater flows continue to trend at or slightly lower than flows projected within the City's *Wastewater Master Plan*.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

Overview *- The City of Escondido's SSMP complies with the monitoring and measurement provisions of SWRCB Order No. WQ 2022-0103-DWQ. The City monitors a number of performance parameters in order to assess the effectiveness of the SSMP. From this monitoring, Utilities Department staff identify causes of sewer spills, and evaluate the effectiveness of spill detection and response procedures. Results from the performance monitoring are also used to determine how the SSMP elements may be modified to limit the potential for future spills.*

Requirements. Provision 9 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires that the SSMP include an adaptive management section that addresses the effectiveness of the SSMP and identifies means for SSMP improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate SSMP activities.
- Monitoring the implementation and measuring the effectiveness of each SSMP element.
- Assessing the success of the preventative maintenance activities.
- Updating SSMP procedures and activities, as appropriate, based on results of monitoring and performance evaluations.
- Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.

SSMP Monitoring Program. The City of Escondido's SSMP complies with monitoring and measurement provisions of SWRCB Order No. WQ 2022-0103-DWQ, and utilizes the collected monitoring information to, in part:

- measure the effectiveness of sewer spill prevention actions,
- assess SSMP prioritization needs,
- identify the sources/causes of sewer spills,
- evaluate preventative maintenance needs,
- evaluate CIP and rehabilitation/replacement needs,
- evaluate spill detection and response needs, and
- determine how SSMP elements may be modified to further limit the potential for the occurrence of sewer spills.

The Wastewater Division of the Utilities Department maintains records and reports of all sewer spills that occur within the City's service area, including information documenting:

- the spill location,
- the cause or causes of the spill,
- the amount of sewage spilled and amount contained/recovered,
- means of spill detection,
- duration of the spill,
- response actions and cleanup and restoration actions,
- reports made to regulatory authorities, and
- measures implemented to prevent recurrence.

The Utilities Department maintains records of all spill reports filed with the SWRCB and Regional Water Quality Control Board (RWQCB), along with original monitoring instrument recordings, service call records, work orders, and spill response actions. The Utilities Department also maintains activity records that document performance and implementation measures, including preventative inspections and maintenance of pump stations, inspections and cleaning of sewer mains, and inspections and maintenance of sewer collection facilities. As part of these activity records, the City maintains records on:

- inspection findings,
- preventative maintenance or repair actions taken,
- field crew notes and recommendations,
- pump station logs,
- future inspection needs and preventative maintenance actions required,
- customer complaints/notifications and City responses, and
- needs for additional information, testing, analysis or data management.

Record Keeping Responsibilities. Under the direction of the Assistant Director of Utilities/Wastewater, the Wastewater Operations Manager is responsible for maintaining records of sewer spills and sewer main inspection, repair, and maintenance. The Wastewater Maintenance Manager is responsible for maintaining records on pump station operations, inspections, repair, and maintenance.

Monitoring Performance Parameters. Table 9-1 (page 9-3) summarizes monitoring performance parameters used to assess SSMP effectiveness. In assessing SSMP effectiveness, Utilities Department managers evaluate trends in the number, location, cause, and the volume of spills. Other monitoring performance parameters assess the effectiveness of spill detection and response actions. In total, the monitoring parameters allow the City to evaluate performance and improvement needs relative to:

- regulation of sewer discharges, including control of fats, oils and grease,
- operation and maintenance,
- design and performance provisions,
- emergency response actions,
- system capacity,
- infiltration/inflow prevention, and/or
- rehabilitation/replacement needs for facilities and equipment.

Table 9-1
Monitoring Performance Parameters and Objectives

Category	Monitoring Parameter	Objective of Monitoring		
		Assess Effectiveness of SSMP Elements	Assess Causes of Sewer Spills	Assess Effectiveness of Spill Responses
Number of Events	Total number of spills	●		
	Number of wet weather spills	●	●	
	Number of dry weather spills	●	●	
	Number of spills by cause	●	●	
	Number of spills in designated FOG-risk areas	●	●	
	Number of spills in designated root-risk areas	●	●	
	Number of spills from pump stations	●	●	
Spill Volumes	Volume spilled by spills per year	●		
	Volume spilled during wet weather	●	●	
	Volume spilled during dry weather	●	●	
Computed Parameters	Average volume spilled per spill	●		
	Percent of spill volume contained and recovered	●		●
	Wet weather spills vs. precipitation [A]	●	●	
	Number of spills vs. time of year [A]	●	●	
	Number of spills vs. frequency of inspection [A]	●	●	
	Number of spills vs. frequency of cleaning [A]	●	●	
	Number of spills vs. diameter of sewer main [A]	●	●	
	Number of spills vs. sewer main slope [A]	●	●	
	Number of spills vs. age of sewer main [A]	●	●	
Detection and Response	Contained and recovered volumes of spill flows	●		●
	Average time from spill to detection	●		●
	Average time from detection to response team arrival	●		●
	Average time from arrival to spill termination	●		●
System Improvements	Miles of sewer mains cleaned annually	●		
	Miles of sewer mains video inspected annually	●		
	Percent of sewer mains (by length) cleaned annually	●		
	Miles of sewer lines rehabbed/replaced annually	●		

Table 9-1 Footnotes:

A Provided that a sufficient quantity of meaningful data are available to plot the number of spills vs. listed parameters.

Evaluation Schedule. As set forth in Element 10 of this SSMP, triannual audits will be conducted to evaluate SSMP effectiveness. Because a relatively low number of sewer spills occur within the City, a sufficiently robust database may not be available as part of the triannual audits to allow for formal statistical evaluation or correlation of spill data. In this event, Utilities Department managers will review available data to determine if any spill trends are identifiable and will determine whether modification of SSMP elements are required.

Assessing Needs for SSMP Modifications. The Assistant Director of Utilities/Wastewater, with support from Wastewater Division management staff, is responsible for evaluating spill monitoring and performance parameters to assess SSMP effectiveness, identify spill sources and trends, and identify required changes in spill preventative measures, and required SSMP modifications. The Assistant Director of Utilities/Wastewater, in consultation with the Director of Utilities, will also be responsible for determining if outside contractor assistance is required to support the evaluation of SSMP monitoring performance parameters.

*Evaluation of Preventative Maintenance Needs***.** Spill monitoring data will be used to identify required improvements in preventative inspection, cleaning and maintenance schedules. Table 9-2 (page 9-5) summarizes available preventative responses should the City's SSMP monitoring indicate potential spill trends related to oil and grease, vandalism, pump station operation, and other causes.

Evaluation of Response/Detection Needs. Spill monitoring data may also be used to assess the effectiveness of spill detection and response. The Assistant Director of Utilities/Wastewater (or his/her designee) will assess monitoring parameters to evaluate the potential for improvement in spill detection or response, and to determine which strategies or improvements may be most effective in improving spill detection or response.

Table 9-2
Potential Responses to Observed Monitoring Trends

Potential Monitoring Trend	Potential Responses to Observed Monitoring Trends
Spills occur during wet weather	• Increase Infiltration and inflow testing and enforcement • Accelerate manhole seal replacement program • Revise video inspection frequencies • Reassess at-risk areas for inflow and infiltration • Revise sewer design flow or peaking factor criteria • Revise CIP and rehabilitation/replacement schedules • Update SSMP and/or spill prevention procedures or actions
Spills caused by FOG	• Increase inspection/regulation of FOG dischargers • Revise FOG control procedures or regulations • Revise FOG-risk designations of sewer mains • Revise sewer main cleaning frequencies • Revise sewer main inspection frequencies • Update SSMP and spill preventative procedures
Spills caused by roots	• Revise root-risk designations of sewer mains • Revise sewer main cleaning frequencies • Revise sewer main inspection frequencies • Update SSMP and/or spill prevention procedures or actions
Spills caused by vandalism	• Upgrade manhole security • Upgrade pump station security
Spills at pump stations	• Revise pump station inspection frequencies or procedures • Upgrade SCADA/alarm/warning equipment and systems • Improve operator training • Upgrade pump station security • Increase parts inventory and/or parts accessibility • Upgrade emergency generation equipment • Update SSMP and/or spill prevention procedures or actions • Revise CIP and rehabilitation/replacement schedule
Spills caused by debris	• Revise sewer main cleaning frequencies • Revise sewer main inspection frequencies • Update SSMP and/or spill prevention procedures or actions
Spills caused by pipe failure	• Revise sewer main inspection frequencies • Revise CIP and rehabilitation/replacement schedule
Inadequate Detection or Response of spills	• Modify *Spill Emergency Response Plan* provisions • Upgrade detection equipment or procedures • Modify staffing or staff on-call requirements • Upgrade response equipment • Improve response training • Increase interagency coordination and/or resource sharing

10. SSMP PROGRAM AUDITS

Overview *- The City of Escondido Utilities Department will conduct audits of the SSMP a minimum of every three years. The audit will assess the effectiveness of the SSMP and assess compliance with SWRCB Order No. WQ 2022-0103-DWQ. The audit will also identify any SSMP deficiencies or recommended revisions, and will present a plan and schedule for correcting the deficiencies.*

Audit Requirements and Schedule. SWRCB Order No. WQ 2022-0103-DWQ requires periodic audits of the SSMP to assess program effectiveness. Audits are to be conducted every three years, and must be submitted to the CIWQS database within six months of the end of each three-year audit period.

Audit Implementation. The Assistant Director of Utilities/Wastewater is responsible for ensuring that the SSMP audit is conducted at a minimum three-year interval in accordance with the requirements of SWRCB Order No. WQ 2022-0103-DWQ. In conducting the audit, the Assistant Director of Utilities/Wastewater will be responsible for:

- Assigning responsibilities for conducting the internal audit.
- Determining if outside expertise or contractor support is required for leading or supporting the audit effort.
- Maintaining required records of the audit, including names and contact information on those conducting the audit, complete audit documents and findings, and required follow-up actions.
- Ensuring the audit incorporates comments and contributions from both Utilities Department management and non-management staff.
- Coordinating with other City departments.
- Developing and approving a schedule for implementing corrective measures identified within the audit.
- Submitting the required audit report into CIWQS.
- Implementing the noted corrective measures.
- Incorporating the audit results in staff training.

The Assistant Director of Utilities/Wastewater and his/her designated staff will be responsible for coordinating and cooperating with the selected auditor to:

- implement the audit process described in Table 10-1 (page 10-3), and
- ensure that the auditor is provided with all relevant sewer spill information.

Audit Report. Table 10-1 (paged 10-3) summarizes SSMP checklist items to be addressed as part of preparing audit report that will evaluate the effectiveness of the SSMP. To address the scope presented in Table 10-1, each audit will include:

- Collecting and reviewing documents and data related to sewer spills, spill prevention and spill responses.
- Collecting and reviewing documents on SSMP implementation and operations.
- Conducting interviews with all levels of staff within the Utilities Department.

On the basis of these reviews and interviews, the audit report will be prepared in accordance with requirements of SWRCB Order No. WQ 2022-0103-DWQ and will include:

- An evaluation of the implementation and effectiveness of the SSMP in preventing spills.
- An evaluation of compliance with requirements of SWRCB Order No. WQ 2022-0103-DWQ.
- Identification of SSMP deficiencies in addressing ongoing or recurring spills.
- Identification of SSMP modifications required to address the deficiencies.

The audit report will identify any required changes in City of Escondido regulations, policies, procedures, facilities, or operations required to correct any noted deficiencies. The audit report will also develop a schedule for implementing the corrective strategies or measures. As part of this schedule, the audit report will identify the process for formal City review and approval of any such corrective strategies.

Audit Review and Submittal. Once completed, a draft audit report will be distributed to the Director of Utilities, Assistant Director of Utilities/Wastewater, and pertinent Utilities Department and Wastewater Division staff for review. After receipt of comments, a final version of the audit report will be prepared for uploading into CIWQS.

Where applicable, findings of the audit will be considered by the Director of Utilities and incorporated into the City's budgetary process evaluations and CIP assessments.

