



Coachella Sanitary District Sewer System Management Plan

California State Resources Control Board

Prepared for:

Coachella Sanitary District
87075 Avenue 54
Coachella, California 92236

Contact: Robert Huerta, Superintendent of Sanitation
Castulo Estrada, Utilities Director

August 2025

Table of Contents

SECTIONS

Acronyms and Abbreviations	iii
Definitions	iv
Purpose and Background	vii
Elements of a SSMP	viii
1 SSMP Goal and Introduction	1
2 Organization	5
3 Legal Authority	10
4 Operation and Maintenance Program	14
5 Design and Performance Provisions	18
6 Spill Emergency Response Plan	19
7 Sewer Pipe Blockage Control Program	43
8 System Evaluation, Capacity Assurance, and Capital Improvements	45
9 Monitoring, Measurement and Program Modifications	48
10 Internal Audits	53
11 Communication Program	54
Appendix A	55
The Reissued WDR: Order Number WQ 2022-0103-DWQ	55
Appendix B	57
Coachella Sanitary District and City of Coachella Boundary Map	57
Appendix C	58
Chapter 13.01 (Sewers and Sewage Disposal) of the Municipal Code	58
Appendix D	60
Chapter 13.02 (Wastewater Treatment) of the Municipal Code	60
Appendix E	62
Chapter 13.16 (Water Quality Control) of the Municipal Code	62
Appendix F	65
Updated Sewer Collection System Map	65
Appendix G	67
Notification Requirements	67
Appendix H	71
Reporting Requirements	71
Appendix I	83
Sewer System Management Plan Change Log	83
Appendix J	87
SSMP Monitoring Parameters	87

TABLES

Table 1-1: SSMP Update Schedule	2
Table 1-2: Sewer System Assets.....	3
Table 1-3: Number of Service Connections.....	4
Table 2-1: Key Staff Roles.....	7
Table 2-2: Department Roles & Responsibilities.....	7
Table 2-3: Positions that Implement the District's SSMP	8
Table 2-4: Contact Numbers for Chain of Communication	9
Table 3-1: WDR Requirements.....	11
Table 4-1: Equipment and Replacement Parts Inventory	17
Table 6.1: Contact Numbers for Chain of Communication	20
Table 6.2: Active Contractors for Sewer System Repair	21
Table 6.3: Equipment Rental Companies and Contractors for Spill Response	23
Table 6.4: On-Call General Civil Engineering Firms	23
Table 6-5: Spill Category 1: Spills to Surface Waters	27
Table 6-6: Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters.....	28
Table 6-7: Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters.....	29
Table 6-8: Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters	30
Table 6.9: Spill Response Equipment	35
Figure 6-1: Sewer Spill Water Quality Monitoring Locations	38
Table 6.10: Water Quality Sample Collection, Preservation, and Analysis	39
Table 9-1: SSMP Update Schedule	48
Table 9-2: SSMP Monitoring Parameters, by SSMP Element.....	49
Table 9-3 Preventive Operation and Maintenance Activities to Track.....	52
Table 9-4: Spill Trends from 2014 to 2024	52

FIGURES

Figure 2-1: Organizational Chart	6
Figure 6-1: Sewer Spill Water Quality Monitoring Locations	38

Acronyms and Abbreviations

Abbreviation	Acronym
BMP	Best Management Practices
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
City	City of Coachella
COC	Chain-of-Custody
DCS	Drainage Conveyance System
District	Coachella Sanitary District
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
FOG	Fats, Oils, & Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GPS	Global Positioning System
Greenbook	Standard Publication for Public Works and Standard Plans for Public Works
I&I	Inflow & Infiltration
IID	Imperial Irrigation District
LRO	Legally Responsible Official
O&M	Operation and Maintenance
OES	Office of Emergency Services (aka Cal OES)
OSHA	Occupational Safety and Health Administration
Order	SWRCB Order No. 2022-0103-DWQ adopted December 6, 2022 and effective June 5, 2023
PPE	Personal Protective Equipment
RWQCB	Regional Water Quality Control Board
RSW	Receiving Surface Water
SERP	Spill Emergency Response Plan
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDID	Waste Discharge Identification Number
WDR	Waste Discharge Requirements, also referred to as the Sanitary Sewer Systems Waste Discharge Requirements (SSSWDR)

Definitions

Annual Report - A mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

California Integrated Water Quality System (CIWQS) - The statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter - An individual designated and authorized by the Enrollee's Legally Responsible Official (LRO) to enter spill data into the online CIWQS Sanitary Sewer System Database. Data Submitters do not have the authority of an LRO to certify reports within the CIWQS Sanitary Sewer System Database.

Enrollee - A public, private, or other non-governmental entity that has obtained approval for regulatory coverage under the 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 the 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 the Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Exfiltration - 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.

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.

Lateral (including Lower and Upper Lateral) - 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 - An official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by the General Order.

Nuisance - California Water Code Section 13050, subdivision (m), defines nuisance as anything which 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.
- Occurs during, or as a result of, the treatment or disposal of wastes.

Potential to Discharge, Potential Discharge - 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 water of the State that receives a discharge of waste.

Sanitary sewer system - 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 the Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System - 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 living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with the 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 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 the General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Spill Reporting System - Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.

Training - In-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the General Order.

Untreated or partially treated wastewater - Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

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) – Number which identifies each individual sanitary sewer system enrolled under the General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State - 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 - Surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective - 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.

WDR – State Water Resources Control Board (SWRCB) Order No. 2022.0103-DWQ, known as the WASTE DISCHARGE REQUIREMENTS (WDR), which was adopted December 2, 2022 and became effective on June 5, 2023.

Purpose and Background

In December 2022, the State of California's Water Resources Control Board (SWRCB) adopted Order Number WQ 2022-0103-DWQ that updated General WDRs for sanitary sewer systems designed to convey sewage greater than one (1) mile in length. The order became effective on June 5, 2023. This order supersedes the previous Order Number 2006-0003-DWQ and all amendments thereafter (i.e., Order No. WQ 2013-0058-EXEC). The WDR requires that all enrolled agencies develop a Sewer System Management Plan (SSMP) that describes the activities of the enrollee in managing, operating, and maintaining their sanitary sewer collection system. The purpose of the Order is to prevent sanitary sewer spills and to provide a plan and schedule for measures to be implemented for spill prevention including measures to effectively clean up and report spills. A copy of the reissued 2022 WDR is included in **Appendix A**.

The reissued WDR includes directives for owners and operators of sanitary sewer systems to demonstrate adequate and efficient management, operation, and maintenance of the sanitary sewer system. Generally, the WDR requires that:

- (a.) In the event of a spill, all feasible steps are taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
- (b.) If a spill occurs, it must be reported to the SWRCB using California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB.
- (c.) An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the sanitary sewer system. The SSMP must include provisions to provide proper and efficient management, operation, and maintenance of the sanitary sewer system.

Spills often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Spills may cause a public nuisance and/or a public health hazard particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. Spills may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

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), or excessive infiltration and inflow (I/I) which affect the likelihood of a spill. A proactive approach that requires agencies to ensure a system-wide operation, maintenance, and management plan is in place that will reduce the number and frequency of spills within the state. This approach will in turn decrease the risk to human health and the environment caused by spills.

Elements of a SSMP

A Sewer System Management Plan (SSMP) 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 SSMP 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 SSMP addressing the pertinent requirements is an enforceable component of the General Order. As specified in the 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 SSMP to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of the General Order.

The eleven (11) required SSMP Elements that must be included in an SSMP are as follows:

1. Sewer System Management Plan Goal and Introduction
2. Organization
3. Legal Authority
4. Operations and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Plan
8. System Evaluation, Capacity Assurance, and Capital Improvements
9. Monitoring, Measurement and Program Modifications
10. Internal Audits
11. Communication Program

1 SSMP Goal and Introduction

This Sewer System Management Plan (SSMP) has been prepared in compliance with the requirements of the State Water Resources Control Board's Order Number WQ 2022-0103-DWQ. This chapter includes a summary of the regulations that serve as the impetus for the development of this SSMP, update schedule for the Coachella Sanitary District's (District) SSMP, and a brief overview of the District's service area and sanitary sewer system.

Requirements:

D.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 the General Order's Attachment D.

1.1 Regulatory Context

The District has implemented this Sewer System Management Plan (SSMP) in accordance with the requirements of the State Water Resources Control Board's (SWRCB) General Order. The previous SSMP that was adopted by the City Council was in 2009, and a new version was written in 2018. In 2023, Element 6 of the SSMP – the Spill Emergency Response Plan – was updated to comply with the SWRCB's revised regulations. The SSMP was audited in 2024, as required by the Board's guidelines, and the District plans to seek City Council approval for this SSMP Update in 2025.

The WDR requires that the SSMP be updated and approved by the agency's elected governing body every six (6) years after the date of its last Plan Update due date. In addition, the District is to conduct an internal audit every three (3) years of the SSMP in order to assess the District's progress towards meeting the goals, objectives and requirements set forth in the SSMP. The due dates for the District's SSMP and SSMP audits can be found here using the District's WDID (7SS010520): https://www.waterboards.ca.gov/water_issues/programs/ss0/lookup/.

The SSMP along with all references in the document, self-audits, and the adoption documents approved by City Council will be kept on file at District offices, the District's website and an entry will be made in the California Integrated Water Quality System (CIWQS) database when SSMP updates and audits are completed.

The District has a goal of effectively implementing the SSMP to ensure cleaning, CCTV inspection, condition assessment, and rehabilitation are occurring regularly to ensure their sewer system is properly maintained.

1.2 Sewer System Management Plan Update Schedule

Table 1-1 shows important milestones and dates for the District to comply with the General Order in order to incorporate activities that shall prevent sewer spills.

Table 1-1: SSMP Update Schedule

Milestones	Frequency	Due DATES
Submit Annual Report	Annually	April 1 st annually
Update System Mapping	Monthly	9/1/2025, 10/1/2025, etc.
System Cleaning	Entire system every five (5) to seven (7) years (or ~14%-20% a year)	1/1/2032 for entire system
CCTV Inspections	Entire system every five (5) to seven (7) years (or ~14%-20% a year)	1/1/2032 for entire system
SSMP Focused Training	Annually	6/1/2026
Update Equipment Inventory	Monthly	9/1/2025, 10/1/2025, etc.
Evaluate Design Criteria and Construction Standards and Specifications	3 years	8/2/2027 (next audit)
Evaluate Spill Emergency Response Plan	3 years	8/2/2027 (next audit)
Evaluate Sewer Pipe Blockage Control Program	3 years	8/2/2027 (next audit)
CIP Development	Ongoing	Ongoing
Review SSMP and Update Change Log	Annually	8/2/2026
SSMP Audit	3 years	8/2/2027
Evaluate Communication Program	3 years	8/2/2027 (next audit)

Table 1-1: SSMP Update Schedule

Milestones	Frequency	Due DATES
SSMP Update	6 years	8/2/2031

1.3 Sewer System Asset Overview

The Coachella Sanitary District (District) is located in Riverside County in Southern California. The District is accessible via Interstate 10 and State Highway 86. The District's area is approximately 32 square miles. The District's population is approximately 46,000.

The Coachella Sanitary District was originally established as a special district prior to the 1960's, governed by its own independent board. In 1969, the board was dissolved when the District became a subsidiary of the City of Coachella. Since then, the City of Coachella has served as the District's governing body. The District owns and operates the sanitary sewer collection system within its designated service area, which includes portions of the unincorporated areas of Riverside County. It provides sewer service to many businesses and residents throughout the region. The Coachella Sanitary District's boundary, along with the City of Coachella's boundary, can be seen in the map provided in **Appendix B**. **Table 1-2** documents the District's sewer system assets, and **Table 1-3** documents the number of service connections which connect into the District's sewer system. General maintenance of the sanitary sewer collection system is performed by District staff.

The District maintains up-to-date mapping of its sanitary sewer system. These maps show gravity line segments and manholes, pumping facilities, and pressure pipes. Applicable stormwater conveyance facilities within the sewer system service area boundaries are not currently shown in these maps. The District plans on reaching out to the City's Engineering Department to obtain storm drain GIS data and mapping files. Once acquired, these resources will be added to the shared folder within the Sanitary/Utilities Department. Additional information on these maps is included in section 4.1 (Updated Map of Sanitary Sewer System).

Table 1-2: Sewer System Assets

District Assets	Value
Total Length	107 miles
Length of Gravity Mainlines	106 miles
Length of Pressure Force Mains	1 mile
Number of Lift Stations	2
Number of Siphons	1
Structures Diverting Stormwater to the Sewer System	NONE
Data Management Systems	Fieldforce / iWorQ
Sewer System Ownership and Operation Responsibilities between Enrollee and Private Entities for Upper and Lower Sewer Laterals	District is responsible for District-owned laterals. Property owner is responsible for the lateral up to the connection to the sewer main.
Estimated Number or Percent of Residential, Commercial, and Industrial Service Connections	See Table 1-3
Unique Service Boundary Conditions and Challenge(s)	District Limits

Table 1-3: Number of Service Connections

Customer Class	Service Connections
Single Family Residential	7,432
Multi-Family Residential	411
Mobile Home Park	36
Commercial/Institutional	396
Total Active Connections	8,275

2 Organization

This chapter describes the District's organizational staffing responsible and integral for implementing the local Sewer System Management Plan.

Requirements:

D.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 the 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.)

2.1 Name of Legally Responsible Official

The District's Utilities Director, which is Castulo R. Estrada, serves as one of the District's Legally Responsible Official (LRO) and oversees the management of the District's sanitary sewer system. His contact information is (760) 501-8100 (office) and cestrada@coachella.org. The other certified LRO is Robert Huerta, the District's Sanitary Superintendent. His contact information is (760) 391-5008 (office) and rhuerta@coachella.org.

Currently, both LROs are authorized to certify electronic spill reports submitted to the SWRCB.

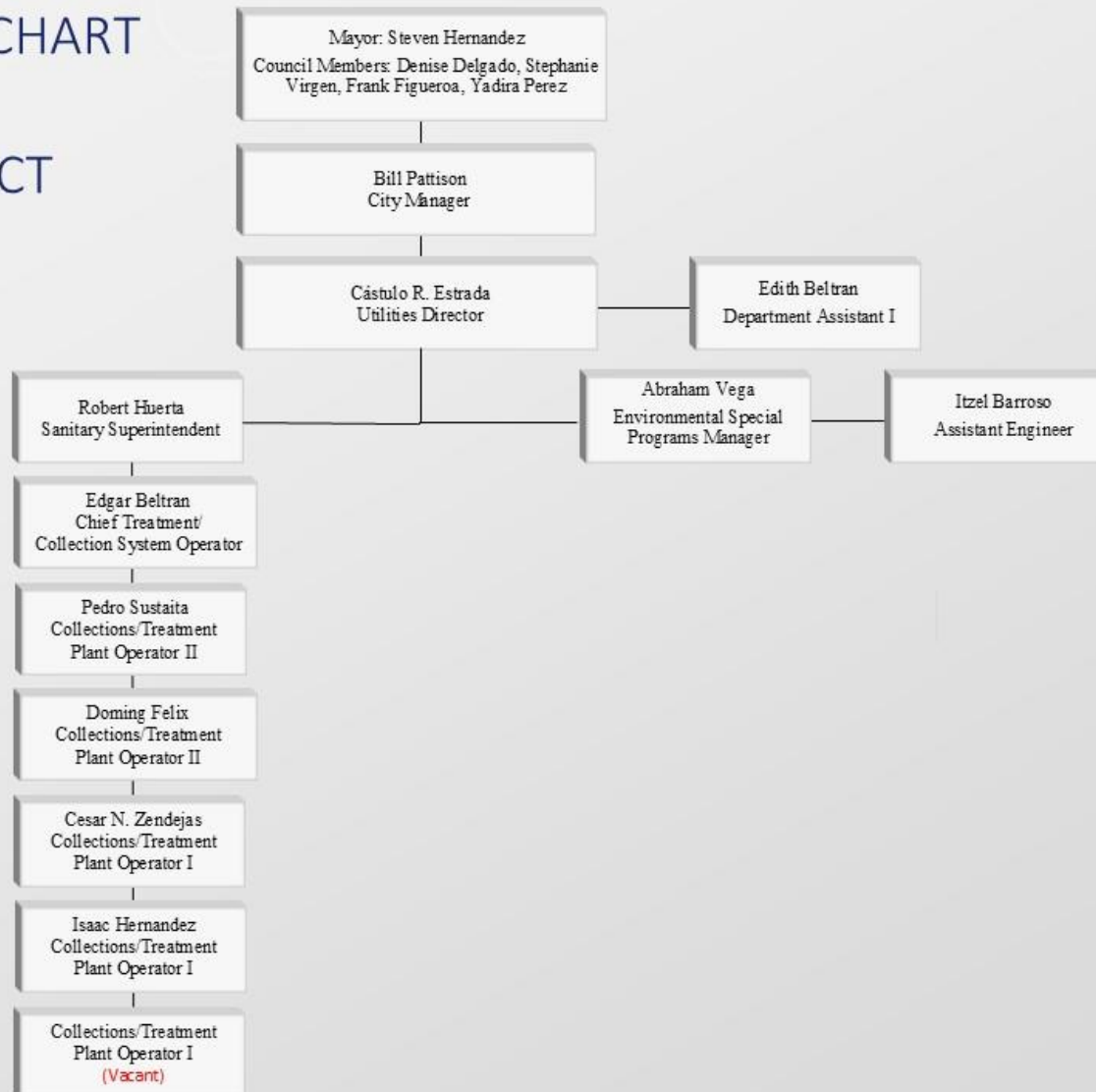
The staff in the Sanitation Division is responsible for implementing and maintaining all elements of this SSMP.

2.2 Department Organization

The organizational lines of authority for the District's Sanitation Division are indicated in **Figure 2-1**.

Figure 2-1: Organizational Chart

ORGANIZATION CHART COACHELLA SANITARY DISTRICT



2.3 Roles and Responsibilities

The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements are indicated in **Table 2-1**. The responsibilities for these roles are detailed in **Table 2-2**. The positions that implement the SSMP are detailed in **Table 2-3**.

Table 2-1: Key Staff Roles

Role	Name	Phone Number	Email Address
Utilities Director	Castulo R. Estrada	(760) 501-8100	cestrada@coachella.org
Sanitary Superintendent	Robert Huerta	(760) 391-5008	ruerta@coachella.org
Chief Treatment Collections System Operator	Edgar Beltran	(760) 501-8103	ebeltran@coachella.org
Assistant Engineer	Itzel Barroso	(760) 501-8100	ibarroso@coachella.org
Environmental Special Programs Manager	Abraham Vega	(760) 501-8100	avega@coachella.org
Public Information Officer	Risseth Lora	(760) 398-3502	rlora@coachella.org
City Engineer & Public Works Director	Andrew Simmons	(760) 398-3502	asimmons@coachella.org
City Manager	Bill Pattison	(760) 398-3502	bpattison@coachella.org

Table 2-2: Department Roles & Responsibilities

Role	Responsibilities
Utilities Director	Plans, organizes, oversees, coordinates, and manages the staff and operations of the District's Facilities Maintenance and Operations Division; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service.
Sanitary Superintendent	Under general direction, plans, schedules, assigns, reviews and supervises the work of staff performing the collection and transport of wastewater to District wastewater treatment plants; oversees installation, maintenance and repair of the overall collection system; coordinates assigned services and operations with those of other District divisions and outside agencies; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.
Chief Treatment Collections System Operator	Under direction, plans, schedules, assigns, evaluates, and serves as a first line working supervisor over an assigned crew responsible for performing collection systems operations and maintenance; works closely with supervisory and/or management staff in planning, organizing and establishing work priorities; performs the more complex work assigned to the crew; and performs related work as required.
Assistant Engineer	Under general supervision, performs professional civil or electrical engineering work related to the design and construction of District infrastructure and facilities; prepares, and reviews designs, plans, and specifications for District projects; serves in a project lead or manager capacity on assigned projects to ensure compliance with District

Table 2-2: Department Roles & Responsibilities

Role	Responsibilities
	contracted services, specifications and quality; coordinates projects with contractors, consultants, and other stakeholders; and performs related work as required.
Environmental Special Programs Manager	Under general direction, plans, schedules, assigns, reviews and supervises the work of staff performing water quality, environmental, and/or regulatory compliance duties within the District's Environmental and/or Water Quality divisions; plans, and coordinates comprehensive environmental, regulatory compliance and water quality data collection, monitoring and reporting programs to ensure the District maintains compliance with all environmental and regulatory requirements; coordinates assigned services and operations with those of other District divisions and outside agencies; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.
Public Information Officer	Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Communications Division, including the Communications and Education Program; participates in representing the District on public and media relations; serves as chief spokesperson for the District; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Service and Communication in areas of expertise; and performs related work as required.
City Manager	Under policy direction, plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council, and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

Table 2-3: Positions that Implement the District's SSMP

SSMP Element [WDR Section No.]	Position(s)
Legally Responsible Official (LRO) or Duly Authorized Representative [Section 5.1]	Utilities Director & Sanitary Superintendent
Goals [SSSWDR D.1]	Utilities Director & Sanitary Superintendent
Organization [SSSWDR D.2]	Utilities Director & Sanitary Superintendent
Legal Authority [SSSWDR D.3]	City Council, City Manager, Utilities Director, and Sanitary Superintendent
Operation and Maintenance Program [SSSWDR D.4]	Utilities Director, Sanitary Superintendent & Chief Treatment Collections Systems Operator
Design and Performance Provisions [SSSWDR D.5]	Utilities Director, City Engineer, and Assistant Engineer (Utilities), Sanitary Superintendent

Table 2-3: Positions that Implement the District's SSMP

SSMP Element [WDR Section No.]	Position(s)
Spill Emergency Response Program [SSSWDR D.6]	Sanitary Superintendent, Chief Treatment Collections System Operator, Utilities Director, Public Information Officer
Sewer Pipe Blockage Control Program [SSSWDR D.7]	Sanitary Superintendent, Utilities Director, Environmental Special Programs Manager
System Evaluation, Capacity, Assurance and Capital Improvements [SSSWDR D.8]	Utilities Director, City Engineer, Sanitary Superintendent, Assistant Engineer (Utilities)
Monitoring, Measurement, and Program Modifications [SSSWDR D.9]	Utilities Director, Sanitary Superintendent, Assistant Engineer (Utilities)
SSMP Internal Audits [SSSWDR D.10]	Utilities Director, Sanitary Superintendent
Communication Program [SSSWDR D.11]	City Council, City Manager, Utilities Director, and Public Information Officer
Funding [SSSWDR D.8.4]	City Council, City Manager, Utilities Director

2.4 Chain of Communication

The Order requires the 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. **Table 2-4** lists contact phone numbers for the parties included in the chain of communication.

Table 2-4: Contact Numbers for Chain of Communication

Contact	Telephone Number
City of Coachella Corporate Yard	760.501.8100
Coachella Sanitary District	760.391.5008
Police Department	760.863.8990
Fire Department	760.398.8895
City of Coachella – Utilities Water Division	760.578.7098
City of Coachella – Street Department	442.256.0795

3 Legal Authority

This chapter describes the legal authority required to implement the SSMP plans and procedures.

Requirements:

D.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.

3.1 Compliance Documents

Supporting information for Element 3 is included in Appendices C, D, and E. These appendices include the following documents:

1. Chapter 13.01 (Sewers and Sewage Disposal) of the City Municipal Code (**Appendix C**)
2. Chapter 13.02 (Wastewater Treatment) of the City Municipal Code (**Appendix D**)
3. Chapter 13.16 (Water Quality Control) of the City Municipal Code (**Appendix E**)

3.1.1 Municipal Code

The legal authority required for the SSMP by the SWRCB is contained within the City's Municipal Code. Chapter 13.01 (Sewers and Sewage Disposal) and Chapter 13.02 (Wastewater Treatment) are dedicated to the sewer system.

(https://library.municode.com/ca/coachella/codes/code_of_ordinances?nodeId=TIT13PUSE)

3.2 Compliance Summary

The District's legal authority to operate and maintain its sanitary sewer collection system is within the City Municipal Code. The WDR requires that the District have the legal authority in the areas shown in **Table 3-1**.

Table 3-1: WDR Requirements

Legal Authority Order Requirements	Applicable Sections of the District Municipal Code
a. 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	<ul style="list-style-type: none"> • Section 13.02.402 applies to the protocol for industrial waste discharges into the sewer • Sections 13.02.300 & .340 restricts the discharge of pollutants and harmful wastes • Sections 13.01.006 & 13.02.300 applies to illicit discharge of rainwater, storm water, ground water, etc. into sewer and applies to illegal connections to the District's sewer system • Section 13.02.384 applies to food processing facilities and proper disposal of grease and waste • Section 13.02.384 applies to vehicle serving facilities and proper disposal of oil and grease using an interceptor
b. 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	<ul style="list-style-type: none"> • Section 13.16.142 enforces maintenance of private residential storm drainage systems. • Sections 13.16.043 & .044 prohibits construction of storm water connections without an approved construction permit and approved construction plan. • Section 13.16.142 gives the authority to the public works director to inspect the premises of any discharger at any reasonable time.
c. Require that sewer system components and connections be properly designed and constructed	<ul style="list-style-type: none"> • Sections 13.01.004, .257 & .258 applies to general sewer system design and construction
d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee	<ul style="list-style-type: none"> • Section 13.02.070 allows for access, sampling, and inspection of any property connected to the public sewer main
e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures	<ul style="list-style-type: none"> • Sections 13.02.700 thru .775 allows for enforcement of violations of discharge regulations
f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	<ul style="list-style-type: none"> • Section 13.02.070 grants access to the District to enter all properties from which wastes or wastewaters are capable of being discharged into a public sewer main

3.2.1 Prevention of Illicit Discharges

All measures prohibiting illicit discharges are included in Sections 13.01 & 13.02 of the District's Municipal Code. The specific purpose of the chapter is to prevent the discharge of any pollutant into the sewers that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment.

- **Stormwater and I/I** - Section 13.01.006 & 13.02.300 applies to illicit discharge of rainwater, storm water, ground water, etc. into sewer and applies to illegal connections to the District's sewer system
- **Industrial Waste** – Section 13.02.402 applies to the protocol for industrial waste discharges into the sewer.
- **Chemical Dumping** – Section 13.02.300 & .340 restricts the discharge of pollutants and harmful wastes.
- **Unauthorized Debris; Roots; Fats, Oils, and Grease; and Trash** - Section 13.02.384 applies to food processing facilities and proper disposal of grease and waste.

The District currently does not have an ordinance that specifically prohibits illicit discharges such as roots, fats, oils, rags, and other debris that may cause blockages in the sewer system. However, the District plans to update its ordinance to address and include these types of discharges.

3.2.2 Storm Water Agency Collaboration

The District's sewer staff is separate from the City's Public Works Department, who is responsible for the maintenance of the stormwater conveyance system. The sewer staff does have communication with the Public Works staff in the event of a spill. Communication and training with staff allow both agencies to know their part in responding to spills and recognizing areas at risk, develop strategies in containing and preventing spills, and reduce risks of cross contamination.