Table 10-1
SSMP Audit Checklist

SSMP Element	Audit Checklist Item
Legal Authority	• Identify any changes in legal authority that has occurred since adoption of the SSMP • Review any past legal challenges to the SSMP or to the City's SSMP enforcement actions • Assess need for additional FOG-related legal authority • Identify legal authority deficiencies and recommended corrective actions
Operations and Maintenance	• Identify any significant O&M changes that have occurred since adoption of the SSMP • Evaluate the City's program for identifying FOG- and root-related spill threats • Evaluate adequacy of cleaning/inspection program • Evaluate adequacy of pump station maintenance program • Evaluate need for update of spill preventative measures • Identify O&M deficiencies and recommended corrective actions
Design and Performance Standards	• Identify changes in design/performance standards that have occurred since adoption of the SSMP • Evaluate need for update of design specifications and standards • Evaluate need for update of means for estimating dry weather flows and peak flows • Identify design/performance deficiencies and recommended corrective actions
Emergency Response	• Evaluate adequacy of the City's spill database, spill reporting, and spill response actions • Review spill records, spill reports, and spill response times and procedures • Evaluate the need for update of the City's *Spill Emergency Response Plan* • Identify emergency response deficiencies and recommended corrective actions
FOG and Spill Prevention	• Review spill records and FOG-related spills and identify FOG control actions implemented by the City since adoption of the SSMP • Evaluate grease interceptor enforcement actions and assess consistency in application of grease interceptor requirements • Assess need for discharge permits for major FOG dischargers • Assess effectiveness of FOG communications program • Identify FOG program deficiencies and recommended corrective actions • Confirm that the City maintains up-to-date records of sewer segments with elevated risk • Confirm that environmental risk factors have been considered in determining "at risk" sewer segments • Confirm that the City reviews field reports to assess needs for changes in "at risk" sewer segments • Assess adequacy City's schedule for sewer inspection, cleaning and video inspection • Confirm that the CIP process has addressed conditions, age and reliability of sewer collection system assets
System Evaluation and Capacity Assurance	• Identify any changes in wastewater planning/flows that that occurred since adoption of the SSMP • Identify capacity-related CIP projects that have been implemented since adoption of the SSMP • Confirm that the City has assessed the adequacy of the exiting *Wastewater Master Plan* flow analysis and modeling for addressing capacity needs • Confirm that the City has evaluated whether climate change projections have been assessed to relative to sewer system flows and capacity • Review I&I preventative activities and progress and confirm that the City has evaluated whether I&I program revisions or additional I&I monitoring studies are required • Confirm that the City has evaluated whether additional study is required to address ELO capacity issues • Identify capacity evaluation and CIP deficiencies and recommended corrective actions.
Monitoring and Data Measurement	• Identify changes in document control procedures implemented since adoption of the SSMP • Evaluate adequacy and accessibility of spill records, cleaning records, and inspection records • Evaluate the City's process for identifying FOG- and root-related sewer line blockage threats • Evaluate the City's process for monitoring and assessing life cycles, repair needs and rehabilitation needs for equipment and facilities • Statistically evaluate and analyze spill monitoring performance parameters • Identify monitoring, measurement, and data management deficiencies and recommended corrective actions
Communications	• Identify any significant changes in the communications program that have occurred since the SSMP was adopted • Review public input received • Assess public information accessibility and public review opportunities public • Identify communications program deficiencies and recommended corrective actions
Training	• Evaluate adequacy of training records • Evaluate adequacy of SSMP-related staff training program

11. COMMUNICATION PROGRAM

Overview - *The City of Escondido complies with SSMP communication requirements of SWRCB Order No. WQ 2022-0103-DWQ. The Utilities Department coordinates with the City's Communication Department to inform the public of any spill that (1) closes public areas or (2) may reach a source of drinking water. This communication may include postings on the City's website, social media postings, and coordination with local news media outlets. The City's SSMP is posted on the City's website and public input is solicited. Additionally, public input on SSMP compliance or spill issues can be received by the City Council at any time at the public forum session at City Council meetings.*

Requirements. Provision 11 of Attachment D to SWRCB Order No. WQ 2022-0103-DWQ requires sewer agencies to implement a communication program that includes public notification of spills that result in the closure of public areas or spills that enter a source of drinking water.

Communications Program. The City of Escondido maintains a Communications Department which reports to the City Manager. In addition to maintaining the City's website and a social media communications, the Communications Department maintains relations with local news media. In the event a spill closes public areas or reaches sensitive water bodies (including sources of drinking water), the Director of Utilities shall coordinate with the City Manager and Communications Department to make the public notifications required under SWRCB Order No. WQ 2022-0103-DWQ. These notifications will include postings on the City's website, social media postings, and reports to the news media.

Public Education Programs. As discussed in Element 7 of this SSMP, the City maintains a number of communication efforts directed toward spill prevention and reporting, oil and grease control, sewer use requirements, and the handling of hazardous materials.

Communications with Adjoining Agencies. The City routinely communicates with adjoining agencies including the City of San Diego and San Elijo Joint Powers Authority regarding spill prevention, pretreatment compliance, and other aspects of NPDES-regulated activities associated with elements of this SSMP.

SSMP Availability. The City maintains a current copy of its SSMP at the City's website for public review and comment.

Public Forum Opportunities. The public and interested stakeholders have the opportunity to address the City Council and comment on any sewer spill, wastewater system issue, or SSMP issue at any City Council meeting through the Council's public forum, which is held during each agendized and publicly noticed City Council meeting.

APPENDIX A

City of Escondido
Spill Emergency Response Plan

City of Escondido
Utilities Department

SPILL EMERGENCY RESPONSE PLAN

ESCONDIDO
City of Choice

Updated July 2025

CITY OF ESCONDIDO

SPILL EMERGENCY RESPONSE PLAN

City of Escondido
Utilities Department

Management Approval

Approved:

Sean McGlynn **City Manager**	**Date**

Approved:

Kyle Morgan **Interim Director of Utilities**	**Date**

July 2025

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List of Abbreviations

CIWQS	California Integrated Water Quality System (online database)
ELO	Escondido Land Outfall
GPS	global positioning system,
HARRF	Hale Avenue Resource Recovery Facility
I&I	Inflow and infiltration
MS4	Municipal Separate Storm Sewer System
NA	not applicable
NPDES	National Pollutant Discharge Elimination System (discharge permit)
OES	State of California Office of Emergency Services
PLSD	private lateral sewer discharges
RWQCB	California Regional Water Quality Control Board, San Diego Region
SCADA	supervisory control and data acquisition
San Diego County EHS	County of San Diego Environmental Health Services
SERP	Spill Emergency Response Plan
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board

Chapter 1
INTRODUCTION

1.1 Regulation of Sewer System Overflows and Spills

Overview City of Escondido Wastewater Operations. The City of Escondido sanitary sewer collection system covers a significant majority of the incorporated area of the City of Escondido. The collection system includes approximately 380 miles of sewer mains and 11 wastewater pumping stations. The City's Hale Avenue Resource Recovery Facility (HARRF) serves as the terminal treatment facility for the collection system. HARRF treats all incoming flows to produce secondary effluent, and a portion of the secondary effluent is directed to onsite tertiary treatment facilities where disinfected tertiary recycled water is produced for distribution to recycled water (non-potable) customers. Excess HARRF secondary effluent is discharged to the 14-mile-long Escondido Land Outfall (ELO) for conveyance to the San Elijo Ocean Outfall. In addition to operating and maintaining the City's wastewater collection system, the Wastewater Division of the Utilities Department operates and maintains the ELO.

Sewer System Management Requirements. City of Escondido wastewater collection operations are regulated under State Water Resources Control Board (SWRCB) Order No. WQ 2022-0103-DWQ.[1] Order No. WQ 2022-0103-DWQ establishes state-wide requirements governing sewer collection system operations, management, performance, reporting and notification. The requirements of Order No. WQ 2022-0103-DWQ are directed toward minimizing the potential for spills from sewer facilities. Order No. WQ 2022-0103-DWQ defines a sewer system spill (also known as a sanitary sewer overflow) as a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, or infrastructure failure.[2] Order No. WQ 2022-0103-DWQ prohibits spills, requires the reporting of spills through a statewide electronic[3] reporting system, and requires sewer agencies to maintain and update Sewer System Management Plans (SSMPs).

In accordance with SWRCB requirements, the City of Escondido maintains an SSMP that details the systems, operations, and procedures the City has implemented to prevent spills from the City's sewer collection facilities. The City's current SSMP was updated in 2025.[4]

1 SWRCB Order No. WQ 2022-0103-DWQ was adopted by the SWRCB on December 6, 2022 and became effective on June 5, 2023. Order No. WQ 2022-0103-DWQ supersedes SWRCB Order WQ 2006-0003-DWQ (as amended by Order No. WQ 2013-0058-EXEC) which had previously regulated spills from sanitary sewer systems.

2 Definition of a spill is presented within Attachment A to Order No. WQ 2022-0103-DWQ. Exfiltration of sewage is not considered a spill under Order No. WQ 2022-0103-DWQ, provided that the exfiltrated sewage remains subsurface and does not reach a surface water.

3 California Integrated Water Quality System (CIWQS).

4 SWRCB Order No. WQ 2022-0103-DWQ requires SSMPs for cities larger than a population of 100,000 to be updated by May 2, 2025, and updated thereafter on a six-year basis.

Spill Emergency Response Plan (SERP) Requirements. Order No. WQ 2022-0103-DWQ requires the City to maintain and update a Spill Emergency Response Plan (SERP) that details measures to respond to spills in a timely manner, protect public health and the environment and to terminate, intercept, recover, and clean up sewage spills. Order No. WQ 2022-0103-DWQ requires that SERPs identify sewer agency measures and procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner.
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State.
- Comply with the notification, monitoring, and reporting requirements of SWRCB Order No. WQ 2022-0103-DWQ, state laws and regulations, and applicable RWQCB Orders.
- Ensure that appropriate staff and contractors implement the SERP and that responding spill staff and contractors are appropriately trained.
- Address emergency system operations, traffic control and other necessary response activities.
- Contain the spill and prevent/minimize discharge to waters of the State or any drainage conveyance system.
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State.
- Remove sewage from the storm drainage conveyance system.
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters.
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery.
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.

1.2 Purpose of Spill Emergency Response Plan

This SERP is implemented by the City of Escondido to ensure compliance with provisions of SWRCB Order No. WQ 2022-0103-DWQ.[5] To this end, this updated SERP documents emergency measures, policies, procedures, and plans implemented by the City to respond to spills or threatened spills and to minimize impacts resulting from the spills. The updated *Spill Emergency Response Plan* presented herein supersedes the City's previous spill emergency response plan, and documents policies and procedures used by City of Escondido Utilities Department staff to:

- Detect sewer system spills or overflows.
- Assess the cause, source, and nature of the spills.

5 This 2023 version of the City's SERP is developed in accordance with requirements of SWRCB Order No. WQ 2022-0103-DWQ and supersedes the City's prior response plan which was developed in accordance with requirements of the SWRCB Order No. WQ 2006-0003-DWQ, as amended by Order No. WQ 2013-0058-EXEC.

- Identify equipment and manpower required to respond to the spills.
- Take actions to contain the spilled sewage and protect public health.
- Comply with the notification, monitoring, reporting, and recordkeeping requirements established within SWRCB Order No. WQ 2022-0103-DWQ.
- Perform any necessary posting or public notification.
- Take actions to correct the problem causing the spill.
- Clean up the spilled sewage and restore affected areas to pre-spill conditions.
- Document causes of the spill, preventative measures taken, and impacts associated with the spill.
- Assess the cause/source of the spill and modify prevention or response actions to minimize the potential for recurrence.

In addition to addressing notification, reporting, monitoring, and record-keeping requirements established in SWRCB Order No. WQ-2022-0103-DWQ, this updated plan also incorporates experience gained by Utilities Department staff in responding to previous spill events.

1.3 Preparation of Spill Emergency Response Plan

This updated *Spill Emergency Response Plan* was prepared by the Wastewater Division of the City of Escondido Utilities Department under the direction of Kyle Morgan, Interim Director of Utilities. Questions or comments concerning this plan should be directed to:

Mr. Kyle Morgan
Interim Director of Utilities
City of Escondido Utilities Department
1521 S. Hale Avenue
Escondido, CA 92025
Tel: (760) 839-6290, ext. 7017
Email: Kyle.Morgan@escondido.gov

Chapter 2
SPILL DETECTION

2.1 Overview of Wastewater Collection System

The City of Escondido wastewater collection service area covers approximately 37.5 square miles. The sewer tributary area to HARRF consists of multiple topographic drainage areas and is serviced by 11 wastewater lift stations.

The City maintains an updated atlas that details all sewer collection system facilities. The sewer system atlas shows the location of gravity mains, manholes, force mains, and other facilities. A master electronic version of the City's sewer system atlas is maintained on the City's computer network, and copies are backed up regularly. Copies of the sewer system atlas are carried on City response vehicles.

Spill Prevention. As part of its SSMP, the City has developed and implemented an action plan to minimize the potential for spills. This action plan includes procedures regarding inspection, preventative maintenance, system operations, public education, capital improvements, monitoring and reporting, forensic assessment, and system audits.

2.2 Potential Spill Sources and Methods of Detection

As part of developing its SSMP, Utilities Department staff assessed prior spills, shared information with other regional agencies, evaluated historic and potential sewer spill causes, and researched state-wide spill reports to identify potential causes of spills. Potential causes of sewer spills within the City's sewer system include:

- Sewer gravity main breaks or failures.
- Sewer gravity main blockages.
- Sewer gravity main surcharging.
- Pressure main rupture.
- Pump station pump/motor/control failure.
- Pump station electrical failure.
- Pump station surcharging.

Gravity Sewer Main Breaks. Spills may be caused by failure (breaks) in gravity sewer mains. Potential causes of gravity sewer main failure may include:

- Penetrating tree roots.
- Corrosion

- Pipe wall or pipe joint failure.
- Inadequate sewer main installation/construction.
- Construction excavation activities.
- Earth slides or earth movement.