Installation of sewer and storm water facilities are coordinated to prevent unintentional cross connections. To ensure that cross-connections between the District's sanitary sewer and the City's storm drain systems do not occur, the District can request access to the records of the alignments of the storm system.

No connections to either system are permitted without prior approval from both the Utilities Department and the Engineering Department. Improvement Plans must be submitted for review, and permits are issued only after the plans have been approved. All plans must comply with the City's and the Utilities Department's Design Guidelines. Once approved, all system connections are inspected by Engineering Department staff to ensure they are constructed in accordance with established standards.

3.2.3 Proper Design and Construction of Sewers and Connections

Regulations pertaining to the design, construction, and inspection of private sewer systems, building sewers, and connections are included in Chapter 13 of the District's Municipal Code.

Permit Required - A permit is required prior to construction of any private sewage disposal system. A permit is also required prior to constructing a building or lateral sewer or connecting to a public sewer. The permit application may include review of plans and specifications by the District.

- Section 13.01.004, .257 & .258 applies to general sewer system design and construction

3.2.4 Lateral Maintenance Access

Property owners are responsible for maintaining the house lateral to the property line per Chapter 13. Standard Drawings require a cleanout at the property line.

- Section 13.02.070 grants access to the District to enter all properties from which wastes or wastewaters are capable of being discharged into a public sewer main.

3.2.5 Enforcement Measures

Chapter 13 permits the enforcement of sewer provisions. Written notice is provided to persons in violation, with a time limit for correction. Further enforcement provisions include declaration of a public nuisance and disconnection from public sewers. The person in violation is liable to the District for expense, loss, or damage resulting from the violation.

- Sections 13.02.700 thru .775 allows for enforcement of violations of discharge regulations

3.2.6 Easement Accessibility Agreements

Section 13.02.070 grants access to the District to enter all properties from which wastes or wastewaters are capable of being discharged into a public sewer main.

4 Operation and Maintenance Program

This chapter describes the District's ability to properly manage, operate, and maintain all parts of the sanitary sewer system owned and operated by the District, and that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.

Requirements:

D.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 the 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.

4.1 Updated Map of Sanitary Sewer System

The District maintains a comprehensive, customized, electronic based Geographic Information System (GIS) map of its sewer collection system, showing all pipeline segments and manholes within the District's jurisdictional boundary. While Fieldforce has been the primary platform for GIS mapping, the District is preparing to transition to a new system. The sewer system database is regularly updated, and the District works with Akel Engineering under an on-call contract to keep its sewer hydraulic model current. This includes adding new assets as the City of Coachella approves new projects.

The District's maintenance crew currently uses Fieldforce to access sewer line information and document activities, such as repairs, cleaning, and work order history. The system also provides mobile alerts when maintenance tasks are due and includes details on the required tools for each task. The District is transitioning to iWorQ software, which is expected to offer the same core functionalities as Fieldforce.

As part of the reissued Wastewater Discharge Requirements (WDR), agencies must collaborate with stormwater agencies to coordinate emergency spill responses. This ensures access to stormwater systems during spill events and prevents unintentional cross connections. To facilitate this, District staff need to know the locations of these facilities. Therefore, the District must maintain accurate, up-to-date maps of these systems within the sewer service area boundaries. Currently, the City's Public Works Department – responsible for maintaining the stormwater conveyance system – does not have the storm drain infrastructure digitized in a GIS database. Instead, stormwater system information is available through record drawings for individual tracts. The District is awaiting the digitization of these as-built drawings in order to create a comprehensive map including both the sewer and stormwater systems. Until this digitization is completed, District sewer staff will continue to access individual tract records provided by the Public Works Department as needed. Once the comprehensive map is created, it will significantly enhance the efficiency and effectiveness of the District's spill response efforts.

The District will provide State and Regional Water Board staff with access to the map(s) through submitting the sewer geodatabase to the State and Regional Water Boards as well as including the map within this SSMP Update, which will be submitted to CIWQS once a year. An updated map of the sewer collection system is included in **Appendix F**.

4.2 Preventive Operation and Maintenance Activities

The District currently performs in-house preventive operation and maintenance activities. This includes periodic cleaning, regular inspection of pump stations, and investigation of customer complaints.

4.2.1 Sewer Cleaning & CCTV Inspection

The District's crew consists of seven operators who are responsible for sewer line cleaning, general maintenance, and treatment plant operations. To reduce the risk of blockages and spills, the District has implemented a hydrojetting plan designed to clean the entire system every five years. The District formally tracks sanitary sewer system sections subject to blockages and cleans each segment on a quarterly basis. All maintenance activities, including cleaning and CCTV inspections, are electronically documented using the iWorq system.

Although District staff are trained in CCTV inspection, the District primarily relies on its contractor, CV Pipeline, to perform all CCTV inspections. Currently, inspections are conducted on an as-needed basis rather than on a regular schedule. When issues are identified, CV Pipeline documents the defects and notifies the Collection System Lead. The Lead reviews all inspection footage and provides repair or rehabilitation recommendations to the

Superintendent. For urgent situations requiring emergency rehab, the District employs various subcontractors to perform necessary work.

To implement a regular CCTV inspection schedule and meet its broader maintenance goals, the District must increase its staffing levels. This need was highlighted in a 2023 manpower study, which found that the current team of seven operators is insufficient. According to the study, the District requires four additional staff members to effectively carry out its maintenance program. In response, the District is actively planning to expand its workforce to close this staffing gap. To meet this goal, the District also plans to acquire CCTV equipment to increase in-house inspection capacity, while continuing to contract out additional CCTV inspection work as needed. Once the staffing and equipment need are met, the District plans to implement a regular CCTV schedule reaching their goal to CCTV inspect the entire system every (5) to seven (7) years (or approximately 14-20% a year).

4.2.2 Lift Station Maintenance

The District maintains its own lift stations. The operators at the District inspect the lift stations five times a week and use Everon Security Systems to monitor security of their lift stations. This security system alerts the District of an emergency and the need for backup generators or pumps. All District employees that are on standby respond to lift station emergencies and have authority to call other employees for additional support. In the case that this support is insufficient, the District uses a subcontractor to respond to the emergency.

4.2.3 Odor Control

The District receives approximately 3 to 5 isolated odor complaints annually, which are investigated and resolved. Odor control is treated with the same urgency and safety considerations as a spill response. The following steps are taken to address odor issues:

1. Document the date, time, location and details of the complaint.
2. Investigate nearby manholes for blockages or issues with grease interceptors.
3. Identify the precise source of the odor.
4. Notify the Environmental Compliance Inspector, responsible for restaurant inspections, to assess whether the issue is recurring.
5. Contact the CCTV contractor if further inspection is needed.
6. Deploy a hydrojetting truck to clean the affected sewer line, if necessary.
7. Apply degreasers to the sewer line if the odor persists, to help break down grease and eliminate odors.

4.2.4 Corrosion Control

To prevent corrosion, the District uses CCTV inspections to locate any potentially corroded pipes. If corrosion is found, the District uses their contractor to replace or reline any corroded pipes.

4.2.5 Investigation of Customer Complaints

The District promptly addresses customer complaints about the sewer system. The collection system staff responds immediately by conducting CCTV inspections of the lines and making necessary repairs to the affected sections or manholes. This response involves assessing the complaint and resolving the issue efficiently.

4.2.6 Data Collection

District staff document their cleanings and CCTV inspections electronically, filing them on in the District’s Fieldforce database, which is anticipated to be replaced with an iWorQ software. The District will continue to document and monitor system deficiencies with recurring issues identified through complaints, field inspections, and CCTV inspection results.

4.3 Training

The District has encouraged staff to participate in a continuing education program to meet the demands of maintaining the sewer system. This program offers scheduled in-house trainings, as well as regional training seminars conducted by California Water Environment Association (CWEA). These trainings cover Spill Emergency Response Plan procedures and practice drills and skilled estimation of spill volume for field operators. The District staff also attend trainings throughout the year held by Haaker, MME, Plumber Depot, and Tristate. The staff receive certificates for these trainings. Six (6) of the District’s operation staff are Certified State Wastewater Operators, ranging from Grade I-V. The District plans on performing annual trainings on the SSMP.

4.4 Equipment Inventory

The District is responsible for ensuring that their equipment is kept in proper working condition and that backup supplies are available. The District has backup generators and backup pumps at each lift station site in the case of a power outage.

District staff conduct inventory and inspections on a monthly basis. The District has a designated collection room with spare pipe and spare parts for emergency use. District staff maintain a folder to track current inventory of spare parts and usage. Sewer trucks are also regularly checked.

The District contracts CV Pipeline for CCTV inspection and several other contractors for pipeline repair. All subcontractors are responsible for managing their own equipment inventory.

Table 4-1 details the District’s current equipment and replacement parts inventory.

Table 4-1: Equipment and Replacement Parts Inventory

Item	Item
Mechanical seals	Pump rebuild kits
Lift station transmitters	Lift station pressure switches
Lift station float bells	Generator batteries
Manhole rings and covers	Jetter nozzles
Hosing equipment	2 count – Vactor Truck

5 Design and Performance Provisions

This chapter references the design and construction standards & specifications for new sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sewer systems. Also included are the procedures and standards for the inspection and testing of these facilities.

Requirements:

D.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 the General Order section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of the General Order's Attachment D, 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.

5.1 Updated Design Criteria and Construction Standards and Specifications

The District has developed standard details for construction improvements (https://library.municode.com/ca/coachella/codes/code_of_ordinances). In 2007, the District contracted Dudek to develop standard specifications. Since then, internal modifications have been made, and the District has created general notes for sewer improvements. These notes specify that developers must adhere to the City of Coachella's Improvement Standards and Specifications, as well as the current edition of the Standard Publication for Public Works and Standard Plans for Public Works (Greenbook) to ensure design and performance compliance.

All District-owned public sewer mains and pump stations are designed by a consultant and constructed by contractors retained through the District's Capital Improvement Program (CIP). The District currently maintains on-call contracts with various engineering firms for design of construction and rehabilitation related projects. Under these contracts, all projects are designed by a Professional Engineer registered in the State of California. The District ensures that all Contractors working on projects are licensed and insured.

5.2 Procedures and Standards

The District maintains that their sewer mains are installed, tested, and inspected according to their current standards, which include Greenbook standards.

6 Spill Emergency Response Plan

This chapter provides an overview and summary of the District's spill response, detection, mitigation, clean up, investigation, documentation, and reporting.

Requirements:

D.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 the 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 the General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.1 Background

Coachella Sanitary District's collection system is subject to regulation and permitted under the General Order WQ 2022-0103-DWQ and is identified under WDID 7SS010520. The District will annually review and assess the effectiveness of the Spill Emergency Response Plan (SERP) and update as necessary.

Note: During the 10-year period extending from January 1, 2014, to December 31, 2024, the District experienced two (2) spills from within its sanitary sewer collection system.

The Order requires the 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. **Table 6.1** lists contact phone numbers for the parties included in the chain of communication.

Table 6.1: Contact Numbers for Chain of Communication

Contact	Telephone Number
Coachella Corporate Yard	760.501.8100
Coachella Sanitary District	760.391.5008
Police Department	760.863.8990
Fire Department	760.398.8895
City of Coachella – Water Department	760.578.7098
City of Coachella – Street Department	760.625.6751

6.2 Known Collection System Problems

The following are currently known collection system problems within the District's system:

1. Capacity: The 2015 Sewer Master Plan found sewer system capacity deficiencies.

6.3 Causes of Sewer Spills

The District's sewer system spills were primarily caused by a storm event and debris, rather than common sources such as root intrusion or fats, oils, and grease (FOG).

6.4 Preventative Maintenance

Refer to Section 4.2 of this SSMP for the District's preventative maintenance program.

6.5 Overflow Detection

The District employs multiple methods to detect spills:

1. **Public Reporting:** When a member of the public reports a spill, all relevant information is documented, including the date, time, estimated volume, and location of the incident. The District's on-call standby operator is immediately dispatched to assess the situation. If necessary, additional operators are deployed to assist. The public reports spills through an emergency phone number, which connects to an operator who relays the information to the standby Collection Operator.
2. **Automated Monitoring System:** All lift stations within the District service area are equipped with level sensors – such as float balls, sonar or air sensors – to monitor water levels. If levels exceed normal thresholds, the District's SCADA system automatically alerts an operator.
3. **Field Observation:** District staff or contractors discover spills during routine field inspections. Any such findings are immediately reported to the Sanitary Superintendent or Utilities Director. Operators

maintain constant communication throughout the day to ensure rapid response. All spill reports are investigated promptly and without delay upon notification.

Pre-planned coordination with the City of Coachella's Public Works Department will be implemented before, during, and after a spill event to prevent or mitigate contamination of the stormwater system.

6.6 Initial Spill Response

6.6.1 Site Assessment

District staff shall investigate and assess the site conditions where the spill occurred using the following methods:

1. Immediately start a record of the date, time, location, and duration of the spill.
2. Determine the size and extent of the spill.
3. Determine the Category of the spill. (Refer to Section 6.9, Spill Categories)
4. Assess manpower and equipment needed to correct the spill.
5. Determine any potential hazards, such as vehicle and pedestrian traffic.
6. Identify receiving water that may be impacted by spill.
7. Implement traffic control measures as needed.
8. Post warning signs and block contaminated areas with yellow caution tape and/or barricades if spill poses a public threat or it has or will reach Waters of the State.
9. In the event of two simultaneous spills, management will call contractors as backup emergency services.

6.6.2 Containment Procedures

Containment of the spill is the top priority. District staff handle spill calls and containment and contact contractors for general sewer system repair. If additional help is needed, the District's other contractors provide support with pumping, bypassing, traffic control, spill clean-up, equipment rentals, and generator repair. The District's current contractors for sewer system repair with contact information is listed below in **Table 6.2:**

Table 6.2: Active Contractors for Sewer System Repair

Contractor	Telephone Number
Desert Concepts	(760) 272-0402
Jones Bro	(760) 485-6559
Brice Wilson	(760) 285-3398
Cora Cons.	(760) 954-1049
James Shirley	(760) 365-8127
Tri-Star	(760) 251-5454
Roto Rooter	(760) 600-0245
TBU Inc	(760) 391-1337

The District's staff prioritize containing spills within the smallest possible area, with a focus on protecting surface water. When practical, they will direct the spill to remain in the street, avoiding entry into storm drains and other water bodies. The following methods will be used to ensure thorough containment:

1. Immediately contain the spill by constructing a temporary berm, if applicable.

-
2. Isolate, contain, or divert wastewater flow from open channels and storm drains using sandbags, inflatable dams, or soil barriers. Use absorbent materials to prevent further spread.
 3. Protect storm drains by blocking openings or diverting flow with sandbags, prioritizing containment within the street. Block all downstream and upstream inlets.
 4. Implement traffic control per the District's plan:
 - a. Know the surroundings and work area location for the safety of the operators and the public.
 - b. Obtain authorization from the appropriate jurisdiction to set up traffic controls.
 - c. Set up the five areas of the traffic control zone: Advance warning, transition, buffer, work, and termination.
 - d. Provide advance warning to motorists and pedestrians.
 - e. Safely route traffic around work areas.
 - f. Protect workers with vehicles when possible.
 - g. Use lighted warnings for night work.
 - h. Isolate the spill area.
 5. Should the spill take place in an area not normally accessible to the public (i.e. field, etc.) the crew will use any reasonable means to pool the flow in that area for recovery.
 6. Capture the spill:
 - i. Berm the flow and pump into the nearest clear, flowing manhole, if needed.
 - ii. Contact the Legally Responsible Official (LRO).
 - iii. Evaluate spill volume using established methods.
 7. Determine the spill's source and cause (e.g., debris type, storm event). Inspect downstream manholes for potential blockages.
 8. Remove obstructions and restore flow:
 - i. Restore flow using hydro jetting, rodding, excavation, or other methods.
 - ii. If needed, position a hydro jetter downstream and jet upstream from a clear manhole.
 - iii. Capture all debris.
 - iv. Request additional staff and equipment for unresolved blockages.
 - v. If still unable to clear the blockage, request immediate assistance with the mobilization of bypass pumping and CCTV support to determine the problem.
 - vi. Contact District's on-call contractor for pipe repairs.
 - vii. Ensure downstream manholes are clear and flowing.
 9. All sewage shall be captured and discharged into the closest clear and flowing manhole. Any contaminated materials unfit for the sewer and likely to cause blockages shall be transported to a local landfill for ultimate disposal. See Section 6.8 for treatment in dry or wet weather conditions and collection instructions.
 10. Estimate spill volume as detailed in Section 6.13.2.
 11. Notify relevant regulatory agencies per Section 6.10.
 12. Safely perform required spill sampling detailed in Section 6.20.

6.6.3 Sewer Bypassing

The District has recently purchased pumps and hoses to perform their own bypassing. If necessary, contractors are called for additional support.

If the spill involves damage to or collapse of a pipeline, or the spill has been determined to be prolonged for any reason, and a bypass is necessary:

1. Bypass action is to be administered, as soon as conditions safely allow.
2. Place appropriate pumps and hoses to keep wastewater in the pipeline. Appropriate measures shall be taken to determine the proper size and number of pumps required to effectively handle the wastewater flow. **Table 6.3** lists the District's contacts for equipment rental companies or contractors in case additional pumps, piping, or hoses are required to conduct a bypass. :

Table 6.3: Equipment Rental Companies and Contractors for Spill Response

Contractor	Telephone Number
CV Pipeline	(760) 851-6050
Houston & Harris	(909) 422-8990
Innerline	(800) 209-0000
Equipment Rental	Telephone Number
Hertz Rental	(442) 300-8089
Quinn Cat Rentals	(760) 347-159
Rain for Rent	(909) 332-0616
Hammer Pumping	(760) 321-7448
Superior Plumbing	(909) 357-9400
Tops N Barricades	(760) 347-2111
Roto Rooter	(760) 203-3050
S&G Pumping	(760) 404-6325

3. Continuous or periodic monitoring of the bypass pumping operation shall be implemented as required.
4. Perform repairs to the damaged pipeline as soon as conditions safely allow and as resources are available.
5. Regulatory agency issues shall be addressed in conjunction with emergency repairs.
6. If engineering consultation is necessary, the District has a list of On-Call Engineering Firms. **Table 6.4** includes a current list of the District's On-Call General Civil Engineering Firms:

Table 6.4: On-Call General Civil Engineering Firms

On-Call Engineering Firm(s)	Contact Phone
Michael Baker	(760) 346-7481
Dudek -Encinitas	(760) 942-5147
Kimley-Horn	(760) 565-5103
Heptagon Seven	(480) 757-0997

6.6.4 Lift Station Response Procedures & Alarms

The Coachella Sanitation District currently operates two wastewater lift stations: Avenue 52 and CV High. These stations are visually inspected and maintained five times per week to ensure optimal performance and reliability.

Emergency Response Alarms

Both lift stations are equipped with alarm and monitoring systems provided by the District's contracted alarm company ADT. These systems ensure rapid response to various emergencies.

At the Avenue 52 Lift Station, fire alarms are installed and monitored by ADT, which automatically notifies the fire department in the event of an incident. Additionally, break-in alarms are in place and monitored by ADT, with immediate dispatch to the local police department when triggered. This station is also equipped with backup generators, pumps, and emergency equipment to maintain operations during power outages or equipment failures.

The CV High Lift Station is similarly monitored by ADT for emergency response and is equipped with backup generators, pumps, and essential equipment to ensure continued functionality during emergencies.

Emergency Procedures

In the event of an emergency, the following steps should be taken:

1. Check for City power availability.
2. Inspect the lift station to identify the cause of the issue.
3. If necessary, contact the Superintendent of Sanitation or the Chief Treatment/Collection Operator for assistance.
4. Resolve the issue safely, using appropriate tools and personal protective equipment (PPE).

Failure Procedures

- Power Failure:
 1. Verify power status.
 2. If no power is present, inspect the generator.
 3. If the generator is non-functional or unavailable, contact the Imperial Irrigation District (IID) to determine whether there is a system-wide power outage or if the issue is isolated to Coachella Sanitary District. Request an estimated timeframe for power restoration.
- Pump Failure:
 1. Shut off the pumps immediately.
 2. Contain and recover the spill to the greatest extent possible.
 3. Report the incident as required by the regulatory agencies.
 4. Depending on the severity and location of the leak, emergency repairs may be performed by District personnel or an external contractor.

Force Main Response Procedures

In the event of a force main leak resulting in a sewage spill:

1. Shut the pumps off immediately.
2. Contain and recover the spill to the greatest extent possible.
3. Report the incident as required per the Notification Requirements in Section 6.10.
4. Depending on the severity and location of the leak, emergency repairs may be performed by District personnel or an external contractor.
5. Follow the established Emergency Response Plan procedures.

6.7 Public Access and Warning

Where spills restrict public access and require public notice and/or health warnings, the District will perform the following to protect public health and safety:

1. Post warning signs at the site for the public to stay out of the area and block contaminated areas with yellow caution tape and/or barricades if the spill poses a public threat or it has or will reach waters of the State.
2. Use traffic cones, barricades, or warning tape to limit pedestrian and vehicle traffic access to affected areas.
3. In the event of a spill discharging into surface or state waters, closures must be implemented 100 feet upstream and downstream from the spill site, unless alternative instructions are provided by regulatory agencies. Signage must be posted at the discharge point and both upstream and downstream locations.
4. Warning signs and other public notices shall remain in effect until there is no further risk to public health and the environment.

6.8 Recovery and Clean-Up (Mitigation)

1. If the spill occurs during dry weather conditions:

- (a.) Secure the Spill Site: Restrict public access to the spill area until cleanup is complete.
- (b.) Solid Waste Removal: After containing the spill, use manual tools (rakes, brooms, etc.) to collect and properly dispose of all solid debris.
- (c.) Wastewater Removal: Vacuum any remaining standing wastewater and discharge it into a flowing, unobstructed manhole.
- (d.) Contaminated Soil Remediation:
 - i. Vacuum any free-standing wastewater from contaminated soil.
 - ii. Apply absorbent product and allow it to dry.
 - iii. Remove contaminated soil (as necessary) with shovels or front-end loader.
 - iv. Transport the contaminated soil to an approved landfill for disposal.
- (e.) Contaminated Structure Disinfection:
 - i. Disinfect contaminated structures (streets, sidewalks, buildings, etc.) by pressure spraying with a 25-ppm sodium hypochlorite solution (liquid bleach).
 - ii. Allow a 1-hour contact time for disinfection.
 - iii. Rinse the disinfected structures with water.
 - iv. Vacuum the wash water and dispose of it into a flowing, unobstructed manhole.
 - v. Important Considerations:
 1. Prior to pressure washing, remove all contaminated materials and soil, and block catch basins. Ensure a vacuum truck is ready to collect the wash water.
 2. Prevent any water, wastewater, bleach, or containment materials from entering the storm drain system.
 3. Avoid using bleach in heavily populated areas or within 100 feet of surface water or storm drain inlets. Consider less hazardous alternatives for surface disinfection.
 4. Document the team's standard sidewalk/structure cleaning procedure.

-
- (f.) Storm Drain Cleanup (if necessary): If wastewater enters a storm drain or catch basin, use a Vactor truck to vacuum the sump at a downstream catch basin while flushing the upstream curb, gutter, and pipe with clean water. Vacuum until all wash water is collected.
 - (g.) Final Cleanup: Thoroughly clean the area, removing all debris (rags, paper, etc.) from the contaminated zone and its surroundings.
 - (h.) Site Restoration: Return the affected area to its original condition, or as close as possible.
 - (i.) Documentation: Complete detailed documentation of all pertinent spill information before leaving the site.

2. If the spill occurs during wet weather conditions:

- (a.) Secure the Spill Site: Isolate the spill area to prevent public access until cleanup is finished.
- (b.) Solid Debris Removal: After containing the spill, use manual tools (rakes, brooms, etc.) to collect and properly dispose of all solid waste.
- (c.) Wastewater Removal: Vacuum any remaining standing wastewater and discharge it into the nearest clear and flowing manhole.
- (d.) Contaminated Soil Remediation:
 - i. Vacuum any free-standing wastewater from contaminated soil.
 - ii. Transport the contaminated soil to an approved landfill for disposal.
 - i. Omit lime application during heavy storm events with heavy runoff, where the surface water cannot be contained.
- (e.) Contaminated Structure Cleaning: Clean contaminated structures (streets, sidewalks, buildings, etc.) using clean water. Avoid using bleach during wet weather to prevent environmental harm.
- (f.) Storm Drain Cleanup (if necessary): If wastewater enters a storm drain or catch basin, use a Vactor truck to vacuum the sump at a downstream catch basin while flushing the upstream curb, gutter, and pipe with clean water. Vacuum until all wash water is collected,
- (g.) Final Site Cleanup: Thoroughly clean the area, removing all debris (rags, papers, etc.) from the contaminated zone and its surroundings.
- (h.) Site Restoration: Restore the affected area to its original condition, or as close as possible.
- (i.) Documentation:
 - i. Complete detailed documentation of all pertinent spill information before leaving the site.
 - ii. If the spill is caused by a lack of capacity during wet weather, document the storm event and forward the information to the Sanitary Superintendent.

6.9 Spill Categories

Per the Reissued WDR, there are now four (4) categories of spills. Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

6.9.1 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.

Note: 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 a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City will report all Category 1 spills per **Appendix H** of this document.

6.9.2 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.

6.9.3 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.

6.9.4 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.

6.10 Summary of Notification, Reporting, Monitoring, and Recordkeeping Requirements

The following tables provide a summary of notification, monitoring, reporting, and recordkeeping requirements, by spill category, and for District-owned laterals, for quick reference purposes only. Complete Notification and Reporting Requirements are included in **Appendices F and G**, respectively.

6.10.1 Notification and Reporting Requirements

Table 6-5: Spill Category 1: Spills to Surface Waters

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:	<ul style="list-style-type: none"> • Call Cal OES at: (800) 852-7550 • Call RWQCB at: (760) 346-7491

Table 6-5: Spill Category 1: Spills to Surface Waters

ELEMENT	REQUIREMENT	METHOD
	Notify the California Office of Emergency Services and obtain a notification control number.	<ul style="list-style-type: none"> • Call Riverside County Office of Emergency Services at: (909) 955-4700 • Call Riverside County Health Department at: (888) 722-4234 • Call Riverside County Environmental Health Department at: (760) 863-7570 <p>See Appendix A.</p>
REPORTING	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the District'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. 	<p>Enter data into the online CIWQS Sanitary Sewer System Database¹ (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s)².</p> <p>See Appendix H, Section H-1.</p>
WATER QUALITY MONITORING	<ul style="list-style-type: none"> • Conduct spill-specific monitoring. • Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of a spill of 50,000 gallons or greater to surface waters. 	Water quality records shall be maintained and uploaded into CIWQS as a part of Reporting requirement above.
RECORD KEEPING	<ul style="list-style-type: none"> • Spill event records • Total annual spill records • Collection system telemetry records if relied upon to document and/or estimate spill Volume 	<p>Self-maintained records shall be available during inspections or upon request.</p> <p>See Section 6.14.</p>

Table 6-6: Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	<p>Within two (2) hours of the District's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	<ul style="list-style-type: none"> • Call Cal OES at: (800) 852-7550 • Call RWQCB at: (760) 346-7491 • Call Riverside County Office of Emergency Services at: (909) 955-4700 • Call Riverside County Health Department at: (888) 722-4234

¹ If the CIWQS database is not available, the District will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS database when it becomes available. A copy of all documents shall be retained in the spill file.