Spills resulting from sewer main breaks would result in either wastewater overflowing from the manhole immediately upstream from the break or wastewater flowing to the surface at or downstream from the point of the break. Virtually all City of Escondido gravity mains are located in City streets. As a result, spills resulting from sewer main breaks are likely to be quickly noticed by the public or personnel within other City of Escondido Departments. Utilities Department personnel also monitor for break-related spills through (1) flow monitoring data generated by SmartCover manhole monitoring systems, (2) flows and pump station performance data monitored via the City's SCADA (Supervisory Control and Data Acquisition) system, and (3) flow data generated at the HARRF.

Gravity Sewer Main Blockages. The potential exists for spills to occur as a result of blockages or clogs within gravity sewer mains or manhole structures. Such blockages or clogs could be caused by:

- Penetrating roots through pipe joints or pipe walls.
- Penetrating roots through connections with private service laterals.
- Grease or other congealing or viscous substances.
- Rags, paper, plastic bags, or other semi-solid debris.
- Solid material or debris.
- Pipe wall failure.
- Vandalism.

Spills resulting from sewer main blockages or clogs would result in wastewater overflowing from the manhole immediately upstream from the blockage. Virtually all City of Escondido gravity mains are in City streets in highly-visible areas. As a result, visual inspection of City wastewater facilities by Utilities Department staff represents a key means of detection for blockage-related spills.

Spills resulting from sewer main blockages are likely to be quickly noticed by the public or personnel within other City of Escondido departments. As noted above, the Utilities Department also monitors for blockage-related spills through flow monitoring telemetry data generated at SmartCover manholes, wastewater pump stations and at the HARRF.

Gravity Sewer Main Surcharging. As documented in the City's SSMP, scheduled City of Escondido Utilities Department capital improvements have kept pace with development and wastewater flows within the City of Escondido. As a result, no City of Escondido sewer mains are at risk for surcharge-related spills during dry weather. Sewer mains are also sized to handle maximum anticipated wet-weather wastewater flows plus infiltration and inflow (I&I).

Spills resulting from sewer main surcharges would result in wastewater overflowing from manholes. As noted, virtually all City of Escondido gravity mains are located in City streets in highly-visible areas. Visual inspection of City wastewater facilities by Utilities Department staff and reports from the public or other City of Escondido departments thus represents a key means of detecting surcharge-related spills.

The Utilities Department also monitors for surcharge-related spills through flow monitoring telemetry generated at wastewater pump stations and HARRF. Additionally, many of the key gravity mains are equipped with telemetered manhole covers which provide City staff with real-time monitoring data on flows and water levels in manholes and provide alerts to City staff when conditions of unusual flow or water levels are detected.

Pressure Main Ruptures. The potential exists for spills to occur as a result of pressure main ruptures. Pressure main ruptures could be caused by:

- Corrosion.
- Pipe wall failure or joint failure.
- Inadequate installation/construction.
- Pressure build-up from blockages.
- Construction excavation activities.
- Earth movement.

Spills resulting from pressure main breaks would result from pressurized wastewater breaking the ground surface in the immediate vicinity of the pressure main break. Most City of Escondido pressure mains are located along roads or in areas with high foot and/or vehicle traffic, pressure main breaks would be visually recognizable. In addition to being highly visible, pressure main breaks would be detectable through flow rate and pumping pressure telemetry data from pump stations or at the HARRF. As a result, pressure main ruptures would typically be rapidly detected.

ELO spills should also be quickly detected. At the downstream end of the ELO, the City's SCADA system allows HARRF operators to monitor flow and pressure data at the structure where ELO flow joins SEJPA flow. This allows the City to detect pressure or flow discrepancies between the HARRF (upstream) and SEJPA (downstream) metering stations that may be indicative of a spill or potential spill from the ELO or appurtenant structures.

Pump Station Pump/Motor/Control Failure. To minimize the potential for spills caused by pump station pump or motor failures, each of the City's wastewater pump stations is equipped with multiple pump/motors, with at least one pump/motor combination being on standby for use in the event of failure or maintenance of any of the other pump/motor combinations. To minimize the potential for spills resulting from failure of pump station controls, all City of Escondido pump stations are connected to the City's SCADA system which allows for remote monitoring of pump station pumps, motors, pressures, flows, wet well water levels, and alarms.

For a spill to occur as a result of pump station pump, motor, or control failure, such failure would have to be comprehensive and affect multiple pumping units and control systems. Spills resulting from such a comprehensive failure would be detectable to City crews through pump station alarms and remotely accessed pump station performance data. Additionally, all City of Escondido pump stations are located in highly-visible areas, and visual reports of the spill would be quickly noted by Utilities Department staff, other City of Escondido personnel, or the public.

Pump Station Electrical Outages. Each of the City's eleven wastewater pump stations are equipped with standby power generators that automatically actuate in the event of power failure.

With the presence of emergency onsite generators at the City's wastewater pump stations, a power failure spill could not occur unless failure of an onsite emergency power generator occurred simultaneously with failure of the local electrical power grid. To minimize the potential for such an occurrence, Wastewater Division crews routinely perform scheduled checks of onsite emergency power generating equipment, and routinely exercise the emergency power generators to ensure that they are in proper working order. The City also maintains portable emergency power generators for use in the event of failure of any of the onsite pump station generators.

Simultaneous failure of the power grid and emergency generators would be rapidly detectable to City crews through pump station alarms and remotely accessed pump station performance data. As a result, it is probable that Utilities Department crews would be alerted to the power failure in advance of occurrence of any spill. Additionally, all City of Escondido pump stations are sited in highly-visible areas, and visual reports of any spill would be quickly noted by Utilities Department staff, other City of Escondido personnel, or the public.

Pump Station Surcharging. Major upgrades to several of the City's wastewater pumping stations have been completed in recent years, and scheduled City of Escondido Utilities Department capital improvements have kept pace with anticipated future development and projected wastewater flows. As a result, risks associated with surcharge-related spills are minimized. Spills caused by pump station surcharging would be expected to occur only during times of comprehensive system failure during wet weather periods (such as the rupture of a gravity main or flood-related inflow into manholes).

Spills resulting from pump station surcharges would result in wastewater overflowing from the pump station, and would be instantly detectable to City crews through pump station alarms and remotely accessed pump station performance data. Additionally, since City of Escondido pump stations are sited in highly-visible areas, visual reports of any such surcharge-related spill would be quickly noted by Utilities Department staff, other City of Escondido personnel, or the public.

2.3 Target Response Times

Figure 2-1 (page 2-5) presents the City's spill response chain of command. The public can report spills on the City's Public Works hotline, which is monitored from 6:30 am-4 pm on Monday through Thursday and 6:30 am to 3 pm on Fridays. Spill reports after hours received by Police Dispatch are routed to on-call Utilities Department response staff. Public reports of spills may also be received via the City's *ReportIt!* mobile telephone engagement platform.

Spills Reported During Business Hours. Spill reports received during business hours are instantly forwarded to the Wastewater Collections Supervisor, Wastewater Operations Manager and Assistant Director of Utilities/Wastewater. The Wastewater Collections Supervisor is responsible for organizing and mobilizing work crews. On days or times the Wastewater Collections Supervisor is for some reason unavailable, the Wastewater Operations Manager shall designate an alternate person as being on call and responsible for organizing and mobilizing response crews.

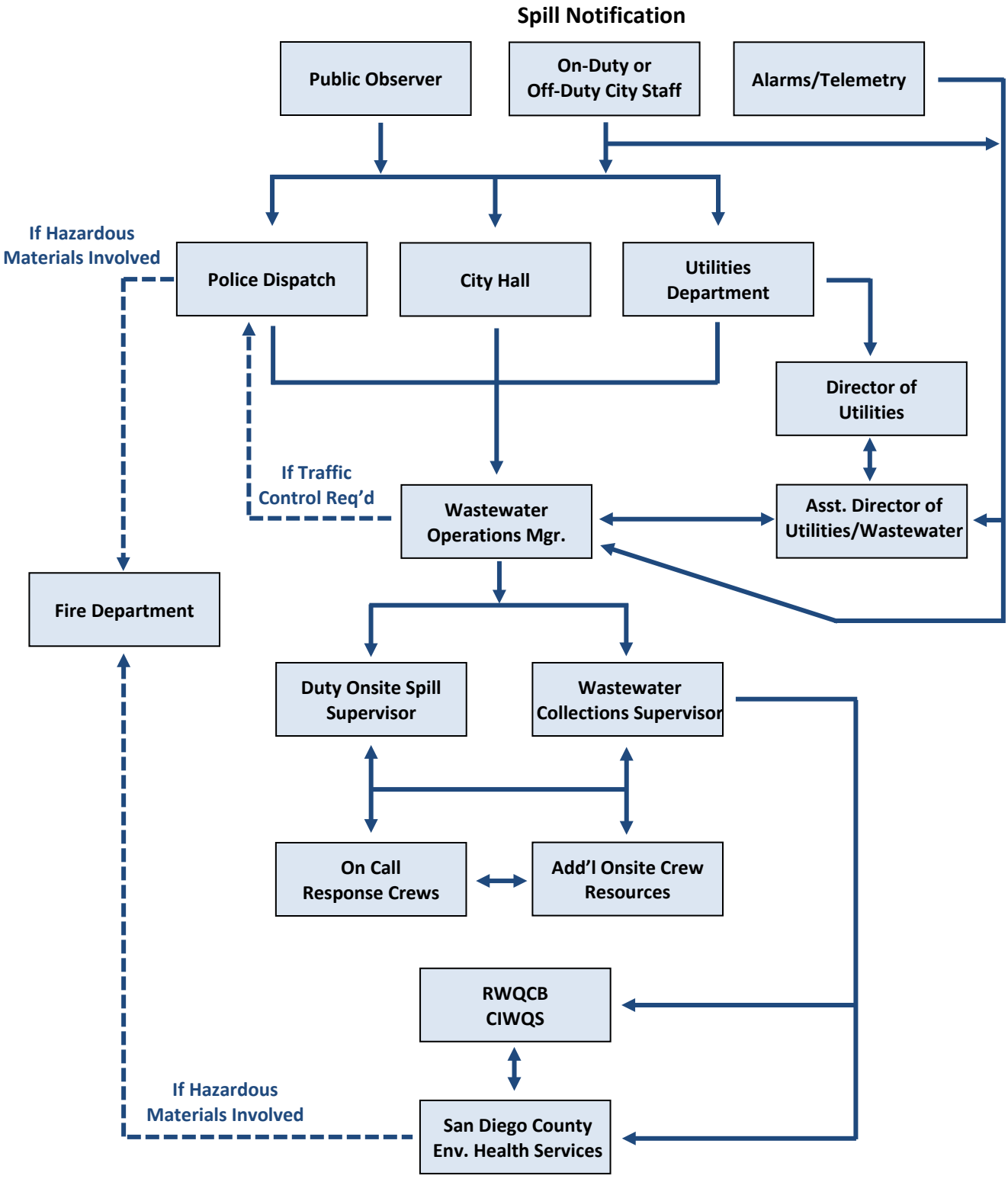


Figure 2-1
City of Escondido Sewer Spill Response Chain of Command

It is the City of Escondido's goal to respond as rapidly as possible to reports of spills or threatened spills. Response times for Utilities Department staff to reach spill sites will vary by location, day of the week, and time of day. Utilities Department work/inspection crews are routinely on patrol within the City during business hours, and cell phone or radio communications are used to identify the location of available personnel. During business hours, depending upon location, the nearest crew may be able to arrive on the scene of a reported spill site within a matter of a few minutes after the spill report is first received.

If no crew is in the immediate area of the spill, Wastewater Division management can immediately mobilize a response crew from onsite staff or staff engaged in offsite activities. Because of the central location of the wastewater collections system equipment, maximum travel time to the farthest reaches of the City is approximately 20 minutes. Typical response times to the four largest wastewater pumping stations (Lift Stations LS-1, LS-2, LS-3 and LS-4) ranges from approximately 5 to 15 minutes.

Spills Reported During Non-Business Hours. During non-business hours (night times, weekends, and holidays), the Wastewater Collections Supervisor schedules an emergency response crew as being on call and available to respond to spill reports. Spill reports during non-business hours are instantly forwarded via cell phone to the collections system stand-by staff, who immediately notify the Wastewater Collections Supervisor and the standby response team. After notifying the Wastewater Collections Supervisor, staff also notify the Wastewater Operations Manager.

Mobilization times during non-business hours vary, depending upon personnel travel times and time of day. During non-business hours, the City endeavors to achieve a goal of first response and spill site assessment within 30 minutes. The City further endeavors to achieve a goal of having a response team at the site within one hour of receipt of the spill report. If initial assessment indicates the need for more crews than are on call, Wastewater Division supervisors are empowered to authorize overtime and mobilize any required off-duty personnel to respond to the spill.

Chapter 3
EQUIPMENT AND PERSONNEL

Utilities Department resources from both the Wastewater and Public Works Divisions are available to respond to spills. This chapter summarizes resources available to the City of Escondido in responding to spills or threatened spills.

3.1 Personnel and Organization

Response Personnel. Available Utilities Department response personnel include both personnel from the Wastewater Division and Public Works Division. First response teams will be from the Wastewater Division (see Attachment 2 for the Wastewater Division organization chart), and additional City personnel will be called in as required. Personnel available to respond to spills or threatened spills include:

- Wastewater Division and Public Works Division management and field personnel.
- Sewer collection system specialists.
- Storm drain specialists.
- Mechanical and electrical specialists.
- Environmental and monitoring specialists.
- Additional response team personnel available for use in wastewater containment, cleanup, facilities repair, spill mitigation, site and traffic control, and spill notification and documentation duties.

City of Escondido Utilities Department personnel are knowledgeable of wastewater collection facilities and operations and receive ongoing training. A number of the Wastewater Division management personnel and staff are cross-trained in multiple disciplines.

Designation of Onsite Supervisor. All spill response actions detailed in Chapter 4 of this *Spill Emergency Response Plan* will be directed by an Onsite Supervisor. For all spills within the City's wastewater system, designated Onsite Supervisor will be the Wastewater Collections Supervisor or his/her designee.

When Utilities Department staff arrive at the spill scene in advance of the designated Onsite Supervisor, the senior onsite Wastewater Division staff member will assume the duties of the Onsite Supervisor until the designated Onsite Supervisor arrives.

Any received spill reports shall be immediately directed to the designated on-call Onsite Supervisor as well as the Wastewater Collections Supervisor, Wastewater Operations Manager and Assistant Director of Utilities/Wastewater.

Response Teams. All Utilities Department workers are available via cell phone/radio communications during business hours. As discussed in Section 2.3 (pages 2-5 through 2-7), Utilities Department supervisors can quickly mobilize spill response crews by (1) routing crews already in the field to the response site and/or (2) directing crews at Utilities Department offices/yards to the response site.

The Wastewater Collections Supervisor is to ensure that schedules are maintained so that a senior-level supervisor and spill response crew is scheduled as being on call and available during all non-business hours.

3.2 Training

Utilities Department personnel spill response training is the responsibility of the Director of Utilities, the Assistant Director of Utilities/Wastewater, the Wastewater Operations Manager, and the Wastewater Collections Supervisor. Ongoing Utilities Department training includes:

- *Orientation Training and Mentorship.* New employees are trained in assigned duties by experienced Utilities Department staff. Supervisors serve as mentors in order to allow newer employees to better understand City wastewater facilities, staff responsibilities, and wastewater system operations.
- *Specialized Training.* Using either Utilities Department staff or outside instructors, Utilities Department personnel receive periodic training in such areas as first aid, safety (including confined space entry and ventilation), fire prevention, traffic control, and equipment operation.
- *Coordination with Storm Drain Staff.* Since storm drains with the City of Escondido are maintained by City, City storm drain and wastewater staff routinely coordinate and cooperate in preparing for and responding to spill events.
- *Drills and Test Exercises.* Utilities Department drills and training exercises are periodically conducted by senior Utilities Department staff. Drills and test exercises directed by senior Utilities Department staff include notification tests, equipment tests, communication tests, mobility drills, and trouble-shooting training.
- *Professional Training and Certification.* Utilities Department employees are encouraged to achieve professional certifications and participate in such professional organizations as Water Environment Federation and California Water Environment Association. Employees are encouraged to attend training sessions and seminars that relate to sewer system operation, spill prevention, spill containment, and spill recovery. Additionally, Wastewater Division staff are regularly enrolled in California Water Environment Association spill prevention and response seminars.
- *Professional Development.* Professional promotions within the Utilities Department are, in part, based on employee's work performance, professional certifications, and well-rounded knowledge of all facets of the City's wastewater facilities and operations. Employees seeking advancement are thus encouraged to (1) cross-train in areas beyond their normal duties and (2) increase their breadth of knowledge outside their immediate responsibilities.

Table 3-1 summarizes targeted frequencies for training or drills. The Assistant Director of Utilities/Wastewater (in consultation with Wastewater Division managers and the Director of Utilities) is responsible for developing and implementing procedures to ensure that Wastewater Division personnel are familiar with:

- Reporting and notification requirements established by the SWRCB within SWRCB Order No. WQ 2022-0103-DWQ.
- Reporting and notification requirements established by the RWQCB within RWQCB Order No. R9-2007-0005.
- Reporting guidelines and notification requirements established by the San Diego County Environmental Health Services (San Diego County EHS).
- Sewer overflow response guidelines and provisions established within this SERP.

Table 3-1
Targeted Frequency of Training or Drills

Test or Drill	Test or Drill Frequency [A]
Notification drills to test mobilization of staff	Annually
Spill estimating exercises	Annually
Interdepartmental and intradepartmental communications exercises	Quarterly
Exercise standby pumps	Weekly
Test and exercise emergency power generators	Weekly
Pump station controls and pump stations operations training	As-needed
Test pump station alarms	Weekly
Safety training or drills	Monthly
Trouble-shooting exercises on pump controls	Weekly
Drills for mobilizing emergency equipment and materials	Annually
Drills to test spill response actions	Annually

Table 3-1 Footnotes:

A Approximate frequency of test or drill in the absence of spill events. Actual frequencies may vary depending on spill history, staff experience, and training needs identified by Utilities supervisors.

3.3 Available Response Equipment

As detailed in Chapter 4, spill response actions to be led by the Onsite Supervisor may include spill assessment, spill containment, wastewater facilities repairs, site control, sampling and monitoring, spill cleanup, and notification/documentation.

Table 3-2 (page 3-4) summarizes key equipment and facilities that are available to the Onsite Supervisor to handle spill events. Table 3-3 (page 3-4) summarizes the inventory of spare parts typically maintained by the Utilities Department.

Table 3-2
City of Escondido Spill Response Equipment

Equipment	Number Available [A]
Combination Trucks	3
Tool-equipped maintenance vehicles	2
Portable welders (truck-mounted or portable)	2
Backhoe excavators	2
Traffic control light trailers	1
Portable wastewater pumps	8 [B]
Mobile emergency generators	7
Sewer pipe replacement sections, pipe sleeves, couplings and other fittings	See note [C]

Table 3-2 Footnotes:

A City-owned available response equipment. Additional response equipment may be available from other City departments or adjoining sewer agencies through informal inter-departmental or inter-agency communication.

B Portable wastewater pumps of various sizes are maintained in inventory.

C Miscellaneous pipe sections for gravity and force mains, along with miscellaneous pipe sleeves and other fittings are stored in the City's maintenance yard and are available for use in the event that sewer main breaks requires replacement of pipe sections.

Table 3-3
Summary of Critical Components and Spare Parts in Inventory

Category	Critical Components and Parts [A]
Sewer Mains & Appurtenances	• spare pipe sections for all common sewer pipe diameters • seals and fittings for common pipe diameters • manhole fittings, covers, and manhole repair supplies • emergency repair components and equipment, including flexible connectors, sleeves, and other fittings
Pump Stations	• spare pump seals, gaskets, fittings, and hardware • spare pumps • spare pump motors • spare pump impellers and bearings • spare controls, connections, circuit-breakers, switches, and electrical components
Tools and Emergency Equipment	• spare repair equipment and tools • spare communication devices • back-up utility and repair/response vehicles • back-up generating power • facilities and portable equipment to effect emergency by-pass pumping at pump stations • other equipment and supplies required for responding to sewer spills

Table 3-3 Footnotes:

A List of typical components, parts, fittings and equipment available at City maintenance facilities.

Chapter 4
SPILL RESPONSE ACTIONS

4.1 Spill Response Overview

This chapter summarizes City of Escondido Utilities Department actions for responding to sewer system spills. All spill response actions will be under the direction of the designated Onsite Supervisor. Response actions shall include:

- Initial assessment and spill classification.
- Office of Emergency Services (OES) and RWQCB notification.[6]
- Securing the site perimeter.
- Spill containment.
- Posting.
- Spill control.
- Monitoring and spill documentation.
- Site cleanup and restoration.
- Follow-up activities.

Response actions taken by the City will be in accordance with provisions established within SWRCB Order No. WQ 2022-0103-DWQ.

4.2 Initial Assessment and Spill Classification

Initial Assessment. When arriving onsite, the Onsite Supervisor shall assume direction and management of all response personnel and resources. The Onsite Supervisor shall take command of onsite Utilities Department staff, assess the spill site, and collect information from Utilities Department staff to:

- Identify what is causing the spill (or threatening to cause the spill).
- Determine where the spilled sewage will flow and identify potentially affected areas.
- Identify strategies for gaining site control and keeping people and spectators away.
- Assess strategies for containing the spill, and identify personnel and resources required for spill containment.

6 OES notification is required for spills from public sewer systems that exceed 1000 gallons and will (or are projected to) discharge to surface waters. OES notification is voluntary if the spill exceeds 1000 gallons and originates from a privately-owned sewer lateral or collection system. RWQCB notification (per RWQCB Order No. R9-2007-0005) is required for any spill of 1000 gallons or more. Notification to the RWQCB is to occur within 24 hours of becoming aware of the spill.

- Assess strategies for terminating or redirecting the source of the spill, and identify personnel and equipment required to terminate the spill source.
- Determine if the spill has the potential to threaten public health, cause property damage, or impact the environment.
- Communicate the nature of the problem to the Assistant Director of Utilities/Wastewater and the Wastewater Operations Manager. Depending on the nature of the spill, the Assistant Director of Utilities/Wastewater may consult the Director of Utilities.
- In consultation with the Assistant Director of Utilities/Wastewater and Wastewater Operations Manager, call in required additional personnel and equipment resources.
- If the spill discharges to surface waters (Category 1 Spill) or exceeds 1000 gallons in volume (Category 2 Spill), call OES at (800) 852-7550 within two hours of becoming aware of the spill, provide the OES with requested information, and obtain a notification control number from the OES. Also notify the RWQCB within 24 hours of becoming aware of any spill to surface waters that exceeds 1000 gallons in volume.
- Consult with other primary responders contacted by OES (e.g., health officials or other responding agencies) and determine if any downstream parties need to be notified to protect public health.
- Estimate the duration and volume of spilled sewage.
- Determine if any upstream dischargers need to be contacted to reduce wastewater quantities discharged to the sewer system.

Spill Classification. Table 4-1 (page 4-3) presents SRWQCB classifications for spills, as defined within SWRCB Order No. WQ 2022-0103-DWQ.

Per Order No. WQ 2022-0103-DWQ, Category 1 spills are defined as a discharge of untreated or treated wastewater of any volume that reach surface water or a drainage channel tributary to surface water. Category 1 spills also include any discharge untreated or partially treated wastewater that reaches a Municipal Separate Storm Sewer System (MS4) and is not fully captured and properly disposed (unless the MS4 is tributary to a dedicated groundwater infiltration or percolation basin).

4.3 Notifications

Office of Emergency Services (OES) Notification. In accordance with the requirements of Order No. WQ 2022-0103-DWQ, the Onsite Supervisor is responsible for notifying the OES within two hours of becoming aware of any Category 1 or Category 2 spill. The Onsite Supervisor shall provide the OES with requested information and obtain an OES notification control number. Spill information requested by OES may include the following:

- Name, agency, and contact information of person notifying OES of the spill.
- Estimated spill volume discharged in gallons.
- If ongoing, the estimated spill discharge rate in gallons per minute.
- Spill Incident Description, including:
    a. Brief narrative of the spill.
    b. On-scene point of contact for additional information (name and cell phone number).

c. Date and time enrollee became aware of the spill.
d. Name of sanitary sewer system agency causing the spill.
e. Spill cause (if known).

- Indication of whether the spill has been contained.
- Indication of whether surface water is impacted.
- Name of surface water impacted by the spill, if applicable.
- Indication of whether a drinking water supply is or may be impacted by the spill.
- Any other known spill impacts.
- Spill incident location (address, city, state, and zip code).

Upon receipt of the spill information, OES forwards notification information to local government agencies and applicable first responders, including the San Diego County EHS, hazardous waste officials, and the RWQCB.

Table 4-1
Spill Categories

Category [A]	Description
Category 1	A discharge of untreated or partially treated wastewater from sanitary sewer system facilities in any volume that: • Reaches surface water[B] and or reaches a drainage channel tributary to a surface water. • Discharges to a Municipal Separate Storm Sewer System (MS4) and is not fully captured and returned to the sanitary sewer system (unless discharged to a dedicated infiltration basin or percolation pond).
Category 2	A discharge of untreated or partially treated wastewater from sanitary sewer system facilities of 1000 gallons or more resulting from a sanitary sewer system failure or flow condition that does not reach surface water, a drainage channel, or a MS4 unless the entire spill discharged to a storm drain system if fully recovered and properly disposed. [B] A spill of 1000 gallons or more that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 2 spill.
Category 3	A discharge of untreated or partially treated wastewater from sanitary sewer system facilities of less than 1000 gallons but more than 50 gallons that does not discharge to surface water. [C]
Category 4	A discharge of untreated or partially treated wastewater from sanitary sewer system facilities of less than 50 gallons that does not discharge to surface water. [D]

Table 4-1 Notes:

A Spill categories are defined within SWRCB Order No. WQ 2022-0103-DWQ

B Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicates stormwater infiltration basin or facility.