² The District always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov

Table 6-6: Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

ELEMENT	REQUIREMENT	METHOD
		<ul style="list-style-type: none"> Call Riverside County Environmental Health Department at: (760) 863-7570 See Appendix A .
REPORTING	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the District'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. 	Enter data into the online CIWQS Sanitary Sewer System Database ³ (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s) ⁴ . See Appendix H , Section H-2.
WATER QUALITY MONITORING	<ul style="list-style-type: none"> Conduct spill-specific monitoring; 	Water quality records shall be maintained and uploaded into CIWQS as a part of Reporting requirement above.
RECORD KEEPING	<ul style="list-style-type: none"> Spill event records Total annual spill records 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. See Section 6.14.

Table 6-7: Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Not Applicable	Not Applicable
REPORTING	<ul style="list-style-type: none"> Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendar 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. 	Enter data into the online CIWQS Sanitary Sewer System Database ⁵ (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s) ⁶ . See Appendix H , Sections H-3 and H- 5.
WATER QUALITY MONITORING	<ul style="list-style-type: none"> Conduct spill-specific monitoring; 	Water quality records shall be maintained and uploaded into CIWQS as a part of Reporting requirement above.

³ If the CIWQS database is not available, the District will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS database when it becomes available. A copy of all documents shall be retained in the spill file.

⁴ The District always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov

⁵ If the CIWQS database is not available, the District will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS database when it becomes available. A copy of all documents shall be retained in the spill file.

⁶ The District always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov

Table 6-7: Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

ELEMENT	REQUIREMENT	METHOD
RECORD KEEPING	<ul style="list-style-type: none"> Spill event records Total annual spill records Collection system telemetry records if relied upon to document and/or estimate spill Volume 	<p>Self-maintained records shall be available during inspections or upon request.</p> <p>See Section 6.14.</p>

Table 6-8: Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Not Applicable	Not Applicable
REPORTING	<ul style="list-style-type: none"> If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume existing 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. 	<p>Enter data into the online CIWQS Sanitary Sewer System Database⁷ (http://ciwqs.waterboards.ca.gov/), certified by the Legally Responsible Official(s)⁸.</p> <p>See Appendix H, Sections H-4, G-6, and H-7.</p>
WATER QUALITY MONITORING	<ul style="list-style-type: none"> Conduct spill-specific monitoring; 	Water quality records shall be maintained and uploaded into CIWQS as a part of Reporting requirement above.
RECORD KEEPING	<ul style="list-style-type: none"> Individual spill event records Total annual spill records Collection system telemetry records if relied upon to document and/or estimate spill Volume 	<p>Self-maintained records shall be available during inspections or upon request.</p> <p>See Section 6.14.</p>

6.11 Notification

Appendix G of this SSMP details the full notification requirements for spills.

⁷ If the CIWQS database is not available, the District will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using the CIWQS database when it becomes available. A copy of all documents shall be retained in the spill file.

⁸ The District always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov

6.12 Reporting

The District will perform proper investigation and documentation to ensure all reporting requirements are met.

6.12.1 Investigation and Documentation

For proper documentation of each spill, the District will perform the following, at a minimum:

1. Determine the Category of the spill.
2. Determine the size and extent of the spill.
3. Determine any potential hazards, such as vehicle and pedestrian traffic. (Refer to Section 6.7 for Public Access and Warning guidance.)
4. Identify receiving water that may be impacted by spill.
5. Document and record all pertinent information about the spill.
6. Determine the cause of the spill.
7. Document findings of the investigation on the Spill Incident Report Form.
8. Determine what, if any, necessary repairs are needed.
9. Budget and schedule repairs, if required.

6.12.2 Reporting Requirements

Appendix H of this SSMP details the complete reporting requirements for spills.

6.13 Spill-Specific Monitoring Requirements

The following outlines the District's protocols for spill-specific monitoring for spill location and spread, spill volume estimation and receiving water visual observations. For water quality sampling and analysis of receiving waters, refer to Section 6.20 for the District's Water Quality Monitoring Plan, which will be implemented immediately upon discovery of any Category 1 wastewater spill in which an estimated 50,000 gallons or greater are discharged into a surface water.

6.13.1 Spill Location and Spread

The District will conduct a visual assessment of the spill area, utilizing photography, GPS, and other appropriate tools. This assessment will thoroughly document critical spill locations, including:

- **GPS Coordinates and Photographs:**
 - The initial point of spill origin.
 - For spills with multiple appearance points, the points nearest the origin.
- **Photographic Documentation:**
 - Drainage system entry points.
 - Discharge points into surface waters (if applicable).
 - The full extent of the spill's spread.
 - Cleanup locations.

6.13.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the District shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The District utilizes spill volume estimation techniques learned in the CWEA workshops and material provided by DSK Solutions. The District 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.

6.13.3 Receiving Water Visual Observations

Through visual observations and the District's spill volume estimating techniques, the District will 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
- Photographic Documentation of:
 - Waterbody bank erosion
 - Floating matter
 - Water surface sheen (potentially from oil and grease)
 - Discoloration of receiving water
 - Impact to the receiving water.

6.14 Recordkeeping Requirements

The District shall maintain records to document compliance with the provisions of the General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by the District's contractor(s).

6.14.1 Recordkeeping Time Period

The District shall maintain records of this Spill Emergency Response Plan for five (5) years.

6.14.2 Availability of Documents

The District shall make the records readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

6.14.3 Spill Reports

The District 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 District responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
 - (a.) Date, time, and method of notification

-
- (b.) Date and time the complainant first noticed the spill, if available
 - (c.) 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
 - (d.) Complainant's contact information, if available
 - (e.) Final resolution of the complaint
 - Records documenting the steps and/or remedial action(s) undertaken by the District, using all available information
 - 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
 - Records, in accordance with the Monitoring Requirements, once developed

6.14.4 Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

The District must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 District -owned and/or operated lateral spill, and report in accordance with **Appendix H** section H-6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills).

6.14.4.1 Recordkeeping of Individual Category 4 Spill Information

1. Contact information: Name and telephone number of the District 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:
 - (a.) Description of drainage conveyance system location,
 - (b.) Estimated spill volume fully recovered within the drainage conveyance system, and
 - (c.) Estimated spill volume remaining within the drainage conveyance system.
5. Estimated total spill volume existing 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:
 - (a.) 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
 - (b.) 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.

6.14.4.2 Recordkeeping of Individual Lateral Spill Information

1. Date and time the District 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.

6.14.4.3 Total Annual Spill Information

For all Category 4 spills, the District will collect and maintain the following information:

1. Estimated total annual spill volume.
2. Description of spill corrective actions, including at minimum:
 - (a.) Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
 - (b.) System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

6.14.5 Sewer System Telemetry Records

The District shall maintain the following sewer system telemetry records if used to document compliance with the 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 wastewater flow rates, and/or volumes
- Computerized maintenance management system records
- Asset management-related records

6.14.6 Sewer System Management Plan Implementation Records

The District shall maintain records documenting the District'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.

6.14.7 Audit Records

The District shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, which include this Spill Emergency Response Plan, and other internal audits:

- Completed audit documents and findings
- Name and contact information of staff and/or consultants that conducted or were involved in the audit
- Follow-up actions based on audit findings.

6.14.8 Equipment Records

The District shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

6.14.9 Work Orders

The District shall maintain a record of work orders for operations and maintenance projects.

6.15 Post Spill Assessment

After a spill, the District is to assess their spill response. The District is to analyze:

- The cause of the spill
- Average and maximum response time
- Percent of total spill volume contained or returned to sewer
- Compliance with notification, monitoring, and reporting requirements
- Public Notification
- What repairs were performed

This assessment is to be used to update the Spill Emergency Response Plan as necessary and to conduct additional training where needed.

6.16 Annual Review

The District is to annually review and assess the effectiveness of the Spill Emergency Response Plan. Updates to the Spill Emergency Response Plan should be made as necessary based on this review.

6.17 Annual Report

Section H-8 of **Appendix H** of this SSMP details the reporting requirements for the District's Annual Report. The District shall update their previous year's Annual Report, by April 1 of each year after the Effective Date of the General Order, for each calendar year (January 1 through December 31).

6.18 Spill Response Equipment

The following is the District's list of spill response equipment:

Table 6.9: Spill Response Equipment

Equipment	Equipment	Equipment
Mechanical seals	TV inspection camera (lateral only)	Ball plugs
Lift station transmitters	Gas driven bypass pumps	Barricades
Lift station float bells	Electric Submersible pumps	Sorbents
Manhole rings and covers	Portable generators	Backhoes
Hosing equipment	Emergency spill response truck	Jetter nozzles

Mechanical seals	Water dams	2 count – Jetter/Vactor Truck
Pump rebuild kits	Barrier socks	Delineators
Lift station pressure switches	Sandbags	Cones
Generator batteries	Manual rodder	Water truck
Dump truck	Arrow board	Bypass pumps

6.19 Training

All operators undergo continuous on the job training throughout the Wastewater Treatment Plant and the Sewage Collection Systems. Operators will have training on the Sanitary Sewer Spill Emergency Response Plan.

- All operators are sent to CWEA & Tri-State training.
- Standardized Emergency Management System/National Incident Management System Training class.
- OSHA Safety & Health Management Training Class.
- Oversee safety videos through the year (Safety First: Working with hazardous Materials, Hazard communication, and O&M Collection Systems).
- In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. In-house includes 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.

6.20 Sanitary Sewer Spill Water Quality Monitoring Plan

This Sanitary Sewer Spill Water Quality Monitoring Plan will be implemented immediately upon discovery of any Category 1 spill of 50,000 gallons or more to assess potential impacts on surface waters.

Recent updates to the waste discharge requirements general order for sanitary sewer systems (WDR) require timely implementation of spill-specific notification, monitoring, and reporting tasks for spill events that exceed certain volume thresholds. In the event of a spill >50,000 gallons, the WDR outlines monitoring requirements generally aligned to estimate spill location and spread as well as receiving water conditions to support impact analysis documented in a spill report. This Monitoring Plan provides technical and procedural details to allow for rapid implementation of water quality monitoring activities that may be used to characterize the extent and magnitude of potential impacts related to a spill. These water quality activities are based on standard procedures implemented as part of municipal and industrial water quality monitoring programs.

6.20.1 Sample Collection Timing

Water quality sampling must be conducted no later than 18 hours after discharger's knowledge of a potential discharge to a surface water.

Daily samples must be collected at the discharge point of the receiving water and at locations upstream and downstream of the discharge point. If the spill entered the receiving water from a drainage conveyance system, a sample must also be taken from the conveyance system. Upstream samples should be taken at a sufficient distance from the discharge point to capture ambient conditions absent of spill material. Downstream sample point must be taken far enough from the discharge point where the spill material is fully mixed with the receiving water.

Sampling will not be conducted if there are access restrictions or any concerns regarding field staff safety. These concerns may include heavy rain events, which compromise access points through flooding and swift currents.

Thunderstorms will also be avoided when lightning occurs. Sampling will only be conducted if there are at least two members of the field staff team available. Provide documentation of access restrictions and/or safety hazards in the corresponding required report.

Once collected, the samples must be submitted to a certified laboratory for analysis of ammonia and fecal indicator bacteria per Section 6.20.4.1 in a timely manner.

6.20.2 Monitoring Equipment

The use of proper monitoring equipment is necessary to ensure the safety of personnel collecting the samples and integrity of the samples themselves. Contact with raw sewage can have acute and long-term impacts to human health that can be avoided using the proper personal protective equipment (PPE). Additionally, contamination of the sample may occur if inappropriate equipment or handling methods are used.

Recommended PPE for receiving water monitoring includes:

- Disposable latex gloves
- Close-toed shoes, long pants, and long sleeve shirt
- Optional Tyvek suit or similar if contact with the spill material is likely
- Eye protection (glasses or goggles) and/or face shield
- Disinfecting wipes and hand sanitizer

To be ready for a spill, it is recommended the following list of equipment is procured and stored in a centralized location. Store enough sampling bottles to be able to collect up to four days of samples at each of the four monitoring location types described in Section 2.4. In the event that any of the bottles are lost or compromised, it is recommended to also have a full set of backup bottles.

- Four days' worth of sample bottles plus one days' worth of back-up includes:
 - 40 100 mL plastic bottles with Sodium thiosulfate preservative
 - 20 250 mL plastic bottles with Sulfuric acid preservative
- Sample bottle labels and water-resistant marker
- CoC sheets
- Visual observation log
- Cooler for ice to keep samples at or below 4°C
- Grab pole to safely reach into drains as needed

6.20.3 Monitoring Locations

Within the context of the District's geography and sewer system assets, the District shall identify potential spill monitoring locations. The monitoring locations shall be selected to provide core representation of locations where critical sewer infrastructure has potential for a large spill event, adjacent stormwater conveyance and other

infrastructure has potential to be impacted by a large spill event, and during/post-event monitoring at the selected locations may provide reasonable capacity to characterize impacts to water quality from a spill. A spill that impacts water quality is likely to be conveyed through the MS4 before reaching the receiving water, however, in limited situations a spill immediately adjacent to a receiving water may discharge directly to the water body. The WDR defines four distinct monitoring location types (**Figure 6.1**):

- Flow in MS4 or non-sewer infrastructure conveyance(s) prior to the discharge point
- Receiving Surface Water (RSW) discharge point
- RSW upstream of the discharge point
- RSW downstream of the discharge point

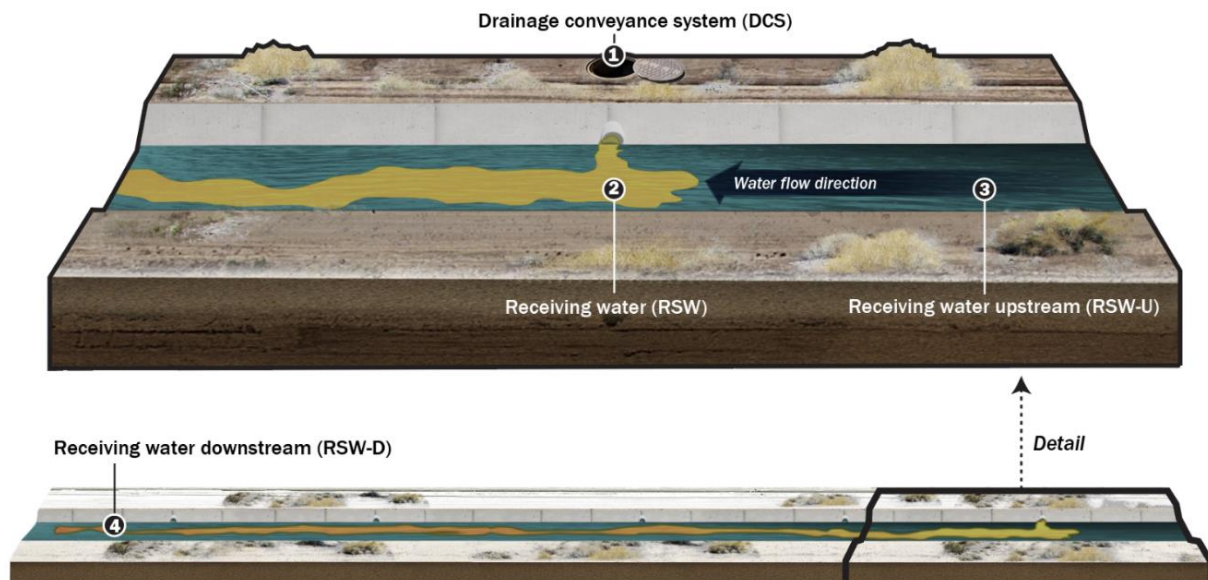
A spill event will determine the exact monitoring location(s) needed to be sampled based on discharge point to the receiving water. However, the guidelines for identifying core monitoring locations and methods documented in this Monitoring Plan allow for rapid implementation of a monitoring program that will both meet the requirements of the WDR and provide critical information that may be used to inform the required Spill Technical Report impact analysis. Accordingly, this Monitoring Plan only provides guidance on identifying potential upstream and downstream monitoring locations. Monitoring in the MS4 or non-sewer infrastructure conveyance(s) as well as RSW discharge point monitoring will require the District to evaluate on a spill-by-spill basis where to set up these locations.

Figure 6-1: Sewer Spill Water Quality Monitoring Locations

Conceptual Spill Monitoring Approach

Four sample points are required:

- 1. Drainage conveyance system (DCS)** Location in conveyance where sewage is closest to but has not mixed with receiving water.
- 2. Receiving water (RSW)** Location in receiving water where spill first enters water.
- 3. Receiving water upstream (RSW-U)** Location in receiving water upstream of and not influenced by spill.
- 4. Receiving water downstream (RSW-D)** Location in receiving water downstream where spill is 'fully mixed' with receiving water. Practice best professional judgment should be used to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.



6.20.4 Water Quality Sample Constituents

Attachment E of the WDRs list two required constituents to monitor in surface water impacted by a sewer spill. All water quality samples are required to measure the concentration of ammonia and the concentration of the appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives. **Table 6.10** identifies the required constituents to sample for and information on the specific requirements for each sample method.

Table 6.10: Water Quality Sample Collection, Preservation, and Analysis

Constituent	Analytical Method	Minimum Sample Volume	Sample Container	Preservation Method	Maximum Holding Time
Ammonia	EPA 350.1	250 mL	Plastic	Sulfuric Acid, 4 ° Celcius	28 days
<i>E. Coli</i>	SM-9223-B	100 mL	Plastic	Sodium thiosulfate, 4 ° Celcius	6 hours

6.20.5 Sample Collection Methods

Sample collection methods will vary depending on the surface water and the safety of the Field Staff. The following instructions should be taken into consideration by Field Staff:

- Collect all samples against the direction of the water flow (face upstream)
- Collect upstream sample first
- Collect samples well away from the bank (preferably where water is visibly flowing) and 6" below the surface
- Avoid sampling debris or scum layer from the surface
- Avoid disturbing sediment from the streambed, and do not include it in the sample bottle
- Photograph evidence of water quality impacts (debris, dead fish, etc.)
- Remove the sample bottle cap immediately before collecting each sample
- Do not allow the inside of the sample bottle cap to touch anything
- Clean, powder-free, nitrile gloves will be worn for all bottle handling
- Samples should be placed on ice immediately after the sample is collected

The direct fill sample collection method, per Section 6.20.6.1, is the preferred sampling method since it does not use an intermediate container. In cases where the direct fill method cannot be used due to accessibility or safety, an intermediate bottle and a grab pole can be used, per Section 6.20.6.2.

6.20.5.1 Direct Fill Sample Collection

The direct fill sample collection method will be used in cases where the surface water can be entered safely by the Field Staff. Field Staff will wear waders and ensure that the water level and velocity of the surface water are low enough to provide a safe entry and sampling environment.

Sample bottles will be filled by direct submersion to approximately mid-depth as follows.

- (a.) Wade to approximately the area of the water body with the highest flow rate and face upstream. This will most likely be midstream but can be in a different portion of the stream, depending on the hydrology.

- (b.) Submerge the sample bottle with its cap on to approximately mid-depth at a location of significant flow (avoid stagnant water). Hold the bottle upright under the surface while it is still capped.
- (c.) Open the lid carefully just a little to let the water run in. Fill the bottle and staff the cap tightly while the bottle is still underneath the surface.
- (d.) Remove the bottle from the stream and place it on ice.

6.20.5.2 Intermediate Container Sample Collection

If the flow, water level and/or access point are deemed unsafe, then an intermediate bottle attached to a grab pole will be used for sample collection. A clean, new intermediate bottle will be used for each sampling event and sampling site.

Ammonia and bacteriological sample bottles will be filled with intermediate container sample collection as follows:

- (a.) Attach the intermediate bottle to an expandable pole using tape or cable ties and remove the lid.
- (b.) Submerge the intermediate bottle, attached to an expandable pole, to approximately mid-depth at a location of significant flow (avoid stagnant water).
- (c.) Remove bottle from water and empty contents downstream. Repeat this twice more, for a total of three rinses.
- (d.) Once the intermediate bottle is properly rinsed, return it to approximately mid-depth at a location of significant flow (avoid stagnant water).
- (e.) Using the intermediate bottle, fill the bacteriological sample container and then the ammonia bottle. Ensure that the bottle does not overflow and that the preservative stays in the sample container.
- (f.) After the bottle is filled, replace the bottle lid, and place it on ice.

6.20.6 Sample Handling and Custody

The Field Staff will ensure that all samples are collected and submitted to the Babcock Labs as soon as possible, but no later than the maximum hold times listed in Table 6.10. If timing or logistics prevents a hold time being met, the Field Staff will contact the LRO or their designee.

6.20.6.1 Sample Bottle Labels

The Field Staff will fill out the labels on all sample bottles with a waterproof pen, which will contain the sample collection date and time, analyte, analysis method, station number and name, and Field Staff names. The station identification protocols are below.

6.20.6.1.1 Site Names for Sample Handling

Station Number	Station Name
DCS-001	Conveyance System before Discharge
RSW-001	Receiving Water Point of Discharge
RSW-001U	Receiving Water Upstream of Point of Discharge
RSW-XXXD ¹	Receiving Water Downstream of Point of Discharge XXX ¹

Note:

¹ Additional downstream monitoring sites will be labeled in sequential order starting from the spill receiving water point of entry.

6.20.6.1.2 Example Sample Bottle Label

THE DISTRICT

Station Number - ____

Station Name - ____

Analyte – Analysis Method _____

Date & Time: _____ Collected by: _____

6.20.6.2 Transport

All samples will be kept on ice from the time of collection to the time of receipt by laboratory personnel. All samples must be analyzed within maximum holding times.

6.20.6.3 Chain of Custody Form

Chain-of-Custody Record Form (COC) forms will be filled out by the Field Staff for all samples submitted to the laboratories. COCs will contain the following information:

- Sampler name
- Address (where the results will be sent)
- To whom the laboratory results are being sent
- Sample collection date and time
- Sample location
- Analysis method requested
- Sample container type
- Comments/special instructions
- Samples relinquished by (signature, print name, date)

6.20.7 Site Access and Safety Considerations

Access to monitoring locations must be assessed for safety considerations during each visit. Field staff should use caution at all times in evaluating roadway safety and right of way conditions. Specific safety concerns relating to surface water sampling includes potential slip, trip, and fall hazards, biological hazards, and swift water. To reduce safety risks, grab poles should be considered for sample collection at difficult to reach monitoring locations.

Unlike receiving water monitoring locations, drainage conveyance monitoring locations are often located in the street and require some level of traffic control based on the type of road and time of day. Compounding this issue is that spills frequently occur during rain events which make for even more dangerous road conditions. At all times, personnel safety should be the top priority, and monitoring should be delayed or relocated if safety is potentially compromised.

6.20.8 Reporting

Electronic reporting to the California Integrated Water Quality System (CIWQS) is required for all spills. For spills greater than 50,000 gallons and discharged to receiving waters, a Spill Technical Report is required within 45 days of the spill end date. The Spill Technical Report must contain the following:

-
- Spill causes and circumstances
 - Discharger's response to spill
 - Water quality monitoring information
 - Evaluation of spill impacts, including short- and long-term impact(s) to beneficial uses of surface waters

Spill report information is then used by Regional Water Quality Control Board staff to evaluate the relative impact to the environment and to form the basis of potential spill-specific enforcement actions.

7 Sewer Pipe Blockage Control Program

This chapter discusses the District's sewer pipe blockage control measures, including identification of problem areas, focused cleaning, and source control.

Requirements:

D.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.

The District does implement a Sewer Pipe Blockage Control Program despite the fact that fats, oils, grease (FOG), rags, and debris have not been identified as a significant source of blockages. In the past three years, only one (1) spill was attributed to debris. The District's maintenance crew targets and cleans the Preventative Maintenance Areas on a quarterly basis, with some areas cleaned monthly.

Annual inspections of food service establishments (FSEs) are conducted by the District's Environmental Special Programs Manager, with all inspections and violations regularly documented. Each new business must undergo a project submittal process to assess their FOG production potential. New restaurants are required to install a grease interceptor unless exempt based on their FOG production potential, which is determined through the Wastewater Discharge Survey that all new businesses must complete. Businesses that do not need a grease interceptor receive a waiver.

If the sewer maintenance staff detects a FOG issue originating from a restaurant, the Environmental Special Programs Manager is notified to investigate and identify the source. Once confirmed, FOG Best Management Practices (BMP's) are enforced, with regular follow-ups to ensure compliance.

Areas identified as prone to FOG production are placed on a regular cleaning schedule. These Preventative Maintenance Areas are cleaned quarterly, or monthly, depending on the severity.

During annual routine inspections, the District's Environmental Special Programs Manager distributes information and brochures to restaurants about the District's FOG program and proper disposal methods for fats, oils, grease, rags, and debris. The Environmental Special Programs Manager also provides a list of grease hauling companies to the restaurants. The District is working on adding grease interceptor best management practices (BMPs) to the Environmental section of the District of Coachella's website.

During the audit period, the District collaborated with Coachella Valley Water District to raise public awareness about reducing sewer system blockages through the CV Water Counts website (<https://cvwatercounts.com/>), which provides information on proper FOG disposal. Additionally, information on proper FOG disposal and grease interceptor BMPs is distributed to businesses during their annual inspections.

The District will be able to address sewer blockage prevention by using the new rates to fund additional staff. Current staffing levels have been determined to be insufficient to meet the demands of maintaining the sewer system.

Chapter 13, Article III (Wastewater Pretreatment) of the City Municipal Code provides the legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages. Chapter 13, Article IV (Wastewater Pretreatment) also provides the legal authority for site inspections and enforcement of violations of wastewater discharge regulations.

8 System Evaluation, Capacity Assurance, and Capital Improvements

This chapter discusses the District's capacity management measures, including the most recent Master Plan and recommended capacity improvement projects.

Requirements:

D.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 aboveground 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.

8.1 System Evaluation and Condition Assessment

The District's last sewer system master plan was performed in 2015, which included a model of the collection system. Hydraulic simulations were performed for the present (2015) and future build out scenarios, identifying system deficiencies and recommending upgrades for deficient pipe segments.

Currently, the District performs CCTV inspections on an as-needed basis. Any issues identified during these inspections are tracked by the maintenance crew and reported to the Superintendent for immediate rehabilitation or replacement. The District regularly updates and maintains its hydraulic model. When new developments request to connect to the public system, the District conducts a capacity analysis and updates the model based on new connections. The District is currently finding it more efficient to perform ongoing hydraulic analyses rather than budgeting for a new master plan. There is no sewer master plan update scheduled at this time. In the past, the hydraulic model was only used during the master plan creation period and was not updated until the next master plan. The District now finds it beneficial to have ongoing efforts to identify areas of concern and address system deficiencies continuously.