C A spill of more than 50 but less than 1000 gallons that is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

D A spill of less than 50 gallons that is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Following the initial notification to OES, the Utilities Department shall provide updates to OES on any substantial changes in the estimated volume of untreated or partially treated wastewater or any substantial changes to known impacts. This notification shall be made by the Onsite Supervisor if such substantial changes are in evidence while City crews are still on the scene responding to the spill. The Collections System Supervisor shall make the report to OES if such substantial changes are determined to have occurred after City response crews have left the site but prior to the time the spill report is logged into the CIWQS (California Integrated Water Quality System) sanitary sewer system database.

Order No. WQ 2022-0103-DWQ encourages (but does not require) sewer system operators to notify OES of discharges to surface waters exceeding 1000 gallons from private lateral sewer discharges (PLSDs).[7] In accordance with this directive, the City shall endeavor to notify OES whenever City staff become aware of PLSDs to surface waters that exceed 1000 gallons.

RWQCB Notification. RWQCB Order No. R9-2007-005 establishes spill reporting requirements in addition to state-wide spill reporting requirements established in SWRCB Order No. WQ 2002-0103-DWQ. RWQCB Order No. R9-2007-0005 requires agencies to notify the RWQCB via telephone or email within 24 hours[8] of becoming aware of a spill of 1000 gallons or more from a public sewer system or private lateral that reaches surface waters. The RWQCB notification is to include:

- The name of the sewer agency.
- The name and telephone number of the agency person reporting the spill.
- The estimated spill volume.
- The location of the spill and the affected receiving water.
- The start time of the spill and (if applicable) the end time of the spill.
- Confirmation that the local health agency has been notified.

4.4 Site Perimeter and Traffic Control

Site Perimeter Control. Concurrent with the initial assessment, the Onsite Supervisor shall take immediate actions to isolate the public from the spill. Site control shall be achieved using portable barriers, signs or postings, stakes and tape, existing fencing, parked vehicles, or natural terrain.

The Onsite Supervisor shall contact the City of Escondido Police Department if additional assistance is required for (1) isolating the public from the spill, (2) controlling crowds or onlookers, or (3) controlling members of the public are interfering with efforts of the spill response team.

Traffic Control. If the potential exists for spill response actions (or parked response vehicles) to impact traffic, the Onsite Supervisor shall also take actions to divert traffic around the response site and ensure the safety of traffic, the public, and response crews. Traffic shall be diverted where necessary using traffic cones, portable signs, emergency lights, flag personnel, vehicles, and/or portable traffic-direction light trailers.

7 Per Section 5.15 of Order No. WQ 2022-0103-DWQ, reporting of spills from privately-owned laterals or systems is voluntary.

8 Provided that such 24-hour notification can be provided without substantially impeding cleanup or other emergency measures.

City response vehicles routinely carry traffic cones, barriers, and traffic control flags, and signs. Additional materials required to secure the site perimeter (which include portable traffic-direction light trailers) are stored at City maintenance yards and will be secured by the Onsite Supervisor if required.

The Onsite Supervisor shall determine if onsite traffic control is adequate, or if law enforcement assistance is required. The City of Escondido Police Department should be notified if required to assist in traffic control. Fire Department officials should be contacted if traffic controls could result in fire response delays. Response vehicles and crews are required to maintain current telephone numbers for the Police Department and Fire Department.

4.5 Spill Containment or Diversion

Upon achieving control of the site perimeter, response crews under the direction of the Onsite Supervisor shall endeavor to contain or divert the spill. To determine the best strategy (or strategies) for spill containment or diversion, the Onsite Supervisor shall evaluate the:

- Spill volume and flowrate of the spill.
- Terrain and natural barriers.
- Locations of downstream manholes or other sewer collection sewer facilities.
- Locations or storm drains or streams.

Spill and recovery containment strategies to be evaluated, and (if appropriate) implemented by the response crews include:

- Using combination trucks to vacuum the spill.
- Using sandbags rubber dams, or other portable flow barriers to prevent the flow from entering storm drains or drainage channels.
- Diverting the spill by pumping around the overflow point or sewer break point back into the sewer system.
- Diverting the spill by berms or sandbags back into the sewer system.
- Diverting or retaining the spill in a hollow, swale, or low area for subsequent recovery.
- Constructing a temporary dam or dike to contain the spill for subsequent recovery.

Recovery from Storm Drains. City response vehicles are equipped with maps of municipal storm drain facilities. If the spill enters a storm drain, the Onsite Supervisor shall make all reasonable efforts identify a downstream location(s) where the storm drain can be dammed up to prevent the spill from reaching surface waters. The Onsite Supervisor will also contact the Public Works Department storm drain supervisor to coordinate any response actions involving City storm drain facilities. Any spilled flow contained within the storm drain facilities shall be subsequently removed by portable pumps or combination trucks and discharged to the sanitary sewer system.

4.6 Posting

The City maintains an inventory (stored at HARRF) of signage for use in warning the public of contact with areas contaminated by spills. In consultation with San Diego County EHS and in accordance with EHS regulations, affected areas shall be identified and posted as being contaminated with sewage.

Signage shall be posted in locations so as to maximize public visibility and minimize the potential for public contact with contaminated areas. Signs shall be posted along all routes the public may be reasonably expected use to enter the contaminated area.

Signs shall remain posted for a minimum of five days, unless the Utilities Department is otherwise directed by San Diego County EHS.

4.7 Spill Termination

Once spill containment is assured, response crews shall focus on eliminating the source or cause of the spill and terminating the spillage.

Gravity Sewer Main Breaks. For spills caused by breaks or failures of gravity sewer mains, the Onsite Supervisor shall determine the location and nature of the sewer main break, and identify equipment and resources required to repair the break. After sewage diversion actions are implemented, excavation equipment shall be called in to expose the break and allow the Onsite Supervisor to determine the appropriate measures for repairing the break. Minor breaks may be resolved with sleeves, patches, or fittings, while major breaks may require replacement of pipe sections.

The Onsite Supervisor shall assess whether the spill or potential repair actions associated with the spill may affect nearby water or stormwater conveyance facilities. The Onsite Supervisor shall coordinate with applicable water or stormwater conveyance operators in making this determination and assessing whether (and how many) water system or stormwater staff are required as part of the spill response effort.

Gravity Sewer Main Blockages. For spills caused by sewer main blockage, the Onsite Supervisor shall determine the location and nature of the sewer main blockage, and identify equipment and resources required to clear the blockage. Once the nature of the blockage is identified, blockages may be removed by a variety of strategies including:

- Sewer main water jetting.
- Application of degreasers.
- Combination truck pumping.
- Sewer main rodding.
- Manual removal.

Gravity Sewer Main Surcharging. For spills caused by gravity main surcharging, the Onsite Supervisor shall determine the nature and cause of the temporary surcharging, and direct actions to (1) temporarily

divert wastewater flows, and (2) eliminate the cause of the surcharging. Activities required to eliminate the surcharging may include:

- Restoring manhole covers removed by citizens or by force of flow.
- Installing temporary dikes or dams to protect facilities from runoff or standing water.

If the sewer system surcharging is caused by inflows of stormwater from flooded streets due to improperly operating storm drains, it may be necessary to eliminate the street flooding by unblocking or cleaning the storm drains to allow storm runoff to flow into the storm drains instead of flowing into the sanitary sewer system.

Pressure Main Ruptures. For spills caused by breaks of failures in pressure mains, the Onsite Supervisor shall determine the location and nature of the break/failure, and identify equipment and resources required to (1) divert flows around the rupture and (2) repair the break. After sewage diversion actions are implemented, excavation equipment shall be called in to expose the rupture and allow the Onsite Supervisor to determine the appropriate measures for repairing the break. Minor ruptures may be resolved with sleeves, patches, or fittings, while major breaks may require replacement of pipe sections.

The Onsite Supervisor shall assess whether the spill, potential repair actions, or erosion effects associated with the pressure main spill may affect nearby water or stormwater conveyance facilities. The Onsite Supervisor shall coordinate with applicable water or stormwater conveyance operators in making this determination and assessing whether (and how many) water system or stormwater staff are required as part of the spill response effort.

Pump Station Pump/Motor/Control Failure. For spills caused by pump station failure, the Onsite Supervisor shall determine the nature of the pump, motor, or control failure, and identify equipment and resources necessary to restore pump station operations. For use in the pump or motor repairs, an inventory of spare pumps, pump parts, motor bearings, and electrical controls are available at the Utilities Department maintenance yards.

If automatic controls fail, Wastewater Division staff are to revert to manual operation of pumps until the automatic controls are repaired or restored. If required, the Utilities Department maintains portable pumps and diversion equipment for use until full pump station operations are resumed.

Pump Station Electrical Failure. For spills related to electrical failures, the Onsite Supervisor shall determine the nature and cause of the failure of onsite emergency generators to actuate upon power grid failure, and take actions to restore pump station power. Power restoration response actions shall include:

- Restarting onsite emergency generators using manual controls.
- Order mobile generators to the site.
- If onsite emergency generators cannot be manually started, hook up the mobile generators and restore power.
- Determine if onsite repair of the emergency generators or generator controls is possible.
- Maintain mobile generators at the site (even after grid power is restored) until the source of problems for the onsite emergency generators is diagnosed and corrected.

Pump Station Surcharging. For spills caused by pump station surcharging, the Onsite Supervisor shall determine the nature and cause of the temporary surcharging, and direct actions to eliminate the cause of the surcharging. Activities required to eliminate the surcharging may include:

- Restoring manhole covers removed by citizens or by force of flow.
- Installing temporary dikes or dams to protect facilities from runoff or standing water.

If the pump station surcharging is caused by inflows of stormwater into the sanitary sewer system from flooded streets due to improperly operating storm drains, it may be necessary to eliminate the street flooding by unblocking or cleaning the storm drains to allow storm runoff to flow into the storm drains instead of flowing into the sanitary sewer system.

4.8 Assessment, Cleanup and Restoration

Monitoring. For spills in excess of 50,000 gallons that reach surface water, SWRCB Order No. WQ 2022-0103-DWQ requires daily receiving water monitoring during each day of the spill for ammonia, total coliform, fecal coliform, *E. Coli* and enterococcus. Daily receiving water quality monitoring is required at the following locations:

- DSC-001, the point in a drainage conveyance system before the drainage conveyance system discharges into a surface receiving water (representative of the spill quality itself).
- RSW-001, the point in the receiving water where the spill initially enters the receiving water.
- RSW-001U, a point in the receiving water upstream from the point where the spill enters surface waters (e.g., characterizing unimpacted upstream receiving water conditions).
- RSW-001D, a point in the receiving water downstream from the point of discharge where the spill is fully mixed with the receiving water.

Daily sampling is to commence no later than 18 hours after the City's knowledge of a potential discharge to surface water. Additionally, if warranted after consultation with San Diego County EHS and onsite Utilities Department environmental specialists, the Onsite Supervisor shall direct staff to collect bacteriological water quality samples at additional sites to assess possible impacts to public health and the environment. Samples shall be labeled to show the collection date, time, and site.

The Onsite Supervisor (in consultation with Wastewater Division management) is responsible for (1) developing and implementing protocols for water quality monitoring, (2) determining where monitoring may not be possible as a result of safety concerns or access restrictions, (3) ensuring that monitoring instruments and devices are properly maintained and calibrated, and (4) maintaining records that document instrument maintenance and calibration.

Collection of Photographic/Video Evidence. Where possible and appropriate during and after spill response activities, the Onsite Supervisor shall direct that photographic or video evidence be collected to document (1) City response actions, (2) spill causes, (3) impacts to public health or the environment, and (4) cleanup and restoration measures. Photographic or video evidence shall be labeled to show the date, location, time, and person recording the event.

Site Cleanup and Restoration. After spill control is achieved, City response crews shall endeavor to return all spilled sewage to the sewer system (or as much as possible) and return the spill site to pre-spill conditions. Site cleanup operations shall be directed by the Onsite Supervisor, in consultation with San Diego County EHS. If necessary, the City maintains on-call contracts for safely removing and cleaning chemical and biologically hazardous material such as chemicals spills, or blood and tissue clean-up from accidents. Additionally, the City will contact the Fire Department if any chemical or biologically hazardous materials appear involved in the spill.

Where appropriate, combination trucks or portable pumps shall be used to recapture spilled sewage and return it to the sewer system. Affected pavements, hardscapes shall be flushed with water, with flush water being recaptured and returned to the sewer system. Affected areas are to be assessed for impact to public health, biological resources, and other beneficial uses. Spill containment measures (barriers, dike, or dams) are not to be removed until the entire site clean-up is complete.

As part of this cleanup effort, City staff will (if storm drains are involved) coordinate with Public Works Department storm drain staff to ensure protection and integrity of storm water collection facilities. Additionally, if potable water conveyance facilities are near the spill site, City wastewater staff will coordinate with Water Division system staff to ensure that repair or cleanup efforts do not endanger or adversely impact potable water conveyance facilities.

4.9 Reporting and Follow-Up Actions

Corrective Actions and Mitigation. After site cleanup, the Onsite Supervisor shall determine if any short-term corrective or mitigating measures are required to prevent spill recurrence. Short-term corrective measures may include:

- Temporarily stationing Utilities Department personnel at the site to monitor conditions and/or equipment after the spill is terminated.
- Stationing response equipment at the site until it can be confirmed that the spill threat is no longer present.
- Ordering additional immediate repair activities to strengthen the integrity of the wastewater collection system.
- Implementing special short-term video inspection of collection mains.

The Onsite Supervisor, in consultation with the Assistant Director of Utilities/Wastewater or the Director or Utilities, shall also recommend any required long-term corrective measures. Long-term measures may include:

- Increased frequency of video inspection of suspect pipe sections.
- Replacing suspect pipe sections.
- Replacing or repairing suspect equipment.
- Acquiring additional spill response equipment.
- Bolting manhole covers susceptible to vandalism.
- Installing seals on manhole covers subject to inflow or surcharging.

- Revising Utilities Department personnel assignments and duties.
- Reviewing/ modifying the City's SSMP or *Spill Emergency Response Plan* procedures.
- Conducting additional training or testing sessions.
- Authorizing redesign of wastewater facilities or equipment.
- Revising or reprioritizing Capital Improvement Program projects.

CIWQS Sanitary Sewer System Database Notifications and Reporting. The Assistant Director of Utilities/Wastewater (or his/her CIWQC-certified designee) is authorized to oversee preparation and certification of spill compliance reports submitted to the State via the CIWQS Sanitary Sewer System Database pursuant to requirements established in SWRCB Order No. WQ 2022-0103-DWQ.[9]

Table 4-2 (page 4-11) presents notification, monitoring and reporting requirements for Category 1 and Category 2 spills. Draft reports for Category 1 and Category 2 spills shall be submitted to the CIWQS Sanitary Sewer System Database within 3 business days of the time the City is aware of the spill. Final reports for Category 1 or Category 2 spills shall be certified through the CIWQS Sanitary Sewer System Database within 15 calendar days of the termination date of the spill.

Table 4-3 (page 4-12) presents information that is to be included in the draft and certified spill reports logged into CIWQS. If CIWQS is temporarily not accessible, the Assistant Director of Utilities/Wastewater (or his/her CIWQS-certified designee) shall:

- Fax or email the required information to the RWQCB (contact numbers are in Attachment 1) in accordance with the time schedules identified in Table 4-2, and
- Ensure that the required information is entered into the CIWQS Sanitary Sewer System Database when the online database becomes available.

The Assistant Director of Utilities/Wastewater (or his/her designee) is also responsible for providing the telephone or email notification (see page 4-4) to the RWQCB as required under RWQCB Order No. R9-2007-0005.

9 Attachment 1 presents a list of City of Escondido Wastewater Division supervisors who are certified to enter information into the CIWQS database.

Table 4-2
Notification, Monitoring and Reporting Requirements for Category 1 and Category 2 Spills
SWRCB Order No. WQ 2022-0103-DWQ [A]

Element	Category 1 Spill Requirements [A]	Category 2 Spill Requirements [B]
Notification [C]	• Within two hours of becoming aware of any Category 1 Spill [D] greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify OES at (800) 852-7550 and obtain a notification control number. • Within 24 hours of becoming aware of the spill, notify the RWQCB via email at: RB9Spill_Report@waterboards.ca.gov or leave a telephone message at (619) 516-1990.	• Within two hours of becoming aware of any Category 2 Spill [E] greater than or equal to 1,000 gallons that does not discharge to surface water or MS4 structures or spilled in a location where a discharge to surface waters is threatened, notify OES at (800) 852-7550 and obtain a notification control number.
Reporting [F]	• Submit draft report within 3 business days of becoming aware of the spill. [G] • Submit a certified spill report within 15 calendar days of the spill end date. [G] • Submit a Technical Report within 45 calendar days after the end date of any spill in which 50,000 gallons or greater are spilled to surface waters. [G] • Submit an amended spill report within 90 calendar days after the spill end date. [G]	• Submit draft report within 3 business days of becoming aware of the spill. [G] • Submit a certified spill report within 15 calendar days of the spill end date. [G] • Submit an amended spill report within 90 calendar days after the spill end date. [G]
Water Quality Monitoring [H]	• Conduct spill-specific monitoring. [H,I] • For each day of the spill, conduct daily water quality sampling within 18 hours after initial spill notification for spills in which 50,000 gallons or greater are spilled to surface waters, including one daily sample at the point prior to the spill reaching a receiving water, one sample at the point where the spill reaches receiving water, one sample downstream from the point of discharge, and one sample upstream from the point of discharge. [G,J]	• Conduct spill-specific monitoring. [H,I]

Table 4-2 Notes:

A Notification, monitoring and reporting requirements for Category 1 spills, as established within Order No. WQ 2022-0103-DWQ.

B Notification, monitoring and reporting requirements for Category 2 spills, as established within Order No. WQ 2022-0103-DWQ.

C Notification procedures, as established within Order No. WQ 2022-0103-DWQ.

D Category 1 spill is defined as a discharge of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that (1) reaches surface water and/or reaches a drainage channel tributary to a surface water; or (2) reaches a Municipal Separate Storm Sewer System (MS4) and is not fully captured and returned to the sanitary sewer system or not otherwise captured and properly disposed. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin.

E Category 2 spill is defined as a spill of 1000 gallons or greater that does not discharge to surface water or a MS4 structure.

F Reporting procedures are established in Section 3.1 of Attachment E1 of Order No. WQ 2022-0103-DWQ.

G The Assistant Director of Utilities/Wastewater (or his/her CIWQS-certified designee) is responsible for entering spill data and spill reports into the CIWQS Sanitary Sewer System Database at: http://ciwqs.waterboards.ca.gov/.

H Water quality monitoring requirements, as established within SWRCB Order WQ 2022-0103-DWQ. Monitoring is to be conducted for ammonia, total coliform, fecal coliform, E. Coli and enterococcus.

I Spill-specific monitoring (per SWRCB Order No. WQ 2022-0103-DWQ) is to include a visual assessment of the spill location and spread, photography, global positioning system (GPS) descriptions, and an estimation of the spill volume.

J Water quality sampling of the spill is to be conducted for ammonia, total coliform, fecal coliform, E-coli and enterococcus.

Table 4-3
Required Information for CIWQS Sanitary Sewer System Database
Draft and Certified Reports for Category 1 and Category 2 Spills

Spill Report	Information Requirement [A]
Draft Spill Reports	1. Spill Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the spill being reported. 2. Spill Location Name. 3. Location of the spill by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field. 4. Whether or not the spill reached surface water, a drainage channel, or entered and was discharged from a drainage structure. 5. Whether or not the spill reached a municipal separate storm drain system. 6. Whether or not the total spill volume that reached a municipal separate storm drain system was fully recovered. 7. Estimate of the spill volume, inclusive of all discharge point(s). 8. Estimate of the spill volume that reached surface water, a drainage channel, or was not recovered from a storm drain. 9. Estimate of the spill volume recovered (if applicable). 10. Number of spill appearance point(s). 11. Description and location of spill appearance point(s). If a single sanitary sewer system failure results in multiple spill appearance points, each appearance point must be described. 12. Spill start date and time. 13. Date and time the enrollee was notified of, or self-discovered, the spill. 14. Estimated operator arrival time. 15. For spills greater than or equal to 1,000 gallons, the date and time OES was notified. 16. For spills greater than or equal to 1,000 gallons, the OES control number.
Certified Spill Reports	In addition to the information provided for the Draft Category 1 spill reports, Certified Spill Reports shall include: 1. Description of spill destination(s). 2. Spill end date and time. 3. Spill causes (mainline blockage, roots, etc.). 4. Spill failure point (main, lateral, etc.). 5. Whether or not the spill was associated with a storm event. 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps. 7. Description of spill response activities. 8. Spill response completion date. 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion. 10. Whether or not a beach closure occurred or may have occurred as a result of the spill. 11. Whether or not health warnings were posted as a result of the spill. 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected. 13. Name of surface water(s) impacted. 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected. 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected. 16. Description of methodology(ies) and type of data relied upon for estimations of the spill volume discharged and recovered. 17. Spill Certification. [B]

Table 4-3 Notes:

A Requirements for initial reports for Category 1 spills that are to be filed in the CIWQS Sanitary Sewer System Database, as established by SWRCB Order No. WQ 2022-0103-DWQ. Draft Category 1 spill reports are to be filed as soon as possible, but no later than 3 business days after the discovery of the spill. Certified Category 1 Spill Reports are to be filed no later than 15 calendar days from the termination of the spill. The Assistant Director of Utilities/Wastewater (or his/her CIWQS-certified designee) is responsible for entering spill data and spill reports into the CIWQS Sanitary Sewer System Database.

B Upon spill certification, the CIWQS Sanitary Sewer System Database will issue a Final Spill Identification Number.

Table 4-4 presents notification, monitoring and reporting requirements for Category 3 and Category 4 spills. As summarized in Table 4-4, reporting for Category 3 and Category 4 spills are addressed within monthly and annual reports that are to be submitted to the CIWQS Sanitary Sewer System Database. Monthly reports are due within 30 calendar days of the end of the month, and annual reports are due by February 1st of the following year. The Assistant Director of Utilities/Wastewater (or his/her CIWQS-certified designee) is responsible for entering the monthly and annual reports into CIWQS.

Table 4-4
Notification, Monitoring and Reporting Requirements for Category 3 and Category 4 Spills
SWRCB Order No. WQ 2022-0103-DWQ [A]

Element	Category 3 Spill Requirements [A]	Category 4 Spill Requirements [B]
Notification [C]	• Not required.	• Not required.
Reporting [D]	• Submit a certified spill report within 30 calendar days after the end of the month in which the Category 3 spill occurs. [E,F] • Submit an amended spill report within 90 calendar days after the certified spill report due date. [E,F]	• For months in which Category 4 spills occur, upload and certify a monthly report within 30 days after the end of the calendar month that details the total number of Category 4 spills and the estimated spill volume. [E,G] • Upload and certify by February 1st of each year, an annual report that identifies Category 4 spills and spill volumes that occurred in the prior calendar year. [E,G]
Water Quality Monitoring [H]	• Conduct spill-specific monitoring. [I]	• Conduct spill-specific monitoring. [I]

Table 4-4 Notes:

A Notification, monitoring and reporting requirements for Category 3 spills, as established within Order No. WQ 2022-0103-DWQ.

B Notification, monitoring and reporting requirements for Category 4 spills, as established within Order No. WQ 2022-0103-DWQ.

C Notification procedures, as established within SWRCB Order No. WQ 2022-0103-DWQ.

D Reporting procedures, as established within SWRCB Order No. WQ 2022-0103-DWQ.

E Enrollee's legally responsible officials (Assistant Director of Utilities/Wastewater or his/her CIWQS-certified designee) must enter spill data and spill reports into the CIWQS Sanitary Sewer System Database at: http://ciwqs.waterboards.ca.gov/.

F A Category 3 spill is defined as a spill of less than 1000 gallons but more than 50 gallons that originates from a public sanitary sewer system and does not discharge to a surface water.

G A Category 4 spill is defined as a spill of less than 50 gallons that does not discharge to a surface water. A spill of less than 50 gallons that originates from a sewer lateral is a Category 4 spill.

H Water quality monitoring requirements, as established within SWRCB Order WQ 2022-0103-DWQ.

I Spill-specific monitoring (per SWRCB Order No. WQ 2022-0103-DWQ) is to include a visual assessment of the spill location and spread, photography, global positioning system (GPS) descriptions, and an estimation of the spill volume.

Spill Impacts Assessment. For spills in excess of 50,000 gallons or other significant spills which are determined to have occurred for a period in excess of 24 hours, the Assistant Director of Utilities/Wastewater, in consultation with the Director of Utilities, shall determine if an impacts assessment study is required to evaluate short-term or long-term impacts of the spills on beneficial uses or habitat.

The impacts study would document the nature and degree of spill impacts to beneficial uses and habitat and would evaluate recovery times and recommended mitigation actions. Results of the impacts study can be incorporated into City responses to any subsequent Administrative Civil Liability complaints filed against the City by the RWQCB.

Spill Technical Reports. SWRCB Order No. WQ 2022-0103-DWQ requires the City to develop and implement a Spill Technical Report for spills to surface waters of 50,000 gallons or more.