With the anticipated sewer rate increase, the additional funding will support increased staffing levels needed to carry out this work. Furthermore, the District will be able to enhance the frequency of CCTV inspections, enabling more consistent and proactive condition assessments of the sewer system.

8.2 Capacity Assessment and Design Criteria

The 2015 Master Plan included a capacity evaluation and identified capacity-related improvement projects for the collection system. The capacity assessment completed as part of the District's Sewer Master Plan was based on hydraulic modeling of the District's collection system under current (2015) and future design flows. Surcharged pipes were identified, and these pipe segments were recommended for upgrade.

The District has not experienced any sanitary sewer overflows due to hydraulic deficiencies in the sewer system in the past ten years. Likewise, modeling of the District's sewer system conducted during the preparation of the 2015 Sewer Master Plan indicated no overflows were anticipated due to hydraulic deficiencies.

The District plans to regularly update its hydraulic model from the 2015 master plan to continuously evaluate the sewer system's ability to convey existing and future peak flows. Additionally, this model will continue to identify areas with limited capacity and the need for system improvements and rehabilitation based on any capacity issues identified.

8.3 Prioritization of Corrective Action

Previously, the District assessed problem areas with recurring issues within the sewer system and ensured that they were cleaned regularly.

8.4 Capital Improvement Plan

The District has been implementing capital improvement projects in alignment with the 2015 Sewer Master Plan. In addition to scheduled CIP projects, the District has been performing rehabilitation and replacement projects as issues arise.

To address deficiencies identified in the 2015 Sewer Master Plan, the District recently contracted Dudek to design targeted improvement projects. This includes a capacity upgrade along Tyler St between Avenue 53 and Avenue 54. Additionally, the District has been undertaking other sewer main extension projects.

Funding for rehabilitation and replacement projects is allocated based on system needs. As budget permits, the District prioritizes projects involving pipelines that have reached capacity, as identified in the 2015 Sewer Master Plan.

9 Monitoring, Measurement and Program Modifications

This section of the SSMP discusses parameters the District tracks to monitor the success of the SSMP and how the District plans to keep the SSMP current.

Requirements:

D.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.

In the past, the District did not have a formal process for tracking the success of SSMP elements. As issues arose and elements changed, the District tracked certain segments of each element of the SSMP such as organizational changes and system maintenance. Currently, the District is motivated to be proactive about spill prevention and understand how tracking their SSMP elements will improve efficacy of this goal.

The District will perform regular tracking of the SSMP elements and their effectiveness. The District will develop a database, or similar tool, to maintain specific information related to the SSMP, as a central repository for changes to the SSMP and regularly track the success of SSMP elements, including the preventative maintenance activities noted above. The District will evaluate whether SSMP elements have changed so that changes can be documented in a Change Log to include the specific change, the date of the change and the name of the person making the change. The Change Log is included in **Appendix I**. Procedures and activities will be updated based on the tracking and assessment methods described therein. **Table 9-1** details a schedule for evaluating the Monitoring, Measurement, and Program Modifications.

Table 9-1: SSMP Update Schedule

Milestones	Frequency	Due DATES
Evaluate whether SSMP elements have changed	once a year	6/1 every year
Track the Success of SSMP Elements	once a year	6/1 every year
Assess the Preventative Operation and Maintenance Activities	once a year	6/1 every year

The District has a renewed commitment to improved tracking and updating their procedures and activities as needed. SSMP Audit findings will also be tracked and used to determine any necessary SSMP modifications. **Table 9-2** describes the monitoring parameters for tracking the effectiveness of each Plan Element, which the District will also review during the SSMP Audit, in addition to the schedule depicted in Table 9-1.

Table 9-2: SSMP Monitoring Parameters, by SSMP Element

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
SSMP Goal and Introduction	Provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the District's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur	<ul style="list-style-type: none"> • District is following SSMP Update Schedule • Annually review section
Organization	Document LRO(s), organization of District staff, contact information, and chain of communication for spill response	<ul style="list-style-type: none"> • Annually review section
Legal Authority	Ensure the District has sufficient legal authority required to implement the SSMP plans and procedures	<ul style="list-style-type: none"> • Annually review section
Operations and Maintenance Program	Minimize blockages and spills; properly manage, operate, and maintain all parts of the sanitary sewer system; ensure system operators (including employees, contractors, or other agents) are adequately trained	<ul style="list-style-type: none"> • Percentage of gravity sewer lines cleaned • Percentage of sewer lines inspected by televising • Number of lift station failures • Number of pipe failures • Regular training related to SSMP requirements • Equipment inventory tracked • Annually review section
Design and Performance Provisions	Maintain updated design and construction standards & specifications for new sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sewer systems.	<ul style="list-style-type: none"> • Annually review section
Spill Emergency Response Plan	Provide timely and effective response, detection, mitigation, clean up, investigation, and documentation to spill emergencies; and comply with regulatory reporting requirements	<ul style="list-style-type: none"> • Average and maximum response time • Percent of total overflow volume contained or returned to sewer • Compliance with notification, monitoring, and reporting requirements • Staff and contractors are implementing the Spill Emergency Response Plan • Perform regular training on the Spill Emergency Response Plan. • Contain any spills 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

Table 9-2: SSMP Monitoring Parameters, by SSMP Element

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
		<ul style="list-style-type: none"> • Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters • Spill events are documented and reported as required in the General Order • Spill responses are assessed • Conduct annual review of Spill Emergency Response Plan • Annually review section
Sewer Pipe Blockage Control Plan	Incorporating sewer pipe blockage control measures, including identification of problem areas, focused cleaning, and source control.	<ul style="list-style-type: none"> • Number of blockages due to FOG, rags, debris, etc. • Number of overflows due to FOG, rags, debris, etc. • Number of FOG producing facilities inspected • Number of enforcement measures at FOG producing facilities • An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule • Implementation of source control measures • Plan and schedule for a public education and outreach program • Annually review section
System Evaluation, Capacity Assurance, and Capital Improvements	Evaluate procedures and activities for: (1) routine evaluation and assessment of system conditions; (2) capacity assessment and design criteria; (3) prioritization of corrective actions; and (4) a capital improvement plan.	<ul style="list-style-type: none"> • Number of spills due to capacity limitations or wet weather • Date of completion of most recent sewer master plan, including flow metering and/or hydraulic modeling updates • 3-year backlog for capacity improvement projects • Utilize CCTV inspection and assessment and tracking system deficiencies • Prioritize projects based on their need for repair and replacement • Evaluate system deficiencies with recurrent issues and how these can be turned into rehabilitation or replacement projects. • Creation of a schedule to complete these projects • Document system evaluation and condition assessment inspections and activities • Determine solutions to address infiltration & inflow (I/I), aging infrastructure, corrosion due to sulfuric acid, and sags in the system due to unstable soil • Determine solutions to protect from heavy rains, earthquakes, and other impacts of climate change

Table 9-2: SSMP Monitoring Parameters, by SSMP Element

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
		<ul style="list-style-type: none"> • Determine funding sources • Annually review section
Monitoring, Measurement and Program Modifications	Evaluate effectiveness of SSMP, keep SSMP up-to-date, and identify necessary changes	<ul style="list-style-type: none"> • Document SSMP information • Follow schedule for reviewing SSMP information • Determine effectiveness of each Plan Element • Assess the success of preventive operation and maintenance activities; • Update Plan procedures and activities based on evaluation • Identify and illustrate spill trends • Annually review section
Internal Audits	Formally identify SSMP effectiveness, limitations, and necessary changes	<ul style="list-style-type: none"> • Date of completion of last annual audit • Audits occur during original audit cycle • Audit is uploaded to CIWQS within 6 months of due date • Deficiencies found during the audit are addressed and corrected • Annually review section
Communication Program	Communicate with the public and satellite agencies.	<ul style="list-style-type: none"> • SSMP is uploaded/updated on District's website & CIWQS • Plan and schedule for a public education and outreach program • Notification program to the public for sewer system management and information on spills and discharges • Annually review section

The District will use the specific monitoring parameters listed in Table 9-2 and documented on the tracking sheet included in **Appendix J** to assist in completion of the annual SSMP Audit described in Plan Element 10, Internal Audits. The District will also continue to collect data for all performance measures currently tracked. This additional information that the District collects, such as customer complaints and length of pipe cleaned, will be used to support or further evaluate the success and limitations of the SSMP as needed.

The District has consistently tracked the components listed in **Table 9-3** to quantitatively determine the effectiveness of preventive operation and maintenance activities. Using this data and comparing it to spill data shown in **Table 9-4**, the current preventative operation and maintenance activities appear to be successful in reducing spills. However, once the District increases staffing levels and establishes a regular CCTV inspection program, they are confident this will ensure spills are further minimized by reaching their goal to CCTV inspect the entire system every (5) to seven (7) years (or approximately 14-20% a year), as well as performing regular rehabilitation and replacement projects to rectify condition- and capacity-deficient pipelines and infrastructure.

Table 9-3 Preventive Operation and Maintenance Activities to Track

Description of work event
Total length of gravity sewer lines cleaned
Percentage of gravity sewer lines cleaned
Total number of manhole inspections
Total length of sewer lines inspected by televising
Percentage of sewer lines inspected by televising

Table 9-4 shows the spill trends for the District. If spills do occur in the future, the District will include data related to spill frequency, locations, and estimated volumes.

Table 9-4: Spill Trends from 2014 to 2024

Year	No. of Spills				
	Category 1	Category 2	Category 3	Category 4 ¹	Total Spills
2014	0	0	0	N/A	0
2015	0	0	0	N/A	0
2016	0	0	0	N/A	0
2017	0	0	0	N/A	0
2018	0	0	0	N/A	0
2019	0	0	0	N/A	0
2020	0	0	0	N/A	0
2021	0	0	0	N/A	0
2022	0	0	1	N/A	1
2023	0	0	1	0	1
2024	0	0	0	0	0

Note:

¹ Category 4 spills are reported in 2023 and beyond.

10 Internal Audits

This chapter discusses the District's SSMP auditing program.

Requirements:

D.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 the General Order.

The reissued State Water Resources Control Board's Order Number WQ 2022-0103-DWQ requires that an agency conduct an internal audit of its SSMP at least once every three (3) years. The audit is to evaluate how the District has developed and implemented each of the eleven elements of the SSMP and how each element is functioning to assist in the prevention of sanitary sewer spills. The audit report shall be kept on file at the District offices and uploaded to the online California Integrated Water Quality System (CIWQS) database within 6 months after the end of the 3-year audit period. Any deficiencies found during the audit are addressed and corrected.

The due dates for the District's SSMP and SSMP audits can be found here using the District's WDID (7SS010520):

https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

In 2025, the District contracted with Dudek to complete its audit and work closely with the District's staff to review the SSMP, its implementation, and the effectiveness of the District's efforts in reducing spills.

The District plans to complete audit requirements and due dates corresponding to the original audit cycle deadlines. The District's next SSMP audit is to be completed and uploaded to CIWQS by February 2, 2028. During this next audit, the District will:

- Evaluate the effectiveness of each SSMP element and identify areas of improvement.
- Assess progress in implementing the SSMP and preventing sanitary sewer spills.
- Review monitoring, measurement, and program modifications under Element 9.
- Summarize system improvements completed in the previous year.
- Outline planned system improvements for the upcoming year, including a proposed schedule.

Audit findings and recommendations will be incorporated into future SSMP Updates to ensure continuous improvement and regulatory compliance.

11 Communication Program

This section of the SSMP discusses the District's communications with the public.

Requirements:

D.11. COMMUNICATION PROGRAM: The Plan must include the following items as appropriate and applicable to the Enrollee's system:

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.

The District maintains its 2015 Sewer Master Plan Update on its website (<https://www.coachella.org/departments/public-works-department/sanitation-division>), for public review. While the District's SSMP is not currently available online, it will be published on the website soon. Hardcopy versions of the SSMP are available at the Wastewater Treatment Plant and are also stored digitally on the District's server.

The District intends to present the updated SSMP at a future Board meeting and incorporate opportunities for public input regarding any sewer system concerns following its publication online. Once approved by the District's Board on September 10, 2025, the SSMP will be maintained on the Sanitation Division section of the District's website.

The District utilizes the CV Water Counts website (<https://cvwatercounts.com/>) to educate the public on proper FOG disposal, spill notification, and other sewer system information. The District is considering adding a link to the CV Water Counts website on their own site to direct the public to more detailed information on FOG disposal and spill notification. The District also communicates to the public regarding spills and discharges using social media and its website.

Appendix A

The Reissued WDR: Order Number WQ 2022-0103-DWQ

INTENTIONALLY LEFT BLANK



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



Jeanine Townsend for
Clerk to the Board

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

Table of Contents

1.	Introduction	4
2.	Regulatory Coverage and Application Requirements	5
2.1.	Requirements for Continuation of Existing Regulatory Coverage	5
2.2.	Requirements for New Regulatory Coverage.....	5
2.3.	Regulatory Coverage Transfer	7
3.	Findings	7
3.1.	Legal Authorities	7
3.2.	General	11
3.3.	Water Quality Control Plans, Policies and Resolutions	14
3.4.	California Environmental Quality Act.....	16
3.5.	State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders	16
3.6.	Notification to Interested Parties	17
4.	Prohibitions	17
4.1	Discharge of Sewage from a Sanitary Sewer System.....	17
4.2.	Discharge of Sewage to Waters of the State.....	17
4.3.	Discharge of Sewage Creating a Nuisance.....	18
5.	Specifications.....	18
5.1.	Designation of a Legally Responsible Official	18
5.2.	Sewer System Management Plan Development and Implementation.....	18
5.3.	Certification of Sewer System Management Plan and Plan Updates.....	19
5.4.	Sewer System Management Plan Audits	19
5.5.	Six-Year Sewer System Management Plan Update.....	21
5.6.	System Resilience.....	22
5.7.	Allocation of Resources	22
5.8.	Designation of Data Submitters.....	22
5.9.	Reporting Certification.....	22
5.10.	System Capacity	23
5.11.	System Performance Analysis	23
5.12.	Spill Emergency Response Plan and Remedial Actions	23
5.13.	Notification, Monitoring, Reporting and Recordkeeping Requirements	24
5.14.	Electronic Sanitary Sewer System Service Area Boundary Map.....	26
5.15.	Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems	26
5.16.	Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services	27
5.17.	Unintended Failure to Report	27

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

5.18. Duty to Report to Water Boards 27

5.19. Operation and Maintenance 27

6. Provisions 27

6.1. Enforcement Provisions 27

6.2. Other Regional Water Board Orders 30

6.3. Sewer System Management Plan Availability 31

6.4. Entry and Inspection 31

Table of Attachments

Attachment A – DefinitionsA-1

Attachment B – Application for EnrollmentB-1

Attachment C - Notice of Termination.....C-1

Attachment D – Sewer System Management Plan – Required ElementsD-1

Attachment E1 – Notification, Monitoring, Reporting and Recordkeeping RequirementsE1-1

Attachment E2 – Summary of Notification, Monitoring and Reporting Requirements.....E2-1

Attachment F – Regional Water Quality Control Board Contact Information F-1

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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/) (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](#)

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

(<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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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)

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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:

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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/).

(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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) (<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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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 31 st date	July 1 st date after audit period
<i>Example</i>	<i>Certified Sewer System Management Plan Submittal Date of August 2, 2025 Audit Period of August 2, 2025 through December 31, 2027</i>	<i>July 1, 2028</i>

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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
<i>Example</i>	<i>Last required Audit Period start date of August 2, 2021; Audit Period of August 2, 2021 through August 1, 2024</i>	<i>February 1, 2025</i>

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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) (<https://ciwqs.waterboards.ca.gov>) prior to the individuals establishing a [CIWQS user account](https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) (<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."

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS 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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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:

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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,

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

- 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.

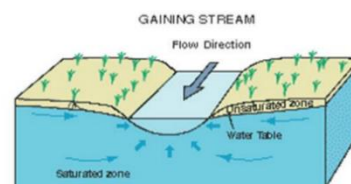
Governing Entity

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/).
(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:

[illegible]

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

Table of Contents

1.	Sewer System Management Plan Goal And Introduction	D-2
1.1.	Regulatory Context	D-2
1.2.	Sewer System Management Plan Update Schedule.....	D-3
1.3.	Sewer System Asset Overview	D-3
2.	Organization	D-3
3.	Legal Authority	D-4
4.	Operation And Maintenance Program.....	D-4
4.1.	Updated Map of Sanitary Sewer System	D-4
4.2.	Preventive Operation and Maintenance Activities	D-4
4.3.	Training	D-5
4.4.	Equipment Inventory	D-5
5.	Design And Performance Provisions	D-5
5.1.	Updated Design Criteria and Construction Standards and Specifications.....	D-5
5.2.	Procedures and Standards.....	D-5
6.	Spill Emergency Response Plan.....	D-6
7.	Sewer Pipe Blockage Control Program.....	D-7
8.	System Evaluation, Capacity Assurance and Capital Improvements.....	D-7
8.1	System Evaluation and Condition Assessment	D-7
8.2.	Capacity Assessment and Design Criteria	D-8
8.3.	Prioritization of Corrective Action	D-9
8.4.	Capital Improvement Plan	D-9
9.	Monitoring, Measurement and Program Modifications.....	D-9
10.	Internal Audits	D-10
11.	Communication Program	D-10

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

Table of Contents

1.	Notification Requirements	E1-3
1.1.	Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services	E1-3
1.2.	Spill Notification Information	E1-4
1.3.	Notification of Spill Report Updates	E1-4
2.	Spill-Specific Monitoring Requirements	E1-5
2.1	Spill Location and Spread	E1-5
2.2	Spill Volume Estimation	E1-5
2.3.	Receiving Water Monitoring	E1-5
2.4.	Safety and Access Exceptions	E1-8
3.	Reporting Requirements	E1-8
3.1.	Reporting Requirements for Individual Category 1 Spill Reporting	E1-8
3.2.	Reporting Requirements for Individual Category 2 Spill Reporting	E1-12
3.3.	Monthly Certified Spill Reporting for Category 3 Spills	E1-14
3.4.	Monthly Certified Spill Reporting for Category 4 Spills	E1-16
3.5.	Amended Certified Spill Reports for Category 3 Spills	E1-16
3.6.	Annual Certified Spill Reporting of Category 4 and/or Lateral Spills	E1-16
3.7.	Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills”	E1-16
3.8.	Electronic Sanitary Sewer System Service Area Boundary Map	E1-17
3.9.	Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)	E1-17
3.10.	Sewer System Management Plan Audit Reporting Requirements	E1-19
3.11.	Sewer System Management Plan Reporting Requirements	E1-19
4.	Recordkeeping Requirements	E1-20
4.1.	Recordkeeping Time Period	E1-20
4.2.	Availability of Documents	E1-20
4.3.	Spill Reports	E1-20
4.4.	Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills	E1-21
4.5.	Sewer System Telemetry Records	E1-22
4.6.	Sewer System Management Plan Implementation Records	E1-22
4.7.	Audit Records	E1-23

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

4.8.	Equipment Records.....	E1-23
4.9.	Work Orders.....	E1-23

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) (<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;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

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;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- 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) (<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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- 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;

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- 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);

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

- 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

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER 2022-0103-DWQ

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	<p>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:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	<ul style="list-style-type: none"> • 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. 	<p>(Section 2 of Attachment E1)</p>
Reporting	<ul style="list-style-type: none"> • 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. 	<p>(Section 3.1 of Attachment E1)</p>

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	<p>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:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>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:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p>Not applicable to a spill of less than 1,000 gallons.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • 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

Appendix B

Coachella Sanitary District and City of Coachella Boundary Map




INTENTIONALLY LEFT BLANK



Coachella Sanitation District Service Area

Legend

Boundaries

-  Coachella City Limits
-  Coachella Sanitation District Service Area
-  Sphere of Influence

City of Coachella

PRELIMINARY

Note:
Sphere of Influence per the agreement
between CVWD & City of Coachella
dated January 9, 2008.

Figure 1
Coachella Sanitation District
Service Area
Water and Sewer Boundaries
City of Coachella



Appendix C

Chapter 13.01 (Sewers and Sewage Disposal) of the Municipal Code

INTENTIONALLY LEFT BLANK



Chapter 13.01 SEWERS AND SEWAGE DISPOSAL¹

Article I In General

13.01.001 Area served.

The city of Coachella municipal code Title 13, Public Utilities, provides for the regulatory framework for sewer and water services for the city of Coachella and the recognized sphere of influence in Riverside County, California. This title may be referred to as the public utilities ordinances. The public utilities ordinance pertains to water, sewer, and electric system service to land or improvements, or both, lying within the boundaries of the city, unless specific provision is made by agreement with the city for service outside of city limits. If sewer and water do not exist in the immediate area, the applicant, owner, or the customer shall provide or finance such facilities and/or capacity. The owner of the property outside of a then-existing city limit, which property has adequate sewer and water facilities and/or capacity or funds therefore, must cause all such facilities and/or capacity or funds to be transferred to the city.

Property not within the incorporated boundaries of the city and which is to be provided with service by the city, is subject to annexation to the city of Coachella. Annexation to the city may, in turn, be subject to annexation to other agencies, except as otherwise provided by agreement.

The city, at its discretion, may from time to time contract with an applicant, owner, or customer to initiate and pursue to completion the establishment of a financing district and the sale of bonds to provide the funds to construct the necessary sewer, water, and/or recycled water facilities or system capacity necessary for service to collection and distribution facilities that are required to provide the applicant, owner or customer as a condition of obtaining service from the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.002 Service conditions.

- A. Sewer and water system service shall be provided by the city only if a permit for such sewer and/or water system service is obtained in the manner hereinafter provided, unless otherwise determined by the city council.
- B. Sewer and water system service shall be available only in accordance with the rules and regulations, as well as applicable federal, state, and local statutes, ordinances, regulations, and contracts, and other requirements including, but not by way of limitation, the California Water Code, and other state statutes and regulations imposed by the California Regional Water Quality Control Board - Colorado River Region, and State and local health departments, as well as the terms of any service agreement and permit issued by the city. Any such permit may be revoked by the city and thereupon all such sewer and water system service shall cease in the manner provided for in the city Code of Ordinances.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

¹State law reference(s)—Sewers generally, Health and Safety Code § 4600 et seq.; authority of City to regulate construction of sewers, Government Code §§ 38660, 38900.

13.01.003 Application procedure.

- A. Sewer and Water Permit Application. An application for sewer and water must be made in writing, signed by the applicant, and the owner or customer, if they are not one in the same. The utilities general manager in his/her discretion may provide an abbreviated form of the application for permits when no unusual facts are determined in his/her discretion to exist. Other than specified above, the form of application shall be furnished by the city.
 - 1. An applicant for sewer and water service permit under this chapter must comply with the requirements of any and all applicable federal, state, and local statutes, ordinances, resolutions, rules and regulations and other requirements.
- B. Discharge Permit Application. An applicant for sewer service may be required to obtain a discharge permit for use of the city's sewerage facilities in addition to the permit required for all applicants for sewer service. The conditions under which a discharge permit may be required are based on the quantities and constituents of wastewater discharged into the city's sewerage facilities. The applicant shall comply with all federal and state requirements including, but not by way of limitation, any and all requirements of the Environmental Protection Agency (EPA) and any commitments for reimbursements required by the EPA in excess of the charges of the city. These requirements are set forth in the Federal Water Pollution Control Act and the Code of Federal Regulations, which by this reference are herein incorporated as though set forth in full.
- C. The city may, at its discretion, require specific prior approval of any permit by any federal, state, and or local agency having jurisdiction over an interest in the operation of the city's facilities.
- D. The utilities general manager review applications and shall render a decision on completed applications. The utilities general manager shall review the application and make such investigation relating thereto as deemed necessary. The utilities general manager may prescribe requirements in writing to the applicant as to the facilities necessary to be constructed, manner of connection, the financial requirements, and the use of service including the availability of adequate water and sewerage system facilities, and in cases of sewer service pretreatment facilities, if necessary, to insure initial and future continued compliance with the city's ordinance and rules and regulations and any other applicable requirements.
- E. An applicant may appeal the utilities general manager's decision on an application by following the procedures in Sections 13.02.780 and 13.02.785.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.004 Size, location, and installation of service line or lateral sewer.

- A. Water Service Lines. The city reserves the right to determine the size of the water service lines, the service connections, and the meters and shall also have the right to determine the kind and size of backflow protection devices for potable water services, in accordance with Title 13 Public Utilities, and any and all other appurtenances to service. The water service lines shall be installed to a curb line or property line of the customer's property, abutting upon a public street, highway, alley, easement, lane, or road other than a freeway in which are installed water mains of the city.
- B. Lateral Sewer and Lateral Connections. The city shall determine and specify in the permit the size, location, and manner of installing the sewer lateral. Such design shall be in accordance with the city's Standard Details manual. If a lateral sewer is installed by the applicant, owner, or customer, the lateral sewer joints shall remain exposed until they are inspected and approved by the city. The size, slope, alignment, and materials of construction of the customer's building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling of the trench shall conform to the city's Standard Detail Manual up to

the city's jurisdiction and from there on to applicable plumbing codes enacted and enforced by the city of Coachella.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.005 Limitations on service connections.

- A. Water Service Connections - Each residence and/or building under separate ownership must be provided with a single and separate water service connection and water meter except under special conditions as determined by the city. Except as provided below, two or more buildings under one ownership and on the same parcel of land shall be supplied by a single water meter.
1. The city reserves the right to limit the number of buildings, such as apartments or the area of land under one ownership to be supplied by one water service connection and meter.
 2. Except for a condominium building, not more than one water meter for domestic or commercial supply shall be installed for one building, except under special conditions as determined by the city.
 3. A water service connection and water meter shall not be used to supply adjoining property of a different property owner, or to supply property of the same owner across the street or alley.
 4. When property provided with a water service connection and water meter is subdivided, such connection and meter shall be considered as serving the lot or parcel of land that it directly or first enters. Additional water mains and/or service lines will be required for all subdivided areas in accordance with this ordinance.
 5. All water used on any premises where a meter is installed must pass through the meter. Customers shall be held responsible and charged for all water passing through their meters.
 6. Every water service shall be equipped with an angle curb stop or wheel valve on the inlet side of the meter; such valve or angle curb stop being intended exclusively for the use of the city in controlling the water supply through the service line. If the curb stop or wheel valve is damaged by the customer's use to an extent requiring replacement, such replacement shall be at the customer's expense.
 7. If the customer's rate of consumption results in excessive wear of the meter, or is such that the meter is unable to measure the flow of water accurately, the city may increase the size of the meter and require payment of the actual cost of installing the new meter.
- B. Lateral Sewer.
1. For single family detached unit residential development, a separate and independent lateral sewer shall be provided for every individual parcel or building under individual ownership.
 2. For condominium developments the following minimum number of lateral sewer shall be provided:
 - a. Non-Stacked: One lateral per every two units - Four inch size.
 - b. Two Story Stacked: One lateral per every four units - Six inch size.
 - c. Multi-Story: Two laterals per building - Six inch size.
 3. For apartment developments the following minimum number of lateral sewers shall be provided, one lateral per building - Six inch size.
- C. The city reserves the right to limit the number of buildings or the area of land under one ownership to be connected to one lateral sewer.