Table 4-5 (page 4-15) identifies information that, at a minimum, must be addressed within the Technical Report. Under the authority of the Director of Utilities, the Assistant Director of Utilities/Wastewater is responsible for developing Spill Technical Reports with the technical assistance from the Wastewater Collections Supervisor and Wastewater Division staff. The Assistant Director of Utilities/Wastewater (or his/her CIWQS-certified designee) must submit the Technical Report in the CIWQS Sanitary Sewer System Database within 45 days of the termination date of the spill.

4.10 Recordkeeping Requirements

City-Owned Sewer Collection Facilities. SWRCB Order No. WQ 2022-0103-DWQ requires the City to maintain spill records for a minimum of five years.[10] Table 4-6 (page 4-16) itemizes spill information that must be maintained on record for spills from City-owned collection facilities. The Assistant Director of Utilities/Wastewater or his/her designee is responsible for ensuring that applicable spill records are maintained and made available for review by regulators upon request.

Spills from Sewer Laterals. Additionally, the City is required under Order No. WQ 2022-0103-DWQ to maintain records for each individual Category 4 spill and each non-Category 1 spill from City-owned laterals. Table 4-7 (page 4-17) presents recordkeeping requirements for spills from private laterals and Non-Category 1 spills from City-owned laterals.

10 Records are required to be maintained for five years both for recordkeeping requirements established under SWRCB Order No. WQ 2022-0103-DWQ and recordkeeping requirements established under the prior SWRCB Order No. WQ 2006-0003-DWQ, as amended by Order No. 2013-0058-EXEC.

Table 4-5
Required Information for Category 1 Spill Technical Reports

Category	Required Technical Report Information [A]
Causes and Circumstances of the Spill	• Complete and detailed explanation of how and when the spill was discovered. • Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions. • Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destination. • Detailed description of the methodology employed and available data used to calculate the volume of the spill and, if applicable, the spill volume recovered. • Detailed description of the spill cause(s). • Description of the pipe material and estimate age of the pipe material at the failure location. • Description of the impact of the spill. • Copies of original field crew records used to document the spill. • Historical maintenance records for the failure location.

Spill Response Actions	• Chronological narrative description of all actions taken by City to terminate the spill.
	• Explanation of how the Spill Emergency Response Plan was implemented to respond to and mitigate the spill.
	• Final corrective action(s) completed and a schedule for planned corrective actions, including:
	  ○ Local regulatory agency enforcement action taken against an illicit discharge in response to this spill, as applicable.
	  ○ Identifiable system modifications and operation and maintenance program modifications needed to prevent repeated spill recurrences.
	  ○ Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.

Water Quality Monitoring	• Description of all water quality sampling activities conducted. • List of pollutant and parameters monitored, sampled and analyzed, as required within SWRCB Order No. WQ 2022-0103-DWQ. • Laboratory results, including laboratory reports. • Detailed location map illustrating all water quality sampling points. • Other regulatory agencies receiving sampling results (if applicable).
Impacts Evaluation	• Evaluation of spill impacts, including a description of short-term and long-term impact(s) to beneficial uses of receiving waters.

Table 4-5 Notes:

A Technical Report requirement established within SWRCB Order No. WQ 2022-0103-DWQ.

Table 4-6
Required Recordkeeping
Spills from City-Owned Sewer Collection Facilities

Category	Required Spill Report Records to Be Maintained for Five Years [A]
General Records	Maintain records to document compliance with all provisions of SWRCB Order No. WQ 2022-0103-DWQ (as well as the prior Order No. WQ 2006-0003-DWQ, as amended by Order No. WQ 2013-0058-EXEC), including any required records generated by sewer system contractors.
Spill Complaints	Records documenting how the City responded to all notifications of possible or actual spills, both during and after business hours, including complaints that do not result in spills. Each complaint record shall, at a minimum, include the following information: a. Date, time, and method of notification. b. Date and time the complainant or informant first noticed the spill. c. Narrative description of the complaint, including any information the caller can provide regarding whether the complainant or informant reporting the potential spill knows if the spill has reached surface waters, drainage channels or storm drains. d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously. e. Final resolution of the complaint.
Spill Remediation	Records documenting steps and/or remedial actions undertaken by City, using all available information, to comply with requirements of Order No. WQ 2022-0103-DWQ.
Spill Flow Estimates	Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
OES Notification	All OES notification records.
Telemetry Records	All records (both printed and electronic records) required under Attachment E of SWRCB Order No. WQ 2022-0103-DWQ, including but not limited to records from SCADA systems, alarm systems, flow monitoring devices, computerized maintenance management systems, asset management documents or software, or telemetry from other instruments used to estimate wastewater levels, flow rates, or flow volumes.
Audit Records	All records pertaining to SSMP audits, including (1) complete audit documents and findings, (2) name and contact information of staff or consultants who conducted the audits, and (3) follow-up actions based on audit findings.
Equipment Records	Records and a log of all owned and leased sewer system cleaning, operational, maintenance, construction and rehabilitation equipment.
Work Orders	All records of all work orders for operations and maintenance projects.

Table 4-6 Notes:

A Record keeping requirement established within Attachment E of SWRCB Order No. WQ 2022-0103-DWQ.

Table 4-7
Required Recordkeeping
Spills from Private Laterals and Non-Category 1 Spills from City-Owned Laterals

Spill Category	Required Spill Report Records to Be Maintained for Five Years [A]
Category 4 Spills	• Name and telephone number of City contact person to respond to the spill. • Spill location, including GPS coordinates of the spill origination point. • Description of drainage conveyance system location. • Total spill volume, spill volume recovered and spill volume not recovered from the drainage conveyance system. • Spill date and start time. • Spill cause. • Description of spill response activities, including spill containment and cleanup. • Description of the methodology of how the spill volume was estimated, including SCADA records or other telemetry used to estimate spill volume and volume of recovered flow.
Spills from Individual Laterals	• Date and time the City was notified of the spill. • Location of the spill. • Estimated spill volume. • Cause of the spill. • Description of how the spill volume was estimated or calculated.
Annual Spill Information	• Total annual spill volume from laterals • Description of corrective actions, including regulatory enforcement actions against lateral owners or system operation and maintenance modifications to prevent recurrence of the spill.

Table 4-7 Notes:

B Record keeping requirement established within Attachment E of SWRCB Order No. WQ 2022-0103-DWQ.

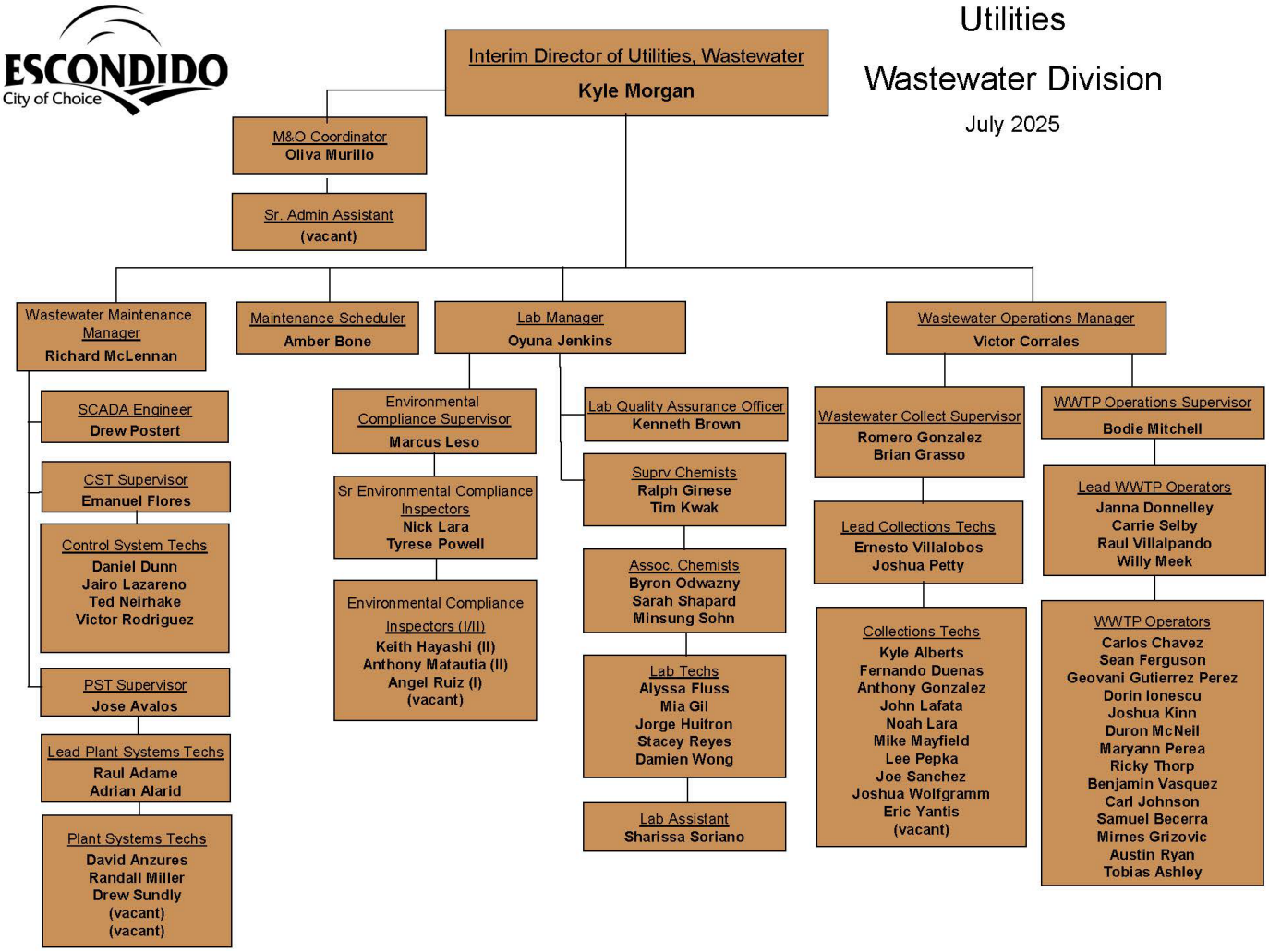
ATTACHMENT 1
EMERGENCY CONTACT INFORMATION

Regulatory and Resource Agencies Contact Numbers	
Agency	**Telephone Number**
San Diego Environmental Health Services (SDEHS)	(858) 565-5255 (work hours) (858) 565-5255 (after hours)
Office of Emergency Services (OES)	(800) 852-7550 (916) 262-1677 (fax)
Escondido Police Department	(760) 839-4722
Escondido Fire Department	(760) 839-5400
Regional Water Quality Control Board (RWQCB) RB9Spill_Report@waterboards.ca.gov	(619) 516-1990 (858) 822-8344 (after hours) (619) 516-1994 (fax)

City of Escondido Spill Response Team Contact Information (Supervisors Certified to Submit Information into CIWQS)			
Position or Responsible Party	**Office Telephone**	**Mobile Telephone**	**Email address**
Interim Director of Utilities Kyle Morgan	(760) 839-6290 Ext. 7017	(760) 715-2378	Kyle.Morgan@escondido.gov
Wastewater Operations Manager Victor Corrales	(760) 839-6290 Ext. 7101	(760) 703-1862	Victor.Corrales@escondido.gov
Wastewater Collections Supervisor Brian Grasso	(760) 839-6290 Ext. 7019	(760) 715-2234	Brian.Grasso@escondido.gov
Wastewater Collections Supervisor Romero Gonzalez	(760) 839-6290 Ext. 7010	(760) 715-1694	Romero.Gonzalez@escondido.gov

ATTACHMENT 2

CITY OF ESCONDIDO WASTEWATER DIVISION ORGANIZATIONAL CHART



STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

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1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the “State Water Resources Control Board” in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system’s threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the “User Registration” button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for “the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management.”

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association’s Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California’s wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards’ programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

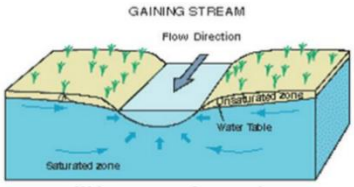
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. **Enrollment Status:** (Mark only one item)

   ☐ New Enrollee

   ☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
   (that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
   Existing WDID Number: _____

2. **Applicant Information:**

   Legally Responsible Official Submitting Application

   First and Last Name: _____

   Title: _____

   Phone: _____

   Email: _____

   System Owner/Operator Name: _____

   Mailing Address:_____

   City, State, Zip:_____

   County:_____

   Sanitary Sewer System Name: _____

   Regional Water Quality Control Board(s): _____

   Signature and Date: _____

3. **Applicant Type (Check one):**

   ☐ City ☐ County ☐ State ☐ Federal ☐ Special District

   ☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. **Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:**

   Wastewater Treatment Plant Permittee:_____

   WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
  - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

    If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry locations(s);
    - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
        - Adjusted schedule/method of preventive maintenance,
        - Planned rehabilitation or replacement of sanitary sewer asset,
        - Inspected, repaired asset(s), or replaced defective asset(s),
        - Capital improvements,
        - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
        - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills”

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee’s implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:
Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:
Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:
Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:
San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

STAFF REPORT

August 27, 2025
File Number 0900-20

SUBJECT

CITY COUNCIL FACILITY USE POLICY

DEPARTMENT

City Clerk's Office

RECOMMENDATION

Request the City Council adopt Resolution No. 2025-106 establishing a comprehensive City Council Facility Use Policy for Community Public Forums and Neighborhood Celebration Events.

Staff Recommendation: Approval (City Clerk's Office: Zack Beck, City Clerk)

Presenter: Zack Beck, City Clerk

ESSENTIAL SERVICE – Yes, Land Use/Development; Maintenance of Parks facilities/Open Spaces

COUNCIL PRIORITY – Increase Retention and Attraction of People and Businesses to Escondido

FISCAL ANALYSIS

Direct Costs

- Potential overtime costs for events requiring additional staffing
- Potential Custodial services for facility cleanup
- Potential fees to hold events at Escondido Union School District facilities

BACKGROUND

The City of Escondido maintains numerous public facilities including Council Chambers, meeting rooms, community centers, parks and recreation facilities, and library meeting rooms. Currently, there is no comprehensive policy governing how elected officials may utilize these facilities for community engagement activities.

City Council has expressed interest in increasing direct community engagement through Community Public Forums and Neighborhood Celebration Events. However, without clear guidelines, there has been uncertainty regarding:

- Appropriate use of City facilities by Councilmembers

- Scheduling priorities and procedures
- Brown Act compliance requirements
- Resource allocation and cost management
- Event promotion and coordination

POLICY OVERVIEW

The proposed City Council Facility Use Policy addresses these concerns by establishing:

Facility Usage Priorities

1. City Council quorum meetings and subcommittees (highest priority)
2. Mayor events
3. Individual Councilmember events
4. City Boards and Commissions
5. City Departments
6. City Employee Organizations

Two Primary Event Categories

Community Public Forums (City Clerk coordination):

- Interactive meetings for constituent questions and policy discussions
- 14-day advance notice required
- Up to 4 events per Councilmember per fiscal year

Neighborhood Celebration Events (City Manager coordination):

- Community celebrations up to 300 attendees
- 90-day advance notice required
- Up to 2 events per Councilmember per fiscal year

Key Policy Features

- Clear application and approval processes
- Defined staffing requirements and security protocols
- Comprehensive list of prohibited activities

- Social media and promotional guidelines
- Record-keeping requirements

LEGAL CONSIDERATIONS

Brown Act Compliance

The policy specifically addresses Brown Act requirements by:

- Measuring Council participation against current subcommittee assignments
- Prohibiting Brown Act meetings as part of facility use
- Requiring proper notice and transparency for public events

Campaign Finance Law Compliance

The policy strictly prohibits:

- Campaign activities of any kind
- Fundraising activities
- Events promoting political candidates or ballot measures
- Use of City resources for personal or political purposes

OPERATIONAL IMPACTS

Administrative Responsibilities

City Clerk's Office:

- Schedule and coordinate Community Public Forums
- Process applications within 5 business days
- Maintain comprehensive usage records
- Coordinate with school districts when applicable

City Manager's Office:

- Schedule and coordinate Neighborhood Celebration Events
- Process applications within 10 business days
- Determine staffing requirements for events over 50 attendees
- Coordinate with Police, Park Rangers, and Public Works

Communications Department:

- Provide promotional support for qualifying events
- Create Councilmember-specific signage and logos
- Manage social media promotion (10-day advance notice required)
- Ensure proper identification of official City functions

Resource Requirements

- No room rental fees for eligible Councilmember events
- City responsibility for additional costs including staff overtime, security, and custodial services
- Potential need for Park Ranger security at park events
- CIP Community Liaison availability for infrastructure-related meetings

POLICY BENEFITS

Community Engagement

- Structured opportunities for direct constituent interaction
- Neighborhood-focused celebrations and discussions
- Clear pathways for addressing urgent community issues
- Enhanced transparency in local government

Operational Efficiency

- Streamlined scheduling and approval processes
- Clear roles and responsibilities for City departments
- Standardized promotional and logistical procedures
- Comprehensive record-keeping for accountability

Legal Protection

- Brown Act compliance safeguards
- Campaign finance law adherence
- Clear prohibited activity definitions
- Documented approval and usage processes

The proposed City Council Facility Use Policy strikes an appropriate balance between promoting community engagement and ensuring responsible use of City resources. It provides clear guidelines that protect both the City and Councilmembers while facilitating meaningful public interaction.

CITY of ESCONDIDO

STAFF REPORT

The policy's structured approach to event types, scheduling priorities, and resource allocation creates a sustainable framework for ongoing community engagement activities. Staff recommends adoption of Resolution No. 2025-106.

RESOLUTIONS

a) Resolution No. 2025-106
b) Resolution No. 2025-106—Exhibit "A"— City Council Facility Use Policy

RESOLUTION NO. 2025-106

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, ADOPTING A CITY COUNCIL FACILITY USE POLICY

WHEREAS, the City of Escondido maintains various facilities including Council Chambers, meeting rooms, community centers, parks and recreation facilities, library meeting rooms, and other City-owned venues that serve the community; and

WHEREAS, it is necessary to establish clear priorities and procedures for scheduling and use of these meeting facilities for official, non-campaign events; and

WHEREAS, this policy is designed to encourage Council engagement with the community while ensuring that the City Council adheres to Brown Act requirements, specifically with regards to measuring Council participation in events against their current Council Subcommittee assignments; and

WHEREAS, the City Council desires to adopt a comprehensive facility use policy that defines appropriate usage, scheduling procedures, and guidelines for Councilmember events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California, as follows:

1. That the above recitations are true.

2. That the City Council adopts the City Council Facility Use Policy, attached hereto as Exhibit "A" and incorporated herein by reference.

3. This Resolution shall take effect immediately upon its adoption.

CITY COUNCIL FACILITY USE POLICY

1. BACKGROUND:

The City of Escondido (City) maintains facilities including Council Chambers, the Parkview Room, Mitchell Room, Training Room 1, Community Centers, Parks and Recreation Facilities, Library Meeting Rooms and other City-owned venues as designated by the City Manager (Meeting Facilities).

2. PURPOSE:

To establish a policy that defines the priorities and procedures for scheduling and use of Meeting Facilities for official, non-campaign events. This policy is designed to encourage Council engagement with the community while ensuring that the City Council adheres to Brown Act requirements, specifically with regards to measuring Council participation in these events against their current Council Subcommittee assignments.

3. POLICY:

A. Scheduling and Usage of Meeting Facilities

1. Priority

The scheduling of Meeting Facilities shall be prioritized as follows (subject to availability):

- City Council-Quorum and Council Subcommittees;
- Mayor;
- Individual City Councilmembers;
- City Boards and Commissions;
- City Departments;
- City Employee Organizations;

2. Usage

Meeting Facilities shall be used to conduct official City business. Meeting Facilities shall not be used for non-city business, including personal or political activities.

3. Scheduling

The City Clerk's Office shall schedule use of Meeting Facilities for "Community Public Forums".

The City Manager's Office shall schedule use of Meeting Facilities for "Neighborhood Celebration Events".

B. Audio or Visual Media Use Guidelines at Meeting Facilities

1. A/V

Audio or visual requests may be submitted as part of the Facility Use Request Application.

2. USB

For network security purposes, City staff shall not accept or insert USB or other peripheral devices received from a member of the public or an unknown source into any City computers.

C. Councilmember Use of Facilities for Non-Campaign Events

1. Definitions

- **Community Public Forum (City Clerk's Office):** An open public meeting where constituents can ask questions directly to elected officials about policies, projects, or community concerns, and/or focused on specific neighborhood issues, policy discussions, or project updates with targeted outreach to affected residents. These events are typically informational and interactive in nature.
- **Neighborhood Celebration Event (City Manager's Office):** A public event, up to 300 people (Special Event Permit Threshold) that celebrates neighborhood achievements, cultural heritage, seasonal occasions, or project completions that brings residents together in a festive environment.

2. Eligibility

Councilmembers may request the use of City-owned buildings, rooms, and locations for official, non-campaign related events, including but not limited to:

- Community Public Forums
- Neighborhood Celebration Events

Councilmembers may request the use of School District facilities for official, non-campaign related events, limited to:

- Community Public Forums

Councilmembers must follow the District's established facility use procedures. The City Clerk's office will assist in coordinating with School District Representatives.

3. Number of Requests

The Mayor and each Councilmember are allowed to request up to two Neighborhood Celebration Events per fiscal year and four Community Public Forums per fiscal year.

D. Application Process

1. Submission

- Councilmembers must submit a Facility Use Request to the City Clerk's Office at least 14 calendar days prior to the requested date for a "Community Public Forum".
- Councilmembers must submit a Facility Use Request to the City Manager's Office at least 90 calendar days prior to the requested date for a "Neighborhood Celebration Event".
- The request must include the purpose of the event, expected attendance, requested setup, and any equipment needs.
- If multiple Councilmembers request the same facility for the same date and time, priority will be given to the earliest complete application received.
- If two Councilmembers would like to host a Community Public Forum or Neighborhood Celebration together, there needs to be a "Lead" Councilmember that submits the application. When a Community Public Forum or Neighborhood Celebration are hosted by two Councilmembers, the event is counted as one event for each Councilmember in their annual fiscal year allotment.

2. Review and Approval

- The City Clerk or designee will review all Community Public Forum requests to ensure compliance with this policy.
- The City Manager or designee will review all Neighborhood Celebration Event requests to ensure compliance with this policy.
- The City Manager may deny requests that do not comply with this policy, present logistical conflicts, or would result in excessive costs to the City.
- Approvals of "Community Public Forums" will be communicated by the City Clerk's Office within five business days of submission.
- Approvals of "Neighborhood Celebration Events" will be communicated by the City Manager's Office within ten business days of submission.

3. Facilities Available for Use

- Council Chambers
- Mitchell Room
- Parkview Room
- Training Room 1
- Community centers
- Parks and Recreation facilities
- Library meeting rooms
- Other City-owned venues as designated by the City Manager

4. Fees and Costs

- Councilmembers will not be charged room rental fees for eligible events.
- The City will be responsible for any additional costs incurred, including but not limited to:

- Staff overtime (if required)
- Security
- Custodial services

5. Staffing Requirements

- The Lead Councilmember must be present for the duration of the event.
- For events expected to exceed 50 attendees, the Councilmember must coordinate with the City Manager for adequate staffing.
- The Capital Improvement Projects (CIP) Community Liaison may attend meetings related to infrastructure projects or development initiatives upon request, subject to availability.
- Park Rangers may be requested to provide security for events held in City parks or recreation areas. Such requests must be made in accordance with the Facility Use Request and are subject to City Manager approval.

6. Prohibited Activities

- Campaign activities of any kind
- Fundraising for any purpose
- Private celebrations or personal events
- Events promoting political candidates or ballot measures
- Activities that discriminate against protected classes
- Events charging admission fees
- Alcohol
- Brown Act Meetings

7. Cancellation

- Councilmembers must notify the City Clerk's Office of cancellations at least 48 hours in advance of Community Public Forums.
- Councilmembers must notify the City Manager’s Office of cancellations at least 72 hours in advance of Neighborhood Celebration Events.

8. Record-Keeping

- The City Clerk's Office will maintain records of all Councilmember facility usage.

E. Event Promotion and Social Media

1. Required Promotion

- All official Councilmember events using City facilities or resources must be promoted on the City's official website calendar.
- Social media promotion on official City accounts is required for:

    - Neighborhood Celebration Events
    - Community Public Forums with expected attendance over 50 people
    - Any event involving multiple Councilmembers
- City staff shall not participate in livestreaming Neighborhood Celebration Events and Community Public Forums.

2. Submission Timeline

- Requests for social media promotion must be submitted to the Communications Department at least 10 business days prior to the event.

3. Promotional Guidelines

- All promotional materials must clearly indicate the event is an official City function and not a campaign activity.
- Councilmembers may promote events on their personal social media accounts but must distinguish official City events from personal or campaign activities.

4. Signage

- Signage with a specific logo for the Mayor and each Councilmember will be provided by the Communications Department

5. Maximum Capacity

- Police Department, Park Rangers and Public Works need to be informed of special events.

6. Additional Policy Considerations

- Food Trucks for “Neighborhood Celebration Events” (Permit Required)
- Check with schools regarding food at “Community Public Forums”

7. Urgent Community Issues

- The Councilmember District Representative for where the urgent issue or incident occurred shall coordinate with the City Manager’s Office to determine if the issue requires a “Community Public Forum” or another format.

KEY-
CONSENT CALENDAR CURRENT BUSINESS
PUBLIC HEARING WORKSHOP PROCLAMATION

CITY of ESCONDIDO

FUTURE AGENDA

9/3/2025 - NO MEETING (LABOR DAY)

9/10/2025 - CANCELLED