-
- D. When property provided with a lateral sewer is subdivided, such lateral shall be considered as serving the lot or parcel of land that it directly first enters. Additional sewer and/or lateral sewers may/will be required for all subdivided areas in accordance with the city ordinance.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.006 Illegal connections.

No person shall make connection to the city's sewer and water system facilities without a permit or except as provided in the permit issued by the city. Specifically, but not by way of limitation as to any connection to the city's sewerage facilities, no roof downspouts, exterior foundation drains, areaway drains, carwash pads not covered by a roof, or other sources of runoff or groundwater shall be connected to a city sewer facility or to a building sewer or drain that in turn is connected directly or indirectly to a city sewer facility.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.007—01.009 Reserved.

13.01.010 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Applicant" means the person making application for a permit for a sewer or plumbing installation and shall be the owner of premises to be served by the sewer for which a permit is requested, or his authorized agent.

"Bedroom" means any room exclusive of a living room, kitchen, dining room, laundry room or bathroom which is either regularly used for sleeping purposes regardless of size, or which may be used for sleeping purposes and has a floor area of not less than sixty (60) square feet, and shall include any study, den, rumpus room or family room which has a floor area of not less than sixty (60) square feet.

"BOD" or "biochemical oxygen demand" is the measurement of the dissolved oxygen used by microorganisms in the biochemical oxidation of the organic matter.

"Building" means any structure used for human habitation or a place for business, industry, recreation or any other purpose containing sanitary plumbing facilities.

"Building sewer" means that portion of any sewer beginning at the plumbing or drainage outlet of any building and running to the property line or to a private sewage disposal facility. Unless otherwise provided for, building sewers are not the property or responsibility of the city, but remain in the ownership of and responsibility of the private property owner.

"City" means the city of Coachella.

"Commercial users" includes all retail stores, restaurants, office buildings, laundries and other private business and service establishments, schools, churches and all public and private institutions.

"Depositor" means the person making a deposit with the city.

"Direct costs" means any costs that are directly attributable to and for the sole benefit of a fund. Such costs include but are not limited to salaries and related benefits and departmental expenses for supplies, communications, utilities, rents and leases, equipment maintenance, professional services, insurance, memberships, conferences, training and employee educational requirements.

"District" means the Coachella Sanitary District.

"Floatable hydrocarbon oil" means hydrocarbon oil floating to the surface of a sample of water when it is retained for one hour in a quiescent condition in a vessel with vertical walls filled to a depth of thirty (30) centimeters.

"Floatable oil and grease" means oil and grease floating to the surface of a sample of water when it is retained for one hour in a quiescent condition in a vessel with vertical walls filled to a depth of thirty (30) centimeters.

"General and departmental overhead."

1. "Maintenance and operating fund." Rental costs attributable to building occupancy shall be allocated based on the pro rata share of floor space used.
2. "Sewer capital fund." Costs attributable to the expenditure of such funds not directly chargeable to a construction project. Such costs are to be limited to a fixed percentage of the construction cost of a construction project not to exceed ten (10) percent. Such percentage is to be deemed for the purpose of paying for the project's general and departmental administrative costs of the city.

"House connection sewer" means the portion of a sewer lying within a public street connecting a building sewer to the main sewer. Industrial users means all users classified as industrial under the Federal Water Pollution Control Act (33 USC § 1251 et seq.), and shall include all fruit/produce and or agricultural processes.

"Lateral sewer" means the same as building sewer.

"Local sewer system" means a sewer system consisting of but not limited to sewer lines, manholes, stub-outs, and/or house connection sewer laterals designed and intended to serve a particular tract or group of dwellings.

"Multiple-family residence" means a structure or group of structures, separate or connected, on one parcel of land, occupied or intended for occupancy by more than one family or living group.

"Nondomestic wastewater" means wastewater arising from or associated with a nondomestic operation. Such operation shall be understood to include the following: production or refining of petroleum; production, processing, packing or canning of fruits, vegetables, meat or beverages; laundering of clothes in public laundries; public self-service laundries; hospitals; restaurants; vehicle service facilities, wash racks and garages; production of fertilizer; keeping of livestock or poultry and operation of dairies; production or dyeing of textiles; production of soap and other detergents or chemicals; production and processing of plastic; cleaning of tanks, tank cars or barrels; plating or processing of metals; processing or reclamation of refuse; the washing of equipment or spaces used in nondomestic operations; and any other similar manufacturing, processing and servicing operations. Nondomestic wastewater does not include the following: wastewaters from the operation of hotels, schools, single or multiple residences and places engaged exclusively in retail business.

"Owner" means the person having legal title to a property or the person having an interest in a property through a contract of sale, long-term lease or similar agreement.

"Permit" means any written authorization required pursuant to this chapter or any other regulation of the city for the installation or use of any part of the sewer system.

"Pollution" means the manmade or man-induced alteration of the chemical, physical, biological and radiological integrity of water, dredged soil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

"Private sewage disposal facility" means an independent sewage disposal system not connected with a public sewer and which accommodates one or more structures, buildings or industries.

"Property" means a parcel of land together with any buildings or appurtenances.

"Public sewer" means a sewer lying within a street and which is controlled by or under the jurisdiction of the city.

"Residential users" mean any single-family home, apartment or condominium unit or mobile home park for the purpose of sewer use charge determination.

"Sanitary sewer" means a sewer which carries sewage and to which stormwater, surface water and groundwater are not intentionally admitted.

"Service unit (SU)." The service unit is derived from a mathematical formula in which daily flow, biochemical oxygen demand and suspended solids are converted to a numerical value in proportion to residential levels for the same three variables.

"Service unit rate" is the monthly charge per service unit.

"Sewage" means a combination of water-carried wastes from residences, structures, business buildings, institutions and industrial establishments.

"Sewage factor (SF)" is an assigned percentage used to calculate sewage flows from water meter readings derived statistically using methods established by the public works department.

"Sewer connection permit" means a permit used for the connection of a property to the sewer system.

"Sewer deposits" means funds provided by property owners pursuant to Section 13.01.312 for guarantee of payment of sewer service charges. These funds are recorded and accounted for in the maintenance and operating fund and only the interest earnings may be used for maintenance and operating expenses.

"Sewer service charge" is the product of service units and the service unit rate.

"Sewer system" means all facilities owned and operated by the city or owned or operated by others for the benefit of the city for collecting, pumping, treating and disposing of sewage.

"Single-family residence" means a single structure together with any garage, guestroom, servant's quarters or similar appurtenant structure on a parcel of land designed for use by one family or living group.

"Source" means a point of discharge to the sewer system.

"Special sewer permit" means a permit issued for a special use of the sewer system.

"SS" or "suspended solids" means that fraction of the total solids with particle size greater than one micron as determined by passing a known volume of liquid through a filter.

"Street" means any public highway, road, street, avenue, alley, way, public place, public easement or right-of-way.

"Stub-out" means a partial house connection sewer extending laterally from the sewer main to a point just beyond the edge of the pavement or curbing which is within the right-of-way adjoining the properties which will be served by the sewer main.

"Trailer space" means an area within a trailer court designated for use by a trailer, whether the space is occupied or not, provided the space is served by plumbing connected to the sewer system.

"User" means the recipient of wastewater collection and treatment services.

"Utility" means an enterprise operated for the benefit of the citizens of the city.

"Utilities general manager" means the person in charge of the sewer, water, and other city owned utilities, appointed by the city manager.

"Water supply" means the water supply serving the area tributary to the city's community sewer system. Water supply to an individual establishment shall be interpreted as meaning specifically a composite analysis over

a 12-month period of samples of the water served to an establishment or location as determined by testing and compositing samples and analyses approved by the sewer superintendent.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.011 Applicability.

- A. This chapter shall apply only to sewer facilities constructed with the proceeds of the sewer revenue of the city and Coachella Sanitary District, and additions, extensions and improvements thereto.
- B. This chapter is intended to provide rules and regulations for the construction and use of sanitary sewer facilities installed, altered or repaired within the city after the formation of the Coachella Sanitary District and the city of Coachella. This chapter shall not apply retroactively except that it shall apply to bills, deposits and guarantees outstanding. In the event of an alteration or repair is hereafter made, it shall apply only to the new materials and methods used therein.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.012 Compliance.

- A. All work with respect to sewer construction and disposal of sewage and drainage of buildings and connection to the sewer system of the city shall be done in conformity with this chapter and not otherwise.
- B. No person shall connect to, construct, install, provide, maintain or use any means of sewage disposal from any building in the city other by connection to a public sewer, or inhabit or produce any sewage in any building not connected to a public sewer, except in the manner provided in this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.013 Utilities general manager.

- A. The city manager shall appoint a utilities general manager, which office shall be under the terms and subject to the provisions of Title 13. The salary of the utilities general manager shall be fixed by the council from time to time by resolution.
- B. The utilities general manager shall have power and it shall be his/her duty to enforce all rules and regulations concerning the sanitary sewer system and publicly owned treatment works (POTW) and any other utilities owned, operated, and maintained by the city, to supervise the maintenance and operation of the system and to make necessary repairs thereto.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.014 Connection required for certain premises.

- A. The owner of any building occupied by humans situated within the city and abutting on any street or easement in which there is now located or may in the future be located a public sewer of the city which will serve the building is hereby required, at their expense, to connect the building directly with the proper public sewer in accordance with the provisions of this chapter, within ninety (90) days after the date of official notice to do so, provided the public sewer is within two hundred (200) feet of the nearest point of the building and that the property's onsite septic system has failed. For purposes of this section, the house connection sewer shall be considered a portion of the public sewer.

-
- B. Commercial, industrial and public buildings or institutions as well as residential buildings shall be required to connect to the sewer system upon notice as provided in this section.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.015 Unlawful disposal of waste.

It shall be unlawful for any person to place, deposit or permit to be deposited upon public or private property within the city, or in any area under the jurisdiction of the city, any human excrement, garbage or other objectionable waste.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.016 Pollution of waters.

It shall be unlawful to discharge into any stream or watercourse any sewage, wastes or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.017 Compliance required prior to occupancy.

No building, industrial facility or other structure shall become occupied until the owner of the premises has complied with all applicable rules and regulations of the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.018 Septic tanks, privies, etc.

Except as provided in this chapter, it shall be unlawful to construct any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of sewage.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.019 Notice of violation.

- A. Any person found to be violating any provision of this chapter or any other ordinance, rule or regulation of the city pertaining to the sewer system shall be served by the utilities general manager or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Service shall be in person or by certified mail.
- B. The time for correction shall be not less than two and not more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations.
- C. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this chapter or any other ordinance, rule or regulation of the city. Upon being notified by the utilities general manager of any defect arising in any sewer or of any violation of this chapter, the person having charge of such work shall immediately correct the defect.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.020 Use of noncomplying building.

- A. Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this chapter or any other ordinance, rule or regulation of the city is hereby declared to be a public nuisance. The city may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.
- B. In addition to abatement proceedings, the city may elect to pursue any enforcement mechanism in Chapter 13.02.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.021 Disconnection of service.

As an alternative method of enforcing the provisions of this chapter or any other ordinance, rule or regulation of the city pertaining to the sewer system, the utilities general manager shall have the power to disconnect the user from the sewer mains of the city. Upon disconnection, the utilities general manager shall estimate the cost of disconnection from and reconnection to the system and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. Any part of the deposit remaining after payment of all costs of disconnection and reconnection shall be refunded.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.022 Occupation of building while service disconnected.

During the period of disconnection as provided for in Section 13.01.021, habitation of such premises by human beings shall constitute a public nuisance, whereupon the city may utilize any enforcement mechanisms available, including but not limited to causing proceedings to be brought for the abatement for the occupancy of such premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the city a reasonable attorney's fee and cost of suit arising in such action.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.023 Liability of city.

The city and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any applicant for sewer service. The applicant shall be answerable for and shall save the city and its officers, agents and employees harmless from any liability imposed by law upon the city or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending such action or in seeking to enforce this provision. The applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.024 Liability for damage caused by violations.

- A. Any person violating any of the provisions of this chapter and other ordinances, rules or regulations of the city pertaining to the sewer system shall become liable to the city for any expense, loss or damage sustained by the city by reason of such violation.

-
- B. Nonpayment of amounts due under subsection (a) may become a lien on the property on recording a notice of lien against the property with the county recorder's office.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.025—13.01.040 Reserved.

Article III Building Sewers and Connections

13.01.251 Connection permit required; payment of fees.

In accordance with Article IV of this chapter, no person shall connect to the sewer system without first obtaining a written permit from the city and paying all fees and connection charges as required therein.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.252 Separate connection required for each building; exception.

- A. No owners of separate properties shall be permitted to join in the use of the same building sewer. Every property on which structures are situated and are to be connected with a public sewer shall be separately connected except as provided in this section.
- B. Adjacent properties owned by the same property owner may be served by the same house connection sewer or building sewer so long as the properties remain under the ownership of the same property owner. If a property owner sells a portion of his property and any buildings on the property so sold are not separately connected with a public sewer, they shall be so connected at no expense to the city. Following the sale of a portion of a property owner's property it shall be unlawful for the owner of the portion sold or the original property owner to continue to use or maintain a common building sewer or a connection to a common house connection sewer.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.253 Cleanouts.

Cleanouts in building sewers shall be provided where the building sewer joins the house connection sewer and in accordance with the rules, regulations and ordinances of the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.254 Sewage pump.

If any building sewer is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means approved by the city, and discharged to the public sewer at the expense of the owner.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.255 Location of connection.

- A. If a public sewer is available in a street adjoining the property to be served, the connection of the house connection sewer to the public sewer shall be made at the public sewer main. The property owner shall construct one house connection sewer from the existing public sewer main to the property to be connected. The property owner shall obtain proper excavation/encroachment permits and work is to be completed by a properly licensed contractor.
- B. The house connection sewer shall be constructed in accordance with the standard specifications of the city which are in effect at the time of construction. If the applicant desires or requires an additional house connection sewer or any special construction, the owner shall pay for the cost of the additional sewer connection or additional cost of the special construction in accordance with city specifications, at no cost to the city.
- C. If a public sewer is not available in a street adjoining the property to be served, the owner shall either construct private sewage disposal facilities in accordance with Article VII of this chapter or shall extend the existing sewer system in accordance with Article VI of this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.256 Maintenance of house connection sewer.

- A. Any stub-out and, following connection by the property owner to the city's sewer system, the house connection sewer shall be maintained and repaired by the city's utilities department from the point of connection with the sewer main line to the property line closest to the sewer main; provided, however, it shall be the property owner's responsibility to repair such house connection sewer which is damaged as a result of the negligent or intentional acts of the property owner, its tenants, lessees, subcontractors, agents, or employees.
- B. The property owner shall defend, indemnify, save and hold harmless the city, its elected officials, officers, employees, agents and subcontractors from any and all fines, attorneys' fees, claims for loss, damage or personal injury, including wrongful death, which arise out of the city's maintenance and repair of the house connection sewer pursuant to subsection (a) of this section.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.257 Construction of local sewer systems.

The city may, in its absolute discretion, construct a local sewer system, which shall be placed, designed, and constructed in accordance with plans and specifications approved by the city engineer. At the time that a property owner elects to connect to the city's sewer system, the property owner shall be required to use the stub-out constructed as part of the local sewer system for connection to the city's sewer system unless the city's utilities general manager, or designee, determines using reasonable discretion that connection to the city's sewer system may be made by alternate means.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.258 Construction of partial house connection sewer lateral.

At the time of the construction of any addition to or extension of the city's master plan sewer system, the city may, in its absolute discretion, construct a stub-out, which shall be placed, designed, and constructed in

accordance with plans and specifications approved by the city engineer. At the time that a property owner elects to connect to the city's sewer system, the property owner shall be required to use the stub-out constructed by the city for connection to the city's sewer system unless the city's utilities general manager, or designee, determines using reasonable discretion that connection to the city's sewer system may be made by alternate means.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.259 Record of local sewer system construction costs.

The city shall keep a record of the costs of construction for a local sewer system constructed pursuant to Section 13.01.257 and shall identify such record with each parcel of property to be served by such system. Costs of construction shall include, without limitation, the costs of construction directly attributable to the construction of the local sewer system and the amount of indirect engineering, design and administrative costs, all of which shall be proportionally attributed to the property to be served in a manner determined in the reasonable discretion by the city's utilities general manager, or his designee. The city shall maintain such records until such time as the property owner reimburses the city for such costs in accordance with Section 13.01.261.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.260 Record of partial house connection sewer lateral construction costs.

The city shall keep a record of the costs of construction for each stub-out constructed pursuant to Section 13.01.258 and shall identify such record with each parcel of property to be served by such stub-out. Costs of construction shall include, without limitation, the costs of construction directly attributable to the construction of the stub-out and the amount of indirect engineering, design and administrative costs proportionally attributed to the property to be serviced, as determined in the reasonable discretion by the city's community development director, or his designee. The city shall maintain such records until such time as the property owner reimburses the city for such costs in accordance with Section 13.01.262.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.261 Local sewer system construction costs reimbursement and escalation.

- A. If the property owner connects to the city's sewer system at any time within one year following the city's completion of a local sewer system serving that particular property, the property owner shall pay the amount determined pursuant to Section 13.01.259. If the property owner connects to such system at a point past one year following the completion of the system serving that particular property, the owner shall pay an additional amount over and above the amount determined pursuant to Section 13.01.259. The additional reimbursement shall be a percentage of the construction costs determined pursuant to Section 13.01.259, which percentage reflects the change in the engineering news record construction cost index between the time that local sewer system construction is completed for the particular property to be served and the date that the property owner applies to the city for a permit to connect to the city's sewer system. If the engineering news record construction cost index ceases to be published, the city may, in its reasonable discretion, use a similar construction cost index to ascertain the additional reimbursement required.
- B. The reimbursement required by this section shall be in addition to all other fees and charges imposed by this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.262 Partial house connection sewer lateral construction cost reimbursement and escalation.

- A. If the property owner connects to the city's sewer system at any time within one year following the city's completion of the stub-out for that particular property to be served, the property owner shall pay the amount determined pursuant to Section 13.01.260. If the property owner connects to the city's sewer system at a point past one year following the completion of the stub-out for the particular property to be served, the owner shall pay an additional amount over and above the amount determined pursuant to Section 13.01.260. The additional reimbursement shall be a percentage of the construction costs determined pursuant to Section 13.01.260, which percentage reflects the change in the engineering news record construction cost index between the time that stub-out construction is completed for the particular property to be served and the date that the property owner applies to the city for a permit to connect to the city's sewer system. If the engineering news record construction cost index ceases to be published, the city may, in its reasonable discretion, use a similar construction cost index to ascertain the additional reimbursement required.
- B. The reimbursement required by this section shall be in addition to all other fees and charges imposed by this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.263—13.01.280 Reserved.

Article IV Permits

13.01.281 Connection Permit—Generally.

- A. No unauthorized person shall uncover, alter or disturb any portion of the sewer system without first obtaining a written permit from the city.
- B. Connection permit. No person shall connect any property to the sewer system until after a sewer connection permit shall have been issued. The sewer connection permit shall specify the property to be connected, and only the property so specified shall be connected.
- C. Special permit. No person shall place, discharge or dispose of any material, solid or liquid, into the sewer system or any part thereof, except by means of authorized connections; and no substance shall be placed, discharged or disposed of in the sewer system except substances or waste materials originating on the premises for which a sewer connection permit has been issued; except that authorized substances may be placed in the sewer system at places designated by the utilities general manager when a special permit shall have been issued by the utilities general manager. Special permits shall specify the terms and conditions under which substances may be placed in the sewer system.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.282 Connection permit—Application; issuance.

- A. Any person legally entitled to apply for and receive a connection permit shall make such application on forms provided by the city for that purpose. The applicant shall describe the location, ownership, occupancy and

use of the premises to be connected. The utilities general manager may require plans, specifications or drawings and such other information deemed necessary.

- B. If the utilities general manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with this code and other ordinances, rules and regulations of the city, the permit applied for shall be issued upon payment of the required deposit and fees as fixed in this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.283 Connection permit—Compliance with terms.

After approval of an application for a connection permit, evidenced by the issuance of a sewer connection permit, no change shall be made in the location of the sewer, the grade or other details from those described in the sewer connection permit or as shown on the plans and specifications for which the permit was issued, except with written permission from the utilities general manager.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.284 Special sewer permits—Application; issuance.

- A. Any person legally entitled to apply for and receive a special sewer permit shall make application on forms provided by the city for that purpose. He shall give a description of the character of the work proposed to be done or the use proposed to be made of the sewer, and the location, ownership, occupancy and use of any premises in connection with the special sewer permit. The utilities general manager may require plans, specifications or drawings and such other information as he may deem necessary.
- B. If the utilities general manager determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the provisions of this code and other ordinances, rules and regulations of the city, the permit applied for shall be issued upon payment of the required fees as fixed in this chapter.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.285 Same—Compliance with terms.

After approval of an application for a special sewer permit, evidenced by the issuance of the special sewer permit, no change shall be made in the conditions agreed to in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the city, the utilities general manager or other authorized representatives.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.286 Permit for connections outside city.

- A. No lot or parcel of land located outside the corporate limits of the city shall be connected to the sewer system unless a permit therefor is obtained. The applicant shall first enter into a written contract binding the applicant, heirs, successors and assigns to abide by all of the provisions of this code and other ordinances, rules and regulations in regard to the manner in which the sewer system shall be used and the manner of connecting therewith, and also shall agree to pay all fees required for securing the permit and a monthly charge in the amount set by the city council or the district.

-
- B. The city council must approve an agreement with any applicant for permit fees, sewer connection charges, deposits and monthly charges for properties or users located outside the corporate limits of the city for service, but in no case shall the amounts be less than the fees, deposits or charges made within the corporate limits of the city.
 - C. The granting of permission for the connection to or use of the sewer system by properties or users located outside the corporate limits of the city, in any event, shall be optional with and in the discretion of the council.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.287 Agreement by permittee.

- A. The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms and requirements of this chapter and other ordinances, rules and regulations of the city pertaining to the sewer system, and with any plans and specifications filed with the application, together with any corrections or modifications as may be made or permitted by the city.
- B. Such an agreement shall be considered a guarantee that the bills for service to the property or to the occupant thereof will be paid and shall be binding upon the applicant and may be altered only by the city upon the written request for the alteration from the applicant.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.288—13.01.310 Reserved.

Article V Fees, Charges and Billing

Division 1 Generally

13.01.311 Connection charges established; purchase of connection rights.

- A. Permit fee. The fee for a sewer connection permit or special sewer permit shall be in an amount adopted by ordinance of the district. After this fee has been paid, it shall not be refunded.
- B. Residential sewer capacity connection charge. There shall be a connection charge in an amount adopted by ordinance of the district. Sewer capacity connection charges shall not be refundable.
- C. Commercial sewer capacity connection charges. There shall be a connection charge in an amount adopted by ordinance of the district for commercial connections. Flow estimates and strength factors may be based on comparisons to similar existing users or on engineering estimates. The flow assignments will be revised as consumption records become available to the city.
- D. Industrial sewer capacity connection charges. There shall be a connection charge in an amount adopted by ordinance of the district for industrial connections. Service units shall be assigned based on a separate environmental review prepared for each industry prior to their connection to the system. This information would normally be part of the environmental review required of any industry by planning and other governmental agencies. Sewer capacity connection charges shall not be refundable.

-
- E. Non-refundable. Sewer capacity connection charges shall not be refundable. Residential, commercial and industrial sewer capacity connection charges shall be reviewed annually in accordance with the ENR 20 Cities Construction Cost Index and the Consumer Price Index.
 - F. Use of sewer revenue. In order that sewer service is self-supporting, any revenues from the fees collected over and above city council or district approved expenses or transfers shall be placed in a restricted reserve account in the sewer fund, to be used to offset any possible future increase in sewer charges.
 - G. Timing of payment of sewer connection fees. The sewer connection charges required under subsections (b), (c), and (d) of this section shall be due as required by the utilities general manager.
 - H. Construction in-lieu option. The city may allow partial or complete satisfaction of the sewer connection fees required by subsections (b), (c) and (d) of this section through execution of an agreement requiring the construction of public improvements and/or dedication of property.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.312 Deposits.

- A. Each property owner shall deposit with the finance director an amount equal to three times the monthly charge set forth in Section 13.01.317. The deposit shall be retained by the city and, in case of delinquency, it shall be applied as necessary to liquidate the cumulative amount of the delinquent charges plus penalties and the cost of collection.
- B. If, because of change of classification or for any other reason, the monthly rate is increased or decreased, the owner shall be required to make a supplementary deposit equal to three times the increase in monthly rate in the case of an increase, and the city shall refund to the owner an amount equal to four times the decrease in the monthly rate in the case of a decrease.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.313 Transfer of ownership of property.

- A. Upon sale of the property, the former owner shall furnish the finance director with the correct name and mailing address of the new owner. The former owner shall be entitled to a refund of the unused portion of his deposit only after all bills and penalties and other charges have been paid and after the new owner has effected transfer of sewer service by applying for service, by guaranteeing that the bills for service to the property or to the occupant thereof will be paid, and by making the required deposit, which four actions shall constitute transfer of sewer service. Bills will continue to be sent to the former owner, or to the occupant in case the occupant is being billed, until the sewer service has been transferred or until such other date as may be agreed upon between the former owner and the new owner.
- B. Notwithstanding any other provisions of this chapter, a former owner who has sold a property shall be entitled to a refund of any unused portion of the deposit after all bills, penalties and other charges for which the former owner is responsible have been paid and after providing proof that the sale has been completed. For the purpose of this subsection, the former owner shall be responsible for bills, penalties and charges until the end of the month of the sale, except that under unusual circumstances and upon written appeal by the former owner the city council may determine some other appropriate date for the cessation of such responsibility.
- C. If a new owner fails for one month to apply for service or make the guarantee or deposit required, the accounting officer shall post notice on the property and mail a copy thereof to the new owner that sewer service will be discontinued unless the new owner does apply for service and make the guarantee and

required deposit. If, after the notice has been posted for fifteen (15) days, the new owner has not applied for service and made the guarantee and deposit, sewer service shall be discontinued.

- D. If service has been disconnected or terminated it shall not be reconnected or restored until all charges, including penalties, have been paid as provided in Section 13.01.356 or in Section 13.01.357, except that, when the responsibility for the payment of delinquent charges plus penalties or accrued charges is in bona fide dispute, a new owner may obtain temporary service by paying the reconnection charge or restoration charge and by applying for service, guaranteeing that the bills for service to the property or to the occupant thereof will be paid, and making the required deposit. Temporary service shall be for a period not to exceed four months, by the end of which time all charges remaining unpaid shall have been paid or service shall be disconnected or terminated. Bills for temporary service shall be rendered in the same manner as for ordinary service. All rules and regulations pertaining to bills, delinquencies and disconnections shall apply to temporary services in the same manner as they apply to ordinary services.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.314 Change of classification.

- A. Whenever the utilities general manager finds that the use of a property has changed so that the classification to be used as a basis for determining monthly sewer charges has changed, the utilities general manager shall change the classification accordingly and notify the Finance Director and property owner of said change. The effective date of change in classification shall be the first day of the month following the change.
- B. If an owner believes property is improperly classified, the owner may request a change in classification. This request shall be filed in writing with the utilities general manager and shall state the reasons why the owner believes the classification should be changed. Upon receipt of a request for change of classification, the utilities general manager shall investigate the request and either change the classification as provided in this section or, if a change is not justified, notify the owner of this fact.
- C. If the use of the property has changed so that the monthly sewer charge will be decreased, the responsibility for notifying the city of the change shall rest with the owner and the owner shall not be entitled to a refund of sewer charges paid in excess of the proper charges as a result of a failure to notify the city of the change in use. If a change in use results in an increase in monthly sewer charge the responsibility for determining the change in use shall rest with the city and the owner shall not be liable for any back charges for increased sewer charges except where it can be shown that the owner has concealed the fact of the change in use or knowingly withheld information which could have been used in determining the true circumstances.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.315 Reserved.

13.01.316 Calculation of equivalent dwelling units for purposes of determining connection charges.

- A. All sewer connection charges for residential, commercial and industrial uses shall be based upon the residential equivalent dwelling unit (EDU) service unit rate established in this section, as computed by the utilities department.
- B. Equivalent dwelling unit service units shall be based upon three hundred (300) gallons equals one equivalent dwelling unit for permanent housing for one family or tenant. Residential uses include without limitation

single-family detached residences, apartments, townhouses, condominiums, mobile homes and trailer spaces.

- C. Commercial structures are those structures designed for the purpose of providing a permanent structure for enterprises engaged in the exchange of goods and services. This includes but is not limited to all private business and service establishments, schools, churches and public facilities. For purposes of establishing connection charges, commercial equivalent dwelling units shall be determined by multiplying the fixture units (as defined by the Uniform Plumbing Code) shown on the approved building plans by the appropriate sewage factor from the following table (Table 13.01.316(e)). Total equivalent dwelling units for commercial centers with various use categories will be the sum of the equivalent dwelling units computed for each use category.
- D. Industrial structures are those designed for the purpose of providing a permanent structure for an enterprise engaged in the production, manufacturing or processing of material. For purposes of establishing industrial connection charges, equivalent dwelling units for industrial uses shall be determined as follows:
1. For domestic type wastewater, multiply the fixture units (as defined by the Uniform Plumbing Code) as shown on approved building plans by a sewage factor of 0.0741 based upon a 20-gallon-per-fixture unit flow per day.
 2. For nondomestic wastewaters, compute from information contained on the industrial waste discharge permit using the following sewage factor formula:

Sewage Factor Formula

$$SF = K = [0.37 + 0.31(BOD)/230] + (0.32(SS)/220)]$$

Where:

SF	=	Sewage factor
K	=	Gallons per fixture unit divided by the average domestic household flow of 270 gallons = 1 EDU
BOD ⁵ mg/l	=	User's discharge—Biochemical oxygen demand (mg/l)
SS mg/l	=	User's discharge—Suspended residue (mg/l)
EDU	=	Estimated nondomestic flow $[0.37 + 0.31(BOD) / 230] + (0.32(SS) / 220)]$

3. Combine the resultant EDU's derived from subsections (1) and (2) of this subsection.

Table 13.01.316(e)
Commercial Use Categories and Sewage Factors

User Category	Type of Business	Sewage Flow Gallons/per day/FU	Bid/TSS
I.	Motel/hotel Recreation/amusement Restaurant (fast food) Office Retail store Market (without butcher shop) Bar/tavern	12	230/220
II.	Market (without butcher shop) Bakery Mortuary	24	250/350

Created: 2023-11-09 16:06:22 [EST]

III.	Convalescent home Hospital Health spa with pool Restaurant (full service)	42	250/300
IV.	Laundromat Laundry Dry cleaner (processor)	43	350/500
V.	Carwash (coin-operated)	102	150/500
VI.	Church School Public facility	17	230/220
VII.	Health spa without pool	42	230/220

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.317 Calculation of equivalent dwelling units for purposes of determining monthly charges.

Monthly sewer charges for residential, commercial and industrial uses shall be determined based upon the service unit rate formula, as computed by the utilities department according to the following service unit assignment formula:

$$\text{Service Unit Assignment Formula}$$

$$\text{SU} = F / (270(0.37) + \text{BOD}(230) \times (0.31) + \text{SS}(220) \times (0.32))$$

$$\text{Monthly Sewer Service Charge} = \text{SU} \times \text{Service Unit Rate}$$

Where:

SU	=	Sewer units
F	=	Sewage flow in gallons per day based on sewage factor applied to water meter readings
BOD ⁵	=	User's discharge—Biochemical oxygen demand (mg/l)
SS	=	User's discharge—Suspended solids concentration (mg/l)
Q	=	Domestic water usage (gallons per day) taken directly from water meter readings.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.318 Monthly sewer rates.

- A. Residential, multi-residential, church/social hall, public buildings and schools base sewer rate for property located within the city limits shall be based upon the city's operation, maintenance and replacement rate in an amount adopted by ordinance of the district, plus any currently applicable, legally adopted monthly charge assessed by an agency or district providing sewer treatment service to the city.
- B. The commercial base sewer rate for property located within the city limits shall be the combined total of the following amounts:
 1. The city's operation, maintenance and replacement rate, in an amount adopted by ordinance of the district;

-
2. The city's administrative rate for supervising commercial uses within the city, in an amount adopted by ordinance of the district; plus
 3. Any currently applicable, legally adopted monthly charge assessed by any agency or district providing sewer treatment service to the city.
- C. The industrial base sewer rate for property located within the city limits shall be the combined total of the following amounts:
1. The city's operation, maintenance and replacement rate in an amount adopted by ordinance of the district;
 2. The city's administrative rate for supervising industrial uses within city limits in an amount adopted by ordinance of the district; plus
 3. Any currently applicable, legally adopted monthly charge assessed by any agency or district providing sewer treatment service to the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.319 Same—Outside city limits.

The monthly charge for each user classification outside the corporate limits of the city shall be one and one-half (1½) times the city rate, or as agreed upon by the city council or district and the applicant for service. All connections shall be inspected by the engineering department prior to acceptance.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.320 Continuance of monthly charges.

After a property has been connected to the sewer system, the monthly sewer charge shall be imposed, whether the property is occupied or not, until such time as the structure using the sewer service is demolished or unoccupied and the sewer connection is capped. The capping of the sewer service is to be inspected by the development services department.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.321 Annual review of rates; pass-through of rate increases.

- A. The sewer rates established by this article shall be subject to annual review and evaluated in conjunction with annual fiscal year budget preparation. Sewer rates shall be set based upon the actual cost to the city for providing sewer service, capital reserve requirements, any administrative overhead allocation as determined by the annual review, plus any deficit recovery as determined by the city council or district. Administrative overhead cost shall be assessed for providing support services to the enterprise fund and shall be set annually by the city council or district through an adopted cost allocation plan.
- B. Any increase in any currently applicable, legally adopted monthly charge assessed by an agency or district providing sewer treatment service to the city shall be immediately passed through to the affected property owners. Any amounts over-collected by the city shall be applied first to the deficit recovery, if any, then to fund balance.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.322—13.01.350 Reserved.

Division 2 Billing Procedures

13.01.351 Authority to prescribe additional rules and regulations.

The district or city council may, by resolution, adopt rules and regulations for the rendering and collecting of sewer bills. Unless otherwise provided, the rules, regulations and procedures contained within this division shall apply to the rendering and collecting of bills.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.352 Rendering of bills; liability for payment.

- A. Sewer bills shall be sent to the owner of the property served, who shall be responsible for the payment thereof. Property owners and occupants may make special arrangements with the finance director on application forms to be provided by the finance director for that purpose for bills to be sent to the occupant of the property rather than to the owner of the property. From the date of the signing and filing of the application, bills shall be sent to the occupant. Thereafter the property owner and the occupant shall be liable, jointly and severally, for the payment of sewer bills.
- B. Sewer bills shall be rendered monthly and shall be due and payable upon presentation. The bill for each monthly period shall segregate amounts charged for collection and sewer treatment service. The agency responsible for the sewer treatment service shall be named on the bill. The bill shall be mailed not later than the tenth day of the second month for which service has been rendered and is billed. The commencement date for sewer bills for newly constructed structures shall be the first day of the month following the date upon which final inspection is given by the development services department or the first day of the month following the date that the premises or any portion thereof are occupied, whichever occurs first. The commencement date for sewer bills for structures previously served by facilities other than the city sewer system shall be the first of the month following the date that the structure is connected to the city sewer system.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.353 Action on delinquent bills.

On the 15th day of the month following the month in which a sewer bill is mailed, the bill shall become delinquent if the bill or any portion thereof which is subject to a bona fide dispute remains unpaid. A delinquent bill shall be subject to a penalty charge of ten (10) percent of the amount of the delinquent balance. After a bill has become delinquent, the finance director shall notify the owner or the occupant if the occupant has requested the bills be sent directly to the occupant, of such delinquency. Notification shall be made by United States mail.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.354 Lien for delinquent charges.

Any sewer rates authorized pursuant to this article which remain unpaid for 60 days past the date upon which they were billed may be collected thereafter by the city, as provided as follows:

-
1. The city shall cause a report of delinquent sewer fees to be prepared periodically. The city council shall fix a time, date and place for hearing the report and any objections or protests thereto. The report shall contain a list and description of each parcel of real property to which is attributed a delinquency in the payment of sewer rates, for a period of sixty (60) days or more, the names of the owners and the total amount of the delinquency attributable to that parcel.
 2. The city council shall cause notice of the hearing to be mailed to the owners of the property with delinquencies, as listed on the latest equalized assessment roll. Such notice shall contain the date, time and place of the hearing and be sent not less than fourteen (14) days prior to the date of the hearing and shall inform the recipients of the amount of unpaid sewer rates and penalties. Such notice shall inform the owners that the unpaid sewer rates and penalties will be assessed against and shall result in a lien on their property.
 3. At the hearing, the city council shall hear any objections or protests of the landowners who are to be assessed for delinquent fees. The city council may make such revisions or corrections to the report as it deems just, after which, by resolution, the report shall be confirmed.
 4. The delinquent sewer rates, and any penalties thereon, set forth in the confirmed report shall constitute a special assessment against the respective parcels of land and are a lien on the property for the amount of delinquent fees, the late charges, and cost of lien. The city clerk shall certify that the report has been adopted by the city council in its final form, and file the report with the county auditor. In addition, the city clerk shall also record the amount of unpaid charges with the county recorder.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.355 Termination of service.

- A. If all structures in which sewage is produced are removed from a property served by the sewer system, or if the structure in which sewage is produced is demolished, then the city shall consider the service disconnected and shall provide a prorated adjustment of annual assessment based upon the first day of the month following the notification of removal or demolition of the structure by the city building official. The owner shall be entitled to a refund of the deposit or to such portion of the deposit as may be unused, upon written application therefore. Termination of service shall be considered equivalent to disconnection.
- B. Thereafter, the property shall not be inhabited by humans nor shall any sewage be produced thereon until service has been restored through payment of new connection and deposit fees. If the property is inhabited by human beings and any sewage is produced thereon before the service has been restored, the accounting officer shall have authority to disconnect the property without further notice and to pursue any additional available remedies.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.356 Reconnection.

After a building sewer has been disconnected from the sewer system, it shall not be reconnected until all delinquent charges plus penalties, all charges which have accrued since the time of disconnection, any supplementary connection charges, and the estimated cost of reconnection have been paid; the deposit restored to the required amount; and any required guarantee for the payment of bills has been made. In addition to the connection charge, the deposit shall be paid or restored to the required amount as provided in this article. All of the charges, deposits and other amounts required to be paid shall be paid before the building sewer is reconnected to the sewer system.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.357 Restoration of terminated service.

After service to a property has been terminated, the sewer connection permit issued for the property shall be considered cancelled. The permit and service shall not be considered as restored until all delinquent charges plus penalties, all charges which have accrued since time of termination, and a restoration charge in an amount adopted by ordinance of the district has been paid and the deposit restored to the required amount. In addition to the amount provided in this section, all of the charges, deposits and other amounts required to be paid shall be paid before the permit and service are restored.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.358—13.01.385 Reserved.

Article VI Extension of Sewer System

13.01.386 Applicability.

The provisions of this article shall apply to additions to and extensions of the sewer system, which extensions or additions are built at the direct expense of property owners, sub-dividers or other persons or groups of persons. Other provisions of this chapter not in conflict with provisions of this article shall also apply. This article shall not apply to portions of the sewer system constructed by the city and paid for out of the sewer fund, except that nothing in this article shall prohibit the city from participating in the construction of an extension of the sewer system when the extension is of more than local benefit.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.387 Additions and extensions defined.

- A. As used in this article, the word "addition" shall mean a system of sewer mains, house connection sewers and appurtenances built by property owners at their expense to serve their land, and which does not serve any other land adjoining the work by direct connection thereto.
- B. As used in this article, the word "extension" shall mean a system of sewer mains, house connection sewers and appurtenances built by property owners at their expense to serve their land, and which may also serve other adjoining land, the owners of which have not shared in the cost of the work.
- C. A single sewer project may include additions and extensions. The term "property owner," as used in this article, shall include a single person, a group of persons, or a corporation, firm or other combination of persons.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.388 Acceptance of work; special consideration.

- A. Following the satisfactory completion of any sewer project for the construction of an addition or extension, and upon recommendation of the superintendent, the city council shall, by resolution, accept the work, which shall then become a part of the city sewer system. The resolution of acceptance shall contain the terms of any special consideration which shall apply to the sewers so accepted.

-
- B. Special consideration may include provisions for reimbursement and relief from the connection charge, but shall not include provisions for monthly charges different from those established elsewhere in this chapter, except as provided for service to property lying outside the corporate limits of the city. All provisions for special consideration shall terminate at the expiration of ten (10) years following the date of the resolution of acceptance, or at such earlier date as may be established in the resolution of acceptance.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.389 Reimbursement of costs.

- A. The provisions of this section shall apply only to extensions and shall not apply to additions. If the resolution of acceptance is to provide for reimbursement, the city shall, before the work is accepted, determine the cost thereof and prorate this cost against all of the land which, in the city's opinion, will ultimately benefit from the work. The proration shall be based upon frontage or such other method as, in the opinion of the city, will provide an equitable sharing of cost. The cost of house connection sewers shall not be included in the determination of cost.
- B. The city shall further determine the cost incurred by each person who has participated in the expense of the work. After considering the pro rata share of each such person's cost as based upon the benefit derived from the work, the city shall finally determine the total maximum amount which any person shall subsequently be entitled to receive as a reimbursement from persons connecting to the work.
- C. Money which is to be paid as reimbursement shall be paid to each person entitled to receive it in proportion to the outstanding balance which each such person is entitled to receive. Any person entitled to receive reimbursement under the provisions of this article shall keep a correct mailing address on file with the city. If the city is unable to locate any person entitled to receive reimbursement, the city shall send a written notice to that person by registered mail to the last address filed with the superintendent by that person. The notice shall contain a statement of the amount and purpose of the particular reimbursement and shall state that if the person receiving the notice does not claim his portion of the reimbursement within one year from the date of the notice all rights of that person to that particular reimbursement will be forfeited.
- D. Any portion of a reimbursement which remains unclaimed for one year after the date of the notice mentioned in subsection (c) of this section shall be paid, as previously provided, to other persons who may be entitled to receive the reimbursement. If any money is available for reimbursement and remains unclaimed for one year after the date of such notice and no other person is entitled to receive it, this money shall be paid into the sewer fund. The right to receive a reimbursement may be transferred by the person entitled to receive it by filing a statement of transfer with the city on a form for transfer to be furnished by the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.390 Connecting to additions.

A property owner who desires to connect to an addition shall make application in the same manner as for an ordinary sewer connection.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.391 Connecting to extensions.

A property owner who desires to connect to an extension shall make application in the same manner as for an ordinary sewer connection. If the owner has not shared in the cost of the sewer and if reimbursement

provisions apply, the owner shall pay to the city the amount which has previously been determined as the pro rata share of the cost of the sewer for his property. This amount shall be paid before the permit is issued.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.392 Relief from connection charge.

A property owner who connects to an addition or extension shall, during the first ten (10) years following the completion of the work and its acceptance into the sewer system, be relieved from part or all of the connection charge at the time the property is first connected to the sewer system if the owner has shared in the cost of the work. Unless otherwise provided in the resolution of acceptance, the amount of relief shall be the entire connection charge, except that no relief shall be given in excess of the cost of the addition or extension, including the house connection sewer, which was incurred by the owner and which applies to the property to be connected. The amount of the cost shall be determined by the sewer superintendent. Relief from connection charge shall not apply to any supplementary connection charge or any charges subsequently imposed for the reconnection of a disconnected sewer or the restoration of a terminated service.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.393—13.01.420 Reserved.

Article VII Private Sewage Disposal Systems

13.01.421 Permitted use.

Where a public sewer is not available under the provisions of this chapter, the building sewer shall be connected to a private sewage disposal system in accordance with the established requirements of the development services department.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.422 Abandonment.

At such time as a public sewer becomes available to a property served by a private sewage disposal system as provided in this chapter, a direct connection shall be made to the public sewer in compliance with this chapter and the rules and regulations of the city, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled in accordance with the requirements of the development services department.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.423 Maintenance.

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the city.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.424 Applicability of other requirements.

No statement contained in this article shall be construed to interfere with any additional requirements that may be imposed by any other law, ordinance, rule or regulation or by the health officer of the county.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.425—13.01.455 Reserved.

Article VIII Financing of Facilities

Division 1 Generally

13.01.456—13.01.475 Reserved.

Division 2 Sewer Facilities Expansion Fee and Fund

13.01.476 Intent and purpose.

The city council hereby declares that the fees required to be paid by this article are solely for the purpose of producing revenue, to be used to provide necessary sewerage facilities. The continued increase in housing in the city, with the attendant increase in sewage, has created an urgent need to provide the necessary sewerage facilities and the financing thereof.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.477 Facilities expansion fee.

- A. In addition to any other fees prescribed by this code, sewerage facilities expansion fees shall be payable to the city for all new dwelling units and mobile home or trailer spaces which will make use of the sewerage facilities of the city. If dry sewers are installed for future connection to the sewerage system, the fees shall be required even though onsite disposal systems are to be utilized as an interim measure. In those cases where onsite disposal systems are authorized for other than interim use due to the lot size and soil conditions, the fees shall not be required, provided that if any such dwelling units so exempted connect to the sewerage system in the future, the fees shall be payable by the then owner of record of the property.
- B. Every person constructing a dwelling in a different location or providing a new dwelling unit in a one-family or multi-family dwelling, dwelling group, apartment hotel or mobile home or trailer providing trailer spaces in a mobile home or trailer park, shall pay a sewerage facilities expansion fee in an amount adopted by ordinance of the district. Every person constructing an industrial or commercial building, moving an industrial or commercial building to a different location, providing a new industrial or commercial facility shall pay a sewerage facilities expansion fee in an amount adopted by ordinance of the district. The number of equivalent dwelling units attributable to each industrial or commercial building shall be computed in accordance with Section 13.01.316, as amended. The sewerage facilities expansion fee shall be paid prior to the issuance of the building permit for the subject unit or space.

-
- C. Sewer expansion fees to be levied on existing system users who expand or revise use. In some situations existing commercial and industrial users will expand uses to meet increasing demands. As a result, additional fixture units will usually be included within the expanded facility. Under these situations the following criteria will apply:
1. Sewer expansion fees will only be levied on the fixture unit (FU) count difference between existing FUs and new FUs.
 2. The sewer expansion fee will be determined based on the fee in effect at the time of building or sewer permit issuance for the expanding development.
 3. A change in use, placing a commercial development in a different Table 3.01.316(e) category, will not result in the recalculation of sewer expansion obligation for the existing FUs. Only the new added FUs will be levied sewer expansion fees based on the Table 3.01.316(e) category which best defines the proposed use.
- D. Attachment of sewer use rights; tied to property or structure. Under certain situations, an existing discharger may want to relocate a business. The issue may then arise as to ownership of certain existing discharge rights in the system. All sewer capacity remains with the existing building and should be sold to building owners rather than tenants. In cases where an existing building is completely demolished, the transfer of capacity rights can be permitted provided that:
1. Proof of building demolition can be documented;
 2. Payment for original system capacity can be documented;
 3. The demolition occurs simultaneously with the transfer; and
 4. The transfer occurs within the city/agency who originally sold the capacity.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.478—13.01.500 Reserved.

Division 3 Sewer Funds

13.01.501 Policy.

It is the policy of the city council that the sewer service be operated as a utility, and that it shall be operated in a prudent manner with adequate reserves to meet emergencies and to replace parts of the system.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.502 Funds established.

The following sewer funds are to be created and maintained:

1. Maintenance and operating fund. The sewer maintenance and operating fund is to be created and maintained for the purpose of paying for the expenses associated with the maintenance and operation of the sewer system. Such expenses are to include direct sewage treatment costs, direct accounting and billing costs, and direct preventative and emergency sewage collection system maintenance costs, as well as general and departmental overhead as defined in Section 13.01.010. The source of the money for this fund is to be sewer permit fees, interest earnings and sewer service charges.

Refundable sewer deposits provided by property owners are accounted for within this fund, and the amount of such deposits shall not be reflected in the fund balance.

2. Sewer replacement fund. The sewer replacement fund is to be created and maintained for the purpose of paying for replacing parts of the sewer system as they wear out, deteriorate or become obsolete. All items deemed to be replacement of existing facilities shall be paid for from this fund. The source of the money for this fund is to be through city council authorized transfers from the sewer maintenance and operating fund. Such transfers are to be authorized so that funds will be available to pay for future replacement of parts of the sewer system. The determination as to the amount of money to be held in this fund will be made by taking into consideration the estimated life and replacement cost of the various parts of the sewer system using the following formula:

(Replacement cost of sewer system facility additions) X (0.10) X (Age of sewer system facilities) ° (75 years)

3. Sewer capital fund. The sewer capital fund is to be created and maintained for the purpose of paying for new sewer facilities found necessary because of the development of the city. Such facilities could include, but are not limited to, pumping stations, sewer laterals, manholes, cleanouts, sewer mains, treatment facilities, interceptors, monitoring stations, and equipment. An annual appropriation shall be made from this fund for general and department overhead. The source of the money for this fund is to be sewer connection charges, interest earnings, sewer installation charges, property assessments, and government grants.
4. Sewerage facilities expansion fund. The sewerage facilities expansion fund is to be created and maintained for the purpose of paying for sewer facilities needed for the expansion of the city including, but not limited to, treatment plants and sewer interceptor lines. The source of the money for this fund is to be the sewerage facilities expansion fee collected pursuant to Section 13.01.477.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.503 Appropriations.

Appropriations from the various funds provided for in this article shall be pursuant to authorization in the annual budget or by special action of the city Council.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.504 Allocation of interest earnings.

Moneys in the sewer funds may be commingled with moneys in other funds for cash management and interest earnings purposes, but each sewer fund shall be credited with its pro rata share of all interest earnings based on the fund's average balance.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.505 Loans from sewer funds.

Loans between sewer funds or to other funds may only be made pursuant to authorization of the city council and shall be for a specific time period not to exceed five years. During such time that moneys are on loan from any fund, interest shall be paid annually to the fund. The interest rate during this loan period shall be at least the average rate for the city's interest-bearing deposits during the loan duration. No loans shall be made from the

maintenance and operating fund and the sewer replacement fund. Existing loans shall be brought into compliance with this section within five years.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

13.01.506 Allocation of personnel and equipment costs.

- A. Personnel. The total number of employees in the sewer maintenance and operating budget shall be determined using the following formula:

(Total number actual hours proposed to be charged to the sewer maintenance and operating fund for permanent employees for the proposed operating budget) / (2,080 hours)

Personnel costs will be charged on actual number of hours worked. Personnel costs include salaries and related benefits.

- B. Equipment. The original purchase cost charged to the sewer capital fund shall be no more than its pro rata share of time used in sewer activities. The motor pool rental charges shall also be based on the actual hours used; the motor pool shall be responsible for the replacement of these capital items.

(Ord. No. 1057, § 1(Exh. A), 10-23-13)

Chapter 13.02 WASTEWATER PRETREATMENT

Article I General Provisions

13.02.010 Intent.

It is the intent of this chapter to protect public health, city and Coachella Sanitary District personnel, the collection system and the environment from waste discharges by nonresidential users with the potential to detrimentally impact the beneficial use of reclaimed water and municipal sludge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.020 Purpose.

- A. The purpose of this chapter is to set forth:

1. Conditions and limitations on the use of the city's sewer system;
2. Specific enforcement provisions to resolve noncompliance with this chapter, thereby allowing the city to:
 - a. Comply with the laws, regulations, and rules imposed upon it by regulatory agencies;
 - b. Ensure that the city's sewerage facilities and treatment processes are protected and are able to operate with the highest degree of efficiency;
 - c. Protect the beneficial use of reclaimed water and municipal sludge; and
 - d. Protect the public health and environment.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.030 Policy.

- A. This chapter shall be interpreted in accordance with the definitions set forth in Article II. The provisions of this chapter shall apply to the direct and indirect discharge of all wastes to facilities of city.
- B. The city shall seek the cooperation of the users of the collection system to ensure compliance with this chapter. Reasonable approaches shall be utilized when applying applicable regulations without compromising the intent, purpose and policies of this chapter.
- C. The city shall adopt more stringent quality requirements on wastewater discharges regulated by 40 CFR, Chapter I, Subchapter N, Parts 405-471, in the event that more stringent quality requirements are necessary to protect beneficial use of reclaimed water and municipal sludge.
- D. The city shall encourage conservation and pollution prevention through source control strategies which reduce the amount of pollutants entering the environment, prior to recycling, pretreatment, or disposal.
- E. The city shall use the revenues derived from the application of this chapter to defray the cost of regulating sewer usage to include, but not be limited to, administration, monitoring, permitting, reporting, and enforcement.
- F. All costs and expenses incurred by the plan check procedure of the city's source control division shall be paid by the applicant. Plan check fees shall be in an amount established by ordinance or resolution of the district.
- G. The city shall ensure that all parties are afforded due process of law. An applicant or user shall be given written notice of rejection of an application, or violation of a control mechanism, or of any enforcement action. Such notice shall include a statement of reasons in support thereof and proposed actions to be taken, if any. Affected applicants or users shall have the right to a hearing. Decisions/determinations may be appealed as set forth in Article V.
- H. The city, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Article V in response to any violation.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.040 Scope.

The provisions of this chapter shall apply to sewer construction, use, maintenance, discharge, deposit, or disposal of wastewater, both directly and indirectly, into and through all city collection systems and to the issuance of control mechanisms and assessment/imposition of fees, fines and penalties thereof.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.050 Applicability.

This chapter applies to all nondomestic users of the city's sewer system and specifies herein that all users of the city's sewer system are subject to regulation and enforcement.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.060 Powers.

- A. The general manager is authorized to:
 - 1. Issue waste discharge authorizations;

-
2. Issue waste discharge permits;
 3. Require the installation and maintenance of pretreatment and/or monitoring facilities and equipment;
 4. Conduct inspections of facilities, including, but not limited to, inspecting and copying records;
 5. Require monitoring and reporting of discharges to the public sewer system;
 6. Monitor the quality of wastewater entering the sewer system;
 7. Require the development of spill containment plans and reporting of accidental discharges;
 8. Require the development of a slug control plan (per Title 40 of the Code of Federal Regulations (40 CFR) 403.8(f)(2)(v));
 9. Deny, approve or approve with conditions, new or increased discharges or change in the quantity or characteristics of discharges, when such discharges do not meet applicable pretreatment requirements as specified in 40 CFR 403.8(f)(1)(I).
 10. Take enforcement actions against those who violate or cause violation of this chapter or discharge permit conditions. These actions may include, but are not limited to the following:
 - a. Issuing letters;
 - b. Issuing notices of violation;
 - c. Issuing administrative orders ;
 - d. Issuing cease and desist orders;
 - e. Initiating and conducting noncompliance meetings;
 - f. Initiating and conducting administrative hearings;
 - g. Petitioning the courts for injunctions or civil penalties;
 - h. Signing criminal complaints;
 - i. Terminating services;
 - j. Requiring payment of violation charges;
 - k. Revoking and/or suspending the discharge permit.
 11. Delegate authority to the division head or department head of any power granted to or the carrying out of any duty imposed upon the general manager pursuant to this chapter.
 12. Adopt such rules, regulations and standards as are reasonable and necessary to protect the collection system and POTW and to control the proper use thereof.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.070 Access.

- A. The city shall be permitted to enter all properties from which wastes or wastewaters are being or are capable of being discharged into a public sewer main for purposes of inspecting, observing, measuring, sampling, and testing pertinent to the discharge of wastes or wastewaters to ascertain whether the intent of this chapter is being met and the user is complying with all requirements. The city shall have access at reasonable times to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling. The city shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force, the user shall make necessary

arrangements so that personnel from the city will be permitted to enter without delay for the purpose of performing their specific responsibilities.

- B. The city may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated pursuant to the manufacturer's recommendations to ensure their accuracy
- C. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the city and shall not be replaced. The costs of clearing such access shall be borne by the user.
- D. Unreasonable delays in allowing the city access to the user's premises shall be a violation of this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.072 Search warrant.

If the city has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the city may seek issuance of a search warrant from the superior court of the county of Riverside.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.080 Information required.

To provide for fair and equitable use of sewerage facilities, the city shall have the unqualified right to require a discharger to provide information necessary to insure compliance with all rules, regulations and provisions of this chapter.

All information and data on a user shall be available to the public unless the user specifically requests and is able to demonstrate to the satisfaction of the city that the release of such information would divulge information, processes or methods which would be detrimental to the user's competitive position. The demonstration of the need for confidentiality made by the permittee must meet the burden necessary for holding such information from the general public under applicable state and federal law.

In any event, the city shall not limit EPA's access to any information provided by the discharger.

In any event, information concerning wastewater quality and quantity will not be deemed confidential. Such information may include, but is not limited to:

1. Wastewater discharge peak flow rates and volume over a specified time period;
2. Physical, chemical, bacteriological, or radiological analysis of wastewaters;
3. Information on raw materials, processes, and products;
4. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials;
5. Details of wastewater pretreatment facilities, their operation and maintenance;
6. Details of systems to prevent and control the losses of materials through spills to the public sewer main;

-
7. Detailed plumbing plans indicating all sources discharging to the on- or off-site pretreatment or sewerage facilities;
 8. A slug control program, per 40 CFR 403.8(f)(2)(v);
 9. Notification of discharges of a listed hazardous waste (Section 3001 of the Resource Conservation and Recovery Act (RCRA) to the sewer system per 40 CFR 403.12(p));
 10. Baseline monitoring reports per 40 CFR 403.12(b);
 11. Compliance progress reports in accordance with all provisions listed in 40 CFR 403.12(c)(d)(e).
 12. Notification of potential problems, including slug loading in accordance with all provisions listed in 40 CFR 403.12(f).
 13. Notification of substantial changes in volume or character of pollutants discharged in accordance with all provisions listed in 40 CFR 403.12(j).
 14. Monitoring and analysis reports demonstrating continued compliance in accordance with all provisions listed in 40 CFR 403.12(g).

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.090 Authority.

The city is regulated by several agencies of the United States Government and the state of California, pursuant to the provisions of federal and state law. Federal and state laws (including, but not limited to:

1. Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq);
2. California Porter Cologne Water Quality Control Act (California Water Code section 13000 et seq.);
3. California Health & Safety Code sections 25100 to 25250;
4. Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and
5. California Government Code, Sections 54739-54740) grant to the city the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the city sewerage facilities.

Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the city sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the city boundaries, including those users that are tributary to the city or within areas for which the city has contracted to provide sewerage services.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article II Definitions

13.02.100 Definitions.

- A. Unless otherwise defined herein, terms related to water quality shall be consistent with the Clean Water Act and the Porter-Cologne Water Quality Control Act. If not defined therein, the term shall be consistent with any permit issued pursuant to such acts and consistent with the latest edition of Standard Methods for the

Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association and the Water Environment Federation. The testing procedures for waste constituents and characteristics shall be as provided in 40 CFR 136 (Code of Federal Regulations; Title 40; Protection of Environment; Chapter I, Environmental Protection Agency; Part 136, Test Procedures for the Analyses of Pollutants), or as specified. Other terms not defined are defined as being consistent with the International Conference of Building Officials, Uniform Building Code, Current Edition, or the International Association of Plumbing and Mechanical Officials, Uniform Plumbing Code, Current Edition.

- B. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.
1. "Applicant" shall mean any person or persons who has applied for permission to use the city's collection system for commercial or industrial purposes.
 2. "City manager" shall mean the city manager of the city of Coachella.
 3. "Categorical pretreatment standards" shall mean those final regulations promulgated and adopted by EPA (as outlined in 40 CFR 403, and 40 CFR, Chapter I, Subchapter N, 405-471) for each standard industrial classification (S.I.C.) or subcategory containing pollutant discharge limits.
 4. "Categorical user" shall mean any industrial user whose process(es) are subject to categorical pretreatment standards.
 5. "Cesspool" shall mean a lined excavation in the ground which receives the discharge of a sewage drainage system, or part thereof, so designed as to retain the solids and organic matter, but permitting liquids to seep through the bottom and sides. This shall also mean seepage pit.
 6. "Code of Federal Regulations (CFR)" shall mean the codification of the general and permanent rules published in the United States Federal Register by the executive departments and agencies of the Federal Government to include but not limited to the Environmental Protection Agency.
 7. "Collection System" shall mean the combined pipes, conduits, manholes and other structures, above and below ground, whose purpose is to convey wastewater to a City RWRF/POTW.
 8. "Compatible or conventional pollutant" shall mean a combination of BOD, total suspended solids, pH, fecal coliform bacteria, plus other pollutants that the city's treatment facilities are designed to accept, treat and/or remove. Some compatible pollutants may be considered incompatible when discharged in quantities that have an adverse effect on the city's collection, treatment, disposal systems and/or discharge permit regulating the treatment facilities cause interference or pass through.
 9. "Control mechanism" shall mean waste discharge permit, waste discharge authorization, special agreement or other regulatory mechanism.
 10. "Department head" shall mean that person duly designated by the city manager to direct the collection and source control divisions and perform the duties as specified in this chapter.
 11. "Discharger" shall mean any person, entity or collection agency who discharges or causes a discharge of wastewater directly or indirectly to a public sewer main. Discharger shall mean the same as user.
 12. "Discharge requirements" shall mean the requirements of federal (as listed in 40 CFR 403), state or local public agencies having jurisdiction over the effluent discharges from city regional water reclamation facilities/publicly owned treatment works (POTW).
 13. "Discharge or indirect discharge" shall mean the introduction of pollutants into a POTW from any nondomestic source.
 14. "District" shall mean the Coachella Sanitary District.

-
15. "Division Head" shall mean that person duly designated by the general manager to implement the city's source control program and perform the duties as specified in this chapter.
 16. "Domestic wastewater" shall mean the liquid and solid waterborne wastes derived from the ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private disposal system.
 17. "General manager" shall mean the utilities general manager of the city of Coachella.
 18. "Incompatible or nonconventional pollutant" shall mean any pollutant which is not a compatible pollutant as defined herein.
 19. "Indirect discharger" shall mean any person, entity or collection agency who discharges or causes a discharge of wastewater to a septic tank, cesspool, chemical toilet, or private sewer system which, from time to time, is serviced by a septic tank pumper permitted by the city to discharge to city sewerage facilities.
 20. "Industrial user" shall mean any discharger of nondomestic wastewater to a collection agency's sewer main either directly, or indirectly.
 21. "Industrial wastewater" shall mean all liquid carried wastes including, but not limited to, all wastewater from any producing, manufacturing, processing, institutional, commercial, restaurant, agriculture, or other operation where the wastewater discharged contains quantities of wastes of non-human origin and excluding domestic wastewater, rainwater, groundwater, stormwater, and drainage of uncontaminated water.
 22. "Inspector" shall mean a person authorized by the general manager to inspect any establishment directly or indirectly discharging or anticipating discharge to a public sewer main or a RWRF/POTW.
 23. "Interference" shall mean a discharge by a user which, alone or in conjunction with discharges by other sources, inhibits or disrupts the city's RWRF/POTW, its treatment processes or operations, or its sludge processes, use or disposal; and which is a cause of a violation of any requirement of the RWRF/POTW's discharge order (including an increase in the magnitude or duration of a violation), or of the prevention of sewage sludge use or disposal in compliance with applicable federal, state, and local regulations (per 40 CFR 403.3 (I)).
 24. "Local limits" shall mean a set of technically based discharge limits that are developed by the city to protect the public sewer main and to prevent sludge contamination or violation of discharge requirements.
 25. "Mass emission rate" shall mean the weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of particular constituent or combination of constituents.
 26. "New source" shall mean any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under section 307c of the Act. (40 CFR 403.3K Definitions)
 27. "Nondomestic wastewater" shall mean all wastewater except domestic wastewater and pollutant-free wastewater. This shall also mean industrial wastewater.
 28. "Normal working day" shall mean the period of time during which production and/or operation is taking place.
 29. "Pass through" shall mean the discharge of pollutants through the RWRF/POTW in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the RWRF/POTW's discharge order (per 40 CFR 403.3(n)).

-
30. "Permittee" shall mean a person who has applied for and received permission to discharge into the city's collection system subject to the requirements and conditions established by the city.
 31. "Person" shall mean any individual, partnership, firm, association, corporation or public agency, including the State of California and the United States of America.
 32. "Pollutant" shall mean any constituent or characteristic of wastewater on which a discharge limitation or prohibition may be imposed either by the city or the regulatory agencies empowered to regulate the city.
 33. "Pretreatment" shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to discharge of the wastewater into a collection agency's system. The reduction or alteration may be accomplished by physical, chemical or biological process or process changes, or by other means.
 34. "Pretreatment facility" shall mean any works or devices for the treatment or flow control of wastewater prior to discharge.
 35. "Pretreatment requirements" shall mean any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.
 36. "Pretreatment standard or standards" shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.
 37. "Public agency" shall mean the state of California or any city, county, district, other local authority or public body within this state.
 38. "Public nuisance" shall mean anything which: (1) 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, and (2) 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 (3) occurs during or as a result of the treatment or disposal of wastes.
 39. "Public sewer main" shall mean any closed conduit, excluding building sewers, which is financed, installed, owned, operated, or maintained by a collection agency for the purpose of transporting wastewater from building sewers.
 40. "RCRA" shall mean Resource Conservation and Recovery Act of 1976 Public Law (PI) 94-580 and amendments thereto.
 41. "Regional water reclamation facility (RWRF)" shall mean the city sewage treatment plant designed to serve a specific area of the city. Also known as a publicly owned treatment works or POTW, as defined by section 212 of the Clean Water Act.
 42. "Regulatory agencies" shall mean those agencies having oversight of the operation of the city, including but not limited to the following:
 - a. United States Environmental Protection Agency (EPA);
 - b. California Environmental Protection Agency (Cal-EPA);
 - c. California State Water Resources Control Board (SWRCB);
 - d. California Regional Water Quality Control Board, Colorado River Basin Region (CRBR)
 43. "Residential user" shall mean a household which discharges only domestic wastewater from a dwelling unit.
 44. "Responsible party" shall mean:

-
- a. If the user is a corporation, a responsible corporate officer, that is:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or
 - (ii) The manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. If the user is a partnership or sole proprietorship, a general partner or proprietor, respectively.
 - c. If the user is a federal, state, or local governmental entity, or their agents, the principal executive officer or director having responsibility for the overall operation of the discharging facility.
 - (i) By a duly authorized representative of the individual designated in paragraph (1), (2) or (3) of this definition if:
 - (a) The authorization is made in writing by the individual described in paragraph (1), (2) or (3);
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - (c) The written authorization is submitted to the city.
 - d. If an authorization under paragraph (D) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (D) of this section must be submitted to the city.
45. "Sanitary wastewater" shall mean domestic quality wastewater from other than a dwelling unit.
46. "Septic tank" shall mean a watertight receptacle which receives the discharge from a sewer system and is designed and constructed to retain solids, digest organic matter through a period of detention, and allow the liquids to discharge for disposal.
47. "Sewerage facilities" shall mean any and all facilities used for collecting, conveying, pumping, treating and disposing of wastewater.
48. "Significant industrial user" shall mean:
- a. A user subject to categorical pretreatment standards; or
 - b. A user that:
 - (i) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the city's collection system (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - (ii) Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the RWRf; or
 - (iii) Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the RWRf's operation or for violating any pretreatment standard or requirement.

-
- c. Upon a finding that a user meeting the criteria in subsection (B) has no reasonable potential for adversely affecting the RWRP's operation or for violating any pretreatment standard or requirement, the city may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8 (f) (6), determine that such user should not be considered a significant industrial user.
49. "Significant noncompliance (SNC)" shall mean any user with compliance violations which meet one or more of the following criteria:
- a. Chronic violations of wastewater discharge limits, defined as those in which sixty-six (66) percent or more of all of the measurements taken during a six month period exceed (by any magnitude) the daily maximum limit or the average limit for the same pollutant parameter;
 - b. Technical review criteria (TRC) violations, defined as those in which thirty-three (33) percent or more of all of the measurements taken during a six month period equal or exceed the product of the daily maximum limit or the average limit times the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
 - c. Any other violation of a pretreatment effluent limit (daily maximum or longer term average) that the city determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of city personnel or the general public);
 - d. Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the city's exercise of its emergency authority to halt or prevent such a discharge;
 - e. Violations of schedule milestones for starting construction, completing construction or achieving final compliance, including failure to meet, by ninety (90) days or more after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order, for starting construction, completing construction, or attaining final compliance;
 - f. Failure to provide required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules within thirty (30) days of the due date;
 - g. Failure to accurately report noncompliance;
 - h. Any other violations or group of violations which the city considers to be significant.
50. "Single pass cooling" shall mean unpolluted water used for the absorption and immediate discharge of excess thermal energy to the environs prior to heat exchange and reuse.
51. "Slug" shall mean any discharge of water or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds five times the average 24-hour concentration of flows during normal operation for a period of fifteen (15) minutes or more and/or has a significant adverse impact, either singly or in combination with other discharges, on the collection agency's sewer system or the quality of the effluent from the involved city treatment plant.
52. "Spill containment" shall mean a protection system installed by the user to prohibit the accidental discharge to the sewer of incompatible pollutants.
53. "Standard industrial classification (S.I.C.)" shall mean the system of classifying industries identified in the S.I.C. manual, issued by the office of management and budget.
54. "Toxic pollutants" shall mean those substances which, individually or when combined with other substances normally found in domestic sewage, result in wastes in a collection agency sewer system in concentrations or quantities which could have an adverse or harmful effect on such sewer system facilities, sewer treatment plant operations and maintenance personnel or equipment, treated sewage

effluent quality, water reclamation procedures, public or private property, or which may endanger the public, local environment, or create a public nuisance.

55. "User" shall mean any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. User shall include discharger.
56. "Violation" shall mean an event or condition at a user's facility that is prohibited by ordinance, control mechanism, or order.
57. "Violation charge" shall mean that charge levied against a user for as a result of a waste discharge violation.
58. "Waste discharge authorization" shall mean the revocable permission to discharge wastewater to the public sewer main subject to technically based limits on wastewater constituents and characteristics.
59. "Waste discharge permit (WDP)" shall mean the periodically renewable, revocable permission to discharge industrial wastewater to the public sewer main subject to technically based limits on wastewater constituents and characteristics.
60. "Waste discharge violation" shall mean the failure by a user to comply with this chapter, or any conditions or reporting requirements as contained in their control mechanism.
61. "Waste hauler" shall mean any commercial pumper that is permitted by Riverside County Department of Health as a nonhazardous liquid waste hauler, discharging domestic and sanitary wastewater only. This shall also mean septic tank pumper.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.101 Other meanings.

Words used in this chapter in the singular may include the plural and the plural the singular. Use of masculine shall mean feminine and use of feminine shall mean masculine. Shall is mandatory; may is permissive or discretionary.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article III General Sewer Use Requirements

13.02.300 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the city's collection system any pollutant or wastewater which, alone or in conjunction with other substances, causes pass through or interference. These general prohibitions apply to all users whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the city's collection system the following pollutants, substances, or wastewater:
 1. Pollutants which create a fire or explosive hazard in the city's RWRFs or collection system, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 CFR 261.21;
 2. Wastewater having a pH less than 5.0 or more than 10.5, or otherwise causing corrosive structural damage to the city's RWRFs or collection system or equipment;

-
3. Solid or viscous substances in amounts which will cause obstruction of the flow in the city's RWRFs or collection system resulting in interference but in no case solids greater than three-eighths ($\frac{3}{8}$) inches in any dimension;
 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the city's RWRFs or collection system;
 5. Wastewater having a temperature greater than 140° F (60° C), or which will inhibit biological activity in the RWRF resulting in interference, but in no case wastewater which causes the temperature at the introduction into the RWRF to exceed 104° F (40° C) or which falls below 40° F;
 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the city's RWRFs or collection system in a quantity that may cause acute worker health and safety problems;
 8. Trucked or hauled pollutants, except at discharge points designated by the general manager;
 9. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
 10. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the RWRF's effluent;
 11. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
 12. Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the general manager;
 13. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 14. Detergents, surface-active agents, or other substances which may cause excessive foaming in the city's RWRFs or collection system;
 15. Wastewater required to be manifested under RCRA, unless specifically authorized by the general manager.
 16. Infectious wastes as defined in the California Health and Safety Code.
- C. Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the city's collection system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.310 Discharge of pollutant to watercourse.

No person shall circumvent or obviate the intent or purpose of this chapter by discharging or by causing to be discharged, into any storm drain, channel, natural watercourse or public street, any material or waste prohibited or restricted as to its discharge into a sewer system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.312 Discharge of pollutant to ground.

No person shall deposit or discharge or cause to be deposited or discharged into any sump which is not impermeable, or into any pit or well, or onto the ground, or into any storm drain or watercourse, any material which, by seeping underground or by being leached or by reacting with the soil, can pollute usable groundwaters, or any pretreatment wastes.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.314 Point of discharge.

No person, excluding authorized city personnel involved in maintenance functions of sanitary sewer facilities, shall discharge or cause to be discharged any wastewater or any other matter directly into a manhole or other opening leading to the POTW other than through an approved building sewer, unless written permission for the discharge has been provided by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.316 Dilution of flow.

No person shall increase the use of process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this chapter, in categorical standards, or in any other pollutant-specific limitations developed by the city.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.318 Interference with City equipment or facilities.

No person shall enter, break, damage, destroy, uncover, deface or tamper with any temporary or permanent structure, equipment or appurtenance which is part of the POTW or is required or authorized by the provisions of this article.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.320 National Categorical Pretreatment Standards.

- A. The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.
- B. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the general manager may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6(c).
- C. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the general manager shall impose an alternate limit using the combined wastestream formula in 40 CFR 403.6(e).
- D. A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.

-
- E. A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15.
 - F. Any user operating under a permit incorporating equivalent mass or concentration limits calculated from a production-based standard shall notify the general manager within two business days after the user has a reasonable basis to know that the production level will significantly change within the next calendar month. Any user not notifying the general manager of such anticipated change will be required to meet the mass or concentration limits in its permit that were based on the original estimate of the long term average production rate.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.330 State requirements.

State requirements and limitations on dischargers shall apply in any case where they are more stringent than the federal requirements and limitations, or those in this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.340 Local limits.

- A. No user shall discharge or cause to be introduced directly or indirectly into the city's collection system, a quantity or quality of wastewater which exceeds the local limits on discharges to public sewer mains established by the city. The local limits, conventional pollutant surcharge limits, and surcharge fees specific to each city RWRf may be adopted by resolution of the city council or district.
- B. These limits apply at the point where the wastewater is discharged to the city's collection system. The general manager may impose limitations based on concentrations of pollutants in milligrams per liter or as an amount of pollutants in pounds per day.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.350 Limitations on water softeners.

Water softeners will be regulated in accordance with state law.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.360 Right of revision.

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the city's RWRfs or collection system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.370 Dilution.

No user shall ever increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The general manager may impose such limitations on the amount, in pounds per day, of pollutants discharged by users who are using dilution to meet

applicable pretreatment standards or requirements, or in other cases when the imposition of such limitations is appropriate.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.380 Special restrictions—Cesspool, septic tank, holding tank, waste hauler.

- A. Cesspool, septic tank and holding tank pumpings containing only domestic and/or sanitary wastes may be accepted only at city designated locations from holders of both a valid liquid waste hauler water discharge permit issued by the city and a valid environmental health permit issued by the County of Riverside Health Services Agency Department of Environmental Health. The contents of any cesspool or septic tank may not be pumped directly into a public sewer main unless specifically approved by the city under emergency or other abnormal short duration circumstances. Wastes from industrial process sources are prohibited and may not be hauled and discharged to the public sewer system.
- B. No waste hauler shall discharge to the POTW except as set forth herein:
 - 1. Septic tank waste may be introduced into the POTW only at locations designated by the general manager, and at such times as are established by the general manager. Such waste shall not violate any requirements established by the city. The general manager may require septic tank waste haulers to obtain a control mechanism.
 - 2. Industrial waste haulers may discharge loads only at locations designated by the general manager. No load may be discharged without prior consent of the general manager. The general manager may collect samples of each hauled load to ensure compliance with applicable standards. The general manager may require the industrial waste hauler to provide a waste analysis of any load prior to discharge. Industrial waste haulers must provide a waste tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.
 - 3. Wastewater from recreational vehicles and boats shall only be discharged at dump sites designated for such use. The city reserves the right to inspect records of individual wastewater dumps from the authorized operators of each designated dump site. Detailed plans describing such facilities and operating procedures shall be submitted to the general manager for review, and shall be acceptable to the general manager before such facilities are constructed.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.382 Vehicle servicing facilities.

- A. Any facility maintained for the servicing, washing, cleaning or repair of vehicles licensed by the state department of motor vehicles, construction equipment, industrial transportation or power equipment shall install and maintain a gravity separation interceptor in accordance with Section 13.02.384. Wastewaters from toilets shall not be allowed to pass through this interceptor, but all wastewaters arising from the servicing and repair of vehicles shall pass through this interceptor before discharge to the POTW. If the vehicle servicing facility does not include facilities for the washing of more than one vehicle at a time, the interceptor shall have a fluid capacity of not less than one thousand five hundred (1,500) gallons. If the vehicle servicing facility has facilities for washing or cleaning more than one vehicle at a time, the interceptor shall be as large as necessary so that a seven-day accumulation of sand and oil together will not fill more

than twenty-five (25) percent of the fluid capacity. The interceptor shall be designed so as to retain any oil and grease which will float and any sand which will settle.

- B. Any interceptor legally and properly installed at a vehicle servicing facility before January 1, 2012, shall be acceptable as an alternative to the interceptor specified in subsection (a) of this section, provided such interceptor is effective in removing sand and oil and is so designed and installed that it can be inspected and properly maintained.
- C. The plumbing official shall not approve the plumbing of a vehicle servicing facility if it does not have a gravity separation interceptor meeting the requirements of this section.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.384 Food processing facilities.

- A. All restaurants or other food processing facilities shall direct all wastes from floor drains, sinks, waste container wash racks and dishwashers through a two-compartment gravity separation interceptor. All domestic wastewaters from restrooms, showers and drinking fountains shall be kept separate until the previously specified wastes have passed through the interceptor. The interceptor shall have a minimum fluid capacity of seven hundred fifty (750) gallons, or as required by Appendix H of the latest edition of the Uniform Plumbing Code, whichever is greater. Any interceptor or grease trap legally and properly installed at a food processing facility before January 1, 2012, shall be acceptable as an alternative to the interceptor specified in this subsection, provided such interceptor or grease trap is effective in removing grease and is so designed and installed that it can be inspected and properly maintained.
- B. Conditional waivers for the grease interceptor requirement may be granted by the city for those restaurants determined not to have adverse effects on the POTW. Conditional waivers may be revoked for the following reasons:
 - 1. Changes in types of food prepared;
 - 2. Falsification of information submitted in the restaurant survey form;
 - 3. Changes in operating hours;
 - 4. Changes in equipment used;
 - 5. Violation of any conditions contained in the waiver.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article IV Control Mechanisms

Division 1 General Requirements

13.02.400 Wastewater analysis.

When requested by the general manager, a user must submit information on the nature and characteristics of its wastewater within ninety (90) days of the request. The general manager is authorized to prepare a form for this purpose and may periodically require users to update this information.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.402 Control mechanism requirement.

- A. The city may require any user to obtain a control mechanism prior to discharging to the city's collection system or to obtain control mechanisms as necessary to carry out the purposes of this chapter, including but not limited to obtaining a permit, installing a gravity separation interceptor, a spill containment system, implementing a slug control plan, installing pretreatment facilities, or utilizing other best management practices.
- B. No significant industrial user shall discharge wastewater into the city's collection system without first obtaining a control mechanism, except that a significant industrial user that has filed a timely application pursuant to Section 13.02.404 may continue to discharge for the time period specified therein.
- C. Any violation of the terms and conditions of a control mechanism shall be deemed a violation of this chapter and subject the user to the sanctions set out in Article V of this chapter. Obtaining a control mechanism does not relieve the user of its obligation to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.404 Issuing control mechanisms—Existing connections.

Any user required to obtain a control mechanism who was discharging wastewater into the city's collection system prior to the effective date of this chapter and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply to the general manager for a control mechanism in accordance with Section 13.02.408, and shall not cause or allow discharges to the city's collection system to continue after one hundred twenty (120) days of the effective date of this chapter except in accordance with a control mechanism issued by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.406 Issuing control mechanisms—New connections.

Any user required to obtain a control mechanism who proposes to begin or recommence discharging into the city's collection system must apply for such control mechanism prior to the beginning or recommencing of such discharge. An application for this control mechanism, in accordance with Section 13.02.408, must be filed at least sixty (60) days prior to the date upon which any discharge will begin or commence.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.408 Waste discharge application contents.

All users required to obtain a control mechanism must submit a waste discharge application. The general manager may require all users to submit as part of an application the following information:

- A. All information required in Section 13.02.600(B) of this chapter;
- B. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the city's collection system;
- C. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- D. Each product produced by type, amount, process or processes, and rate of production;

-
- E. Type and amount of raw materials processed (average and maximum per day);
 - F. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
 - G. Time and duration of discharges;
 - H. An application fee, annual fee, special use fee, connection fee, and/or pretreatment program fees as may be established by ordinance or resolution of the city council or district; and
 - I. Any other information as may be deemed necessary by the general manager to evaluate the waste discharge application.

Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.410 Application signatories and certification.

All waste discharge applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.412 Control mechanism decisions.

The general manager will evaluate the data furnished by the user and may require additional information. Within thirty (30) days of receipt of a complete waste discharge application, the general manager will determine whether or not to issue a control mechanism. The general manager may deny any application for a control mechanism.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Division 2 Control Mechanism Issuance Process

13.02.500 Control mechanism duration.

- A. A waste discharge permit shall be issued for a specified time period, not to exceed five years from the effective date of the permit. A waste discharge permit may be issued for a period less than five years, at the discretion of the general manager. Each waste discharge permit will indicate a specific date upon which it will expire.
- B. A waste discharge authorization shall be issued for an indefinite time period, subject to review and reconsideration at the discretion of the general manager.

-
- C. A special agreement shall be issued for a specified time period, set forth in the terms of the special agreement.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.502 Waste discharge permit contents.

- A. Waste discharge permit shall include such conditions as are deemed reasonably necessary by the general manager to prevent pass through or interference, protect the quality of the water body receiving the RWRf's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the RWRf and the city's collection system.

Waste discharge permits must contain:

1. A statement that indicates waste discharge permit duration, which in no event shall exceed five years;
2. A statement that the waste discharge permit is nontransferable without prior notification to the city in accordance with Section 13.02.508, and provisions for furnishing the new owner or operator with a copy of the existing waste discharge permit;
3. Effluent limitations based on applicable pretreatment standards;
4. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, frequency, and sample type based on federal, state, and local law;
5. A statement of applicable civil and criminal penalties for violations of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

- B. Waste discharge permits may contain, but need not be limited to, the following conditions:

1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
2. Requirements for the installation and maintenance of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the city's collection system;
3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the city's collection system;
5. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the city's collection system;
6. Requirements for installation and maintenance of inspection and sampling facilities and equipment;
7. A statement that compliance with the waste discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the waste discharge permit; and
8. Other conditions as deemed appropriate by the general manager to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.504 Waste discharge permit appeals.

Any person, including the user, may petition the general manager to reconsider the terms of a waste discharge permit within thirty (30) days of notice of its issuance.

- A. Failure to submit timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the waste discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to be placed in the waste discharge permit.
- C. The effectiveness of the waste discharge permit shall not be stayed pending the appeal.
- D. If the general manager fails to act within thirty (30) days of the filing of an appeal, a request for reconsideration shall be deemed to be a decision to deny such request. Decisions not to reconsider a waste discharge permit, not to issue a waste discharge permit, or not to modify a waste discharge permit shall be considered final administrative actions for the purposes of judicial review.
- E. Aggrieved parties seeking judicial review of the final administrative waste discharge permit decision shall do so by filing a petition for writ of mandate with the Superior Court for Riverside County within ninety (90) days.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.506 Waste discharge permit modification.

The general manager may modify a waste discharge permit for good cause including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the discharger's operation processes, or wastewater volume or character since the time of waste discharge permit issuance;
- C. A change in the RWRf that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- D. Information indicating that the permitted discharge poses a threat to the city's collection system, city personnel or the receiving waters;
- E. Violation of any terms or conditions of the waste discharge permit;
- F. Misrepresentation or failure to fully disclose all relevant facts in the waste discharge application or in any required reporting;
- G. Revision of or a grant of variance from such categorical standards pursuant to 40 CFR 403.13;
- H. Correction of typographical or other errors in the waste discharge permit; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.508 Waste discharge permit transfer.

Waste discharge permits may be transferred to a new owner or operator only if the permittee gives at least thirty (30) days advance notice to the general manager and the general manager approves the waste discharge

permit transfer. The notice to the general manager must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing waste discharge permit.

Failure to provide advance notice of a transfer renders the waste discharge permit void as of the date of facility transfer.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.510 Waste discharge permit revocation.

- A. A waste discharge permit may be revoked for good cause including, but not limited to the following reasons:
 - 1. Failure to notify the general manager of significant changes to the wastewater prior to the changed discharge;
 - 2. Failure to provide prior notification to the general manager of changed conditions pursuant to Section 13.02.620;
 - 3. Misrepresentation or failure to fully disclose all relevant facts in the waste discharge application;
 - 4. Falsifying self-monitoring reports;
 - 5. Tampering with monitoring equipment;
 - 6. Refusing to allow the general manager timely access to the facility premises and records;
 - 7. Failure to meet effluent limitations;
 - 8. Failure to pay fines;
 - 9. Failure to pay sewer charges;
 - 10. Failure to meet compliance schedules;
 - 11. Failure to complete a wastewater survey or the waste discharge application;
 - 12. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
 - 13. Violation of any pretreatment standard or requirement, or any terms of the waste discharge permit or this chapter.
- B. Waste discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All waste discharge permits issued to a particular user are void upon the issuance of a new waste discharge permit to that user.
- C. Waste discharge permit revocation is subject to appeal as set forth in Article V.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.512 Waste discharge permit reissuance.

A user with an expiring waste discharge permit shall apply for waste discharge permit reissuance by submitting a complete waste discharge application (or a statement signed by the responsible party that there are

no changes to the application previously submitted), in accordance with Section 13.02.408, a minimum of sixty (60) days prior to the expiration of the user's existing waste discharge permit.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.514 Regulation of waste received from other jurisdictions.

- A. After the effective date of the ordinance codified in this chapter, any agreement entered into by the city and an agency outside of the city's legal boundary, allowing discharge to the POTW, and any modifications to such an existing agreement, shall be subject to the approval of the city council.
- B. Such agreements shall provide protections to the POTW equivalent to those set forth in this chapter, such as, but not limited to, compliance with pretreatment standards and pretreatment requirements; rights of inspection and sampling of the user's discharge to determine compliance with such standards and requirements; and imposition of any fees, fines, costs, or deposits as necessary.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.516 Additional control mechanisms.

- A. Whenever deemed necessary, the city may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this chapter.
- B. The city may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of the city, they are necessary for the proper handling of wastewater containing excessive amounts, as defined by the city manager, of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the city and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired as provided by the manufacturer's maintenance documentation, by the user at their expense.
- D. Users with the potential to discharge flammable substances may be required, at the discretion of the city manager, to install and maintain an approved combustible gas detection meter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Division 3 Reporting Requirements

13.02.600 Baseline monitoring reports.

- A. Within either one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6 (a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the city's collection system shall submit to the general manager a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become

categorical users subsequent to the promulgation of an applicable categorical standard, shall submit to the general manager a report which contains the information listed in paragraph B, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source shall also give estimates of its anticipated flow and quantity of pollutants to be discharged.

- B. Users described above shall submit the information set forth below.
1. Identifying Information. The name and address of the facility, including the name of the operator and owner.
 2. Environmental Permits. A list of any environmental control permits held by or for the facility.
 3. Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram which indicates points of discharge to the city's collection system from the regulated processes.
 4. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the city's collection system from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
 5. Measurement of Pollutants.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the general manager, of the regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.02.640.
 - c. Sampling must be performed in accordance with procedures set out in Section 13.02.645.
 6. Certification. A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
 7. Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 13.02.605.
 8. Signature and Certification. All baseline monitoring reports must be signed and certified in accordance with Section 13.02.410.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.605 Compliance schedule progress reports.

The following conditions shall apply to the compliance schedule required by Section 13.02.600(B)(7) of this chapter:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user

to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);

- B. No increment referred to above shall exceed nine months;
 - C. The user shall submit a progress report to the general manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
 - D. In no event shall more than nine months elapse between such progress reports to the general manager.
- (Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.610 Reports on compliance with categorical pretreatment standard deadline.

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the city's collection system, any user subject to such pretreatment standards and requirements shall submit to the general manager a report containing the information described in Section 13.02.600(B)(4-6) of this chapter. For users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 13.02.410.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.615 Periodic compliance reports.

- A. If a permitted user monitors any pollutant using the procedures prescribed in Section 13.02.645, the results of this monitoring shall be at a frequency determined by the general manager but in no case less than twice per year (in June and December), be reported. The report shall indicate the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. All such reports must be signed and certified in accordance with Section 13.02.410.
- B. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.620 Reports of changed conditions.

Each user must notify the general manager of any planned significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least thirty (30) days before the change.

-
- A. The general manager may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a waste discharge application under Section 13.02.408.
 - B. The general manager may issue a waste discharge permit under Section 13.02.412 or modify an existing waste discharge permit under Section 13.02.506 in response to changed conditions or anticipated changed conditions.
 - C. For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty (20) percent or greater, and the discharge of any previously unreported pollutants.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.625 Reports of potential problems.

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, or a slug load, that may cause potential problems for the RWRf or the city's collection system, the user shall immediately telephone and notify the general manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.
- B. Within five days following such discharge, the user shall, unless waived by the general manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the city's collection system or RWRf(s), natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.630 Reports from unpermitted users.

All users not required to obtain a waste discharge permit shall provide appropriate reports to the general manager as the general manager may require.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.635 Reports of sampling violations/repeat sampling.

If sampling performed by a user indicates a violation, the user must notify the general manager within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the general manager within thirty (30) days after becoming aware of the violation. The user is not required to resample if the city monitors at the user's facility at least once a month, or if the city samples between the user's initial sampling and when the user receives the results of this sampling.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.640 Analytical requirements.

All pollutant analyses, including sampling techniques, to be submitted as part of a waste discharge application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain

sampling or analytical techniques for the pollutant in question, sampling and analysis must be performed in accordance with procedures approved by US EPA.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.645 Sample collection.

- A. Except as indicated in Section B, below, the user must collect wastewater samples using flow proportional composite collection techniques. In the event flow proportional sampling is infeasible, the general manager may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.
- B. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.650 Timing.

Written reports will be deemed to have been submitted on the date postmarked. For reports which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.655 Record keeping.

Users subject to the reporting requirements of this chapter shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the city, or where the user has been specifically notified of a longer retention period by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.660 Self-monitoring reports.

Users may be required to submit periodic self-monitoring reports containing a description of the nature, concentration and flow of pollutants required to be reported by the city. Sampling for self-monitoring reports shall be performed during the period covered by the report. All required analyses shall be performed by a state certified laboratory using analytical methods as defined in this article. Significant industrial users shall be required to submit self-monitoring reports at least every six months.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.665 Solvent management plans.

All industrial users subject to effective categorical standards which include a total toxic organic limitation shall be required to file a solvent management plan.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.670 Accidental discharge/slug control plans.

The city shall evaluate whether each significant industrial user needs an accidental discharge/slug control plan. The city may require any user to develop, submit for approval, and implement such a plan. Alternatively, the city may develop such a plan for any user. An accidental discharge/slug control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the city of any accidental or slug discharge, as required by Section 13.02.625 of this chapter; and
- D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.675 Notification of hazardous waste discharge.

- A. All industrial users shall notify the city, the EPA regional waste management division director, and state hazardous waste authorities in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be classified as a hazardous waste pursuant to 40 CFR part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch or other). If the industrial user discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent such information is known and readily available to the industrial user: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the waste stream discharged during that calendar month, and an estimation of the mass of constituents in the waste stream expected to be discharged during the following twelve (12) months. The notifications required by this subsection shall provide the notification no later than 180 days after the discharge of the hazardous waste.
- B. Any notification under this subsection need be submitted only once for each hazardous waste discharged. However, notifications of changed discharges must be submitted in accordance with 40 CFR 403.12(j).
- C. The hazardous waste discharge notification requirements specified in this subsection do not apply to pollutants already reported under the self-monitoring requirements of this chapter. Industrial users are also exempt from such requirements during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e).

-
- D. Discharges of more than fifteen (15) kilograms of non-acute hazardous wastes, as specified in 40 CFR 261.30(d) and 261.33(e), require a one-time notification. Additional notification is not required for subsequent months during which the industrial user discharges additional quantities of the same nonacute hazardous waste.
 - E. In the case of new federal regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user shall notify the city, the EPA regional waste management division director and state hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
 - F. In the case of any notification made under these requirements, the industrial user shall certify that it has a program in place to reduce the volume or toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.680 Toxic organics management plan.

The city may require any user to submit a toxic organic management plan (TOMP) to address the prevention of discharge of toxic organics to the POTW or the environment. A TOMP shall contain, at a minimum, the toxic organic compounds used, the method(s) of disposal, and the procedures for assuring that toxic organics do not spill into the wastewater being discharged. The city may allow a user to develop and implement a TOMP in lieu of required self-monitoring for toxic organics.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.685 Other reports.

Users shall file any other reports required by state law, including such reports as are required by Health and Safety Code chapter 6.95 (§§ 25500 through 25547.2).

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.690 Confidential information.

Information and data on a user obtained from reports, surveys, wastewater permit applications, wastewater permits, and monitoring programs, and from the city's inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the city, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents, characteristics, and other effluent data as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article V Enforcement

13.02.700 Noncompliance monitoring procedures and applicable fees.

A. Self-Monitoring Requirements as a Result of Noncompliance.

1. If analysis of any sample obtained by the city or by a user shows noncompliance with the applicable wastewater discharge limits set forth in the ordinance or in the permittee's discharge permit, the city may impose self-monitoring requirements on the permittee or user.
2. A user shall perform required self-monitoring of constituents in a frequency, at the specific location, and in a manner directed by the city.
3. All analyses of self-monitoring samples shall be performed by an independent laboratory acceptable to the city and submitted to the city in a form and at a frequency determined by the city.
4. All self-monitoring costs shall be borne by the user.
5. Nothing in this section shall be deemed to limit the authority of the city to impose self-monitoring as a permit condition.

B. Noncompliance Sampling Fees.

1. If analysis of any sample of a user's discharge obtained by the city shows a violation by the user of the mass emission rates or concentration limits specified in the user's discharge permit or in this chapter, then the user shall be subject to noncompliance sampling fees pursuant to fee schedules adopted by ordinance or resolution of the district.
2. The fees specified in Subsection 13.02.700(B)(1) herein shall be imposed for each date on which the city conducts sampling as a result of a violation by a user.

C. Noncompliance Inspection Fees.

1. Each user is subject to routine inspection. When noncompliance with any of the provisions of this chapter is determined, a follow-up inspection may be required. Each user shall receive one follow-up inspection to verify compliance for each routine inspection without being subject to noncompliance inspection fees.
2. When it becomes necessary to perform additional inspections in order to determine compliance with the provisions of this chapter, then the user shall pay noncompliance inspection fees to the city pursuant to fee schedules adopted by ordinance or resolution of the district.
3. The fees specified in Subsection 13.02.700(C)(2) herein shall be imposed for each date (excluding one follow-up inspection) on which the city conducts an inspection as a result of a violation by a user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.705 Election of enforcement remedies.

The general manager, upon finding a violation, may employ any of the remedies set forth in this article, subject to due consideration of the following:

- A. The magnitude of the violation;
- B. The duration of the violation;
- C. The effect of the violation on RWRF compliance with discharge order;
- D. The effect of the violation on the operation of the RWRF;

-
- E. The compliance history of the user; and
 - F. The good faith of the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.710 Notice of violation.

- A. Upon finding a violation, the general manager may issue a notice of violation. Within ten (10) working days of the delivery of this notice, the user shall respond to the source control division with either an objection contesting the finding, or an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required action. Said response in no way relieves the user of liability for any violations occurring before or after the receipt of the notice of violation.
- B. Upon receipt of an objection contesting a finding of violation, the division head will schedule a hearing within ten (10) working days at which the user may present information supporting the objection. Within five working days of the hearing, the division head shall determine the validity of the objection, either rescinding the notice of violation or denying the objection, thereby requiring submission of the plan. The user may appeal the division head's determination as set forth in Article V.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.715 Administrative orders.

Administrative orders include, but are not limited to, consent orders, show cause orders, cease and desist orders, and compliance orders.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.720 Consent orders.

The general manager may enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents will include specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Section 13.02.730 and shall be judicially enforceable.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.725 Show cause orders.

- A. The general manager may order a user which has been given a notice of violation and which has failed to submit an acceptable plan of corrective action or which, having submitted such a plan, fails to follow through with execution of the plan, to appear at a hearing scheduled by the general manager to show cause why the enforcement action proposed in the show cause order should not be taken.
- B. The show cause order shall specify the time and place for the hearing, the proposed enforcement action, the reasons for such action, and a request that the user show why the proposed enforcement action should not be taken. The show cause order shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. The order may be served on any authorized representative of the user. A show cause order shall not be a bar against, or prerequisite for, taking any other action against the user.

-
- C. At the conclusion of the show cause hearing, the general manager may: rescind previous enforcement action; issue an appropriate administrative order (consent order, compliance order, or cease and desist order), including assessment of fines; initiate control mechanism revocation proceedings or termination of sewer services; or direct the remission of the file to counsel for legal action.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.730 Compliance orders.

- A. When the general manager finds a violation, he may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated.
- B. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standards or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation.
- C. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.735 Administrative fines.

- A. When, subsequent to a show cause hearing, the general manager finds a violation, he may fine the user in an amount not to exceed five thousand dollars (\$5,000.00) per violation per day of discharge in violation of any control mechanism or order issued hereunder, or any other pretreatment standards or requirement.
- B. The user may be responsible for the city's costs of preparing administrative enforcement actions, such as notices and orders.

Unpaid charges, fines, and penalties shall, after thirty (30) calendar days, be assessed an additional penalty of five percent of the unpaid balance, and interest shall accrue thereafter at a rate of one and one half (1½) percent per month. A lien against the user's property will be sought for unpaid charges, fines, and penalties.

- C. Users desiring to dispute an administrative fine must file a written request for the general manager to reconsider the fine along with full payment of the fine amount within thirty (30) days of the user's receipt of notice of the fine. Assessment of fines may be appealed pursuant to Article V. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.740 Emergency suspensions.

- A. The general manager may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons.

-
- B. The general manager may also immediately suspend a users discharge, after notice and opportunity to respond, that threatens to interfere with the operation of a regional water reclamation facility, or which presents, or may present, an endangerment to the environment.
1. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the general manager may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the city's collection system, the city's RWRFs, the receiving stream, or endangerment to any individuals. The general manager may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the general manager that the period of endangerment has passed, unless the termination proceedings in Section 13.02.745 are initiated against the user.
 2. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the general manager prior to the date of any show cause or termination hearing under Sections 13.02.725 or 13.02.745.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.745 Termination of discharge.

In addition to the provisions in Section 13.02.510, any user who violates the following conditions is subject to discharge termination:

- A. Violation of waste discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or
- E. Violation of the pretreatment standards in Article III of this chapter.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 13.02.725 why the proposed action should not be taken. Exercise of this option by the city shall not be a bar to, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.750 Published notices for significant noncompliance.

In accordance with federal regulations, the city shall annually cause to be published the names of all users in significant noncompliance. Said publication shall be made in the newspaper of the largest daily circulation published in the city's service area.

13.02.755 Judicial enforcement remedies.

In certain circumstances, judicial enforcement may be appropriate. Such remedies may include, but are not limited to, injunctive relief, civil penalties, and criminal prosecution.

13.02.760 Injunctive relief.

When the general manager finds a violation, the city may petition the Superior Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the control mechanism, order, or other requirement imposed by this chapter on activities of the user. The city may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation.

A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.765 Civil penalties.

- A. Authority. All users of the city's system and facilities are subject to administrative or judicial enforcement actions by the city, U.S. EPA, State of California Regional Water Quality Control Board, or the County of Riverside District Attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A. Section 6901 et seq.); and (5) California Government Code, Sections 54739-54740.
- B. Recovery of Fines or Penalties. When the city must pay fines or penalties imposed by other regulatory or enforcement agencies based, and the city can establish said violation was the result of the discharge of any user, which discharge was in violation, as defined in this chapter, the city shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties.
- C. Ordinance. Pursuant to the authority of California Government Code Sections 54739-54740, any person who violates any provision of this chapter, any permit condition, prohibition or effluent limit, or any suspension or revocation order, shall be liable civilly for a sum not to exceed twenty-five thousand dollars (\$25,000.00) per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of this chapter, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed twenty-five thousand dollars (\$25,000.00) per violation for each day in which such violation occurs. The city shall petition the Superior Court to impose, assess, and recover such penalties, or such penalties as the city may impose, assess, and recover pursuant to federal and/or state law.
- D. Administrative Civil Penalties.
 - 1. Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, the city may issue an administrative complaint against any person who violates:
 - a. any provision of this chapter;
 - b. any permit condition, prohibition, or effluent limit; or
 - c. any suspension or revocation order.
 - 2. The administrative complaint shall be served by personal delivery or certified mail, and shall specify a date and time for a hearing, which will be held within sixty (60) days following service. The

administrative complaint will allege the act or failure to act that constitutes the violation of the city's requirements, the provisions of law authorizing civil liability to be imposed, and the proposed civil penalty. The matter shall be heard by a hearing officer designated by the city manager. The person against whom an administrative complaint has been issued may waive the right to a hearing.

3. At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence.
4. After the hearing, the hearing officer shall deliver a written report to the general manager, setting forth findings of fact, conclusions and a recommendation. Upon receipt of the written report, the general manager shall issue his decision and order in writing within thirty (30) calendar days after the hearing. The decision and order shall be served by personal delivery or certified mail.
5. In determining the amount of civil penalties, the general manager may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.
6. Civil penalties may be assessed as follows:
 - a. In an amount which shall not exceed two thousand dollars (\$2,000.00) for each day for failing or refusing to furnish technical or monitoring reports;
 - b. In an amount which shall not exceed three thousand dollars (\$3,000.00) for each day for failing or refusing to timely comply with any compliance schedules established by the city;
 - c. In an amount which shall not exceed five thousand dollars (\$5,000.00) per violation for each day of discharge in violation of any waste discharge limit, permit condition, or requirement issued, reissued, or adopted by the city;
 - d. In any amount which does not exceed ten dollars (\$10.00) per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the city;
7. The General Manager's order assessing administrative civil penalties shall be final on the 31st day after it is served on the person unless an appeal and request for hearing is filed with the city Manager before the 31st day. Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service or by registered mail, and a copy forwarded to other persons who appeared at the hearing and requested a copy.
8. The general manager's decision and order is subject to appeal to the city manager pursuant to Section 13.02.785. Any person aggrieved by a final order issued by the city manager may obtain review of the order of the city manager in the superior court, pursuant to Government Code Section 54740.6, by filing a petition for writ of mandate within thirty (30) days following service of the Board's decision or order.
9. Payment of any order setting administrative civil penalties shall be made within thirty (30) days of the date the order becomes final. The amount of any administrative civil penalties imposed which have remained delinquent for a period of sixty (60) days shall constitute a lien against the real property of the discharger from which the discharge resulting in the imposition of the civil penalty originated. The lien shall have no effect until recorded with the county recorder. The city may record the lien for any unpaid administrative civil penalties on the 91st day following the date the order becomes final.
10. No administrative civil penalties shall be recoverable under Section 13.02.765(D) for any violation for which the city has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740.

-
- E. Filing a suit for civil penalties shall not be a bar to, or a prerequisite for, taking any other action against a user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.770 Criminal prosecution.

A user who willfully or negligently violates any provision of this chapter, a control mechanism, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for not more than six months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to the penalties contained herein.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.775 Supplemental enforcement actions.

- A. Performance Bonds. The city may decline to issue or reissue a wastewater permit to any user who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless such user first files a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the city to be necessary to achieve consistent compliance.
- B. Liability Insurance. The city may decline to issue or reissue a wastewater permit to any user who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless the user first submits proof that it has obtained financial assurances sufficient to restore or repair damage to the POTW caused by its discharge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.780 Appeals to the general manager.

- A. General. Any user or applicant affected by any decision, action or determination may file with the general manager a written request for an appeal hearing. The city must receive the request within thirty (30) days of mailing of notice of the decision, action, or determination to the user or applicant. The request for hearing shall set forth in detail all facts supporting the request.
- B. Notice. The general manager shall, within fifteen (15) days of receiving the request for appeal, designate a hearing officer who will hear the appeal and provide written notice to the user or applicant of the hearing date, time and place. The hearing date shall not be more than thirty (30) days from the mailing of such notice by certified mail, unless a later date is agreed to by the user or applicant. If the hearing is not held at the agreed time due to actions or inactions of the user or applicant, then the decision shall be deemed final.
- C. Hearing. At the hearing, the user or applicant shall have the opportunity to present information supporting its position concerning the decision, action or determination.
- D. Written Determination. After the hearing, the hearing officer shall deliver a written report to the general manager setting forth findings of fact, conclusions, and a recommendation whether to uphold, modify or reverse the original decision, action or determination. Upon receipt of the written report, the general manager shall issue his decision and order within thirty (30) calendar days of the hearing. The written decision and order of the general manager shall be sent by certified mail.

The order of the general manager shall be final on the sixteenth day after it is mailed, unless a request for hearing is filed with the city manager pursuant to Section 13.02.785, no later than 5:00 p.m. on the fifteenth day following such mailing.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.785 Appeals to the city manager.

A. General.

1. Any user or applicant may appeal a decision, action, or determination made by the general manager prior to the date that the general manager's order becomes final, by filing a written request for hearing with the city manager accompanied by an appeal fee of one hundred dollars (\$100.00). The request for hearing shall set forth in detail all the issues in dispute and all facts supporting the request.
2. No later than sixty (60) days after receipt of the request for hearing, the city manager shall either set the matter for a hearing, or deny the request for a hearing.
3. A hearing shall be held by the city manager within sixty-five (65) days of the date the request for a hearing was granted, unless a later date is agreed to by the user or applicant and the city manager. If the matter is not heard within the required time, due to actions or inactions of the user or applicant, the general manager's order shall be final.

B. Granting Request for Hearing. The city manager shall grant all requests for an appeals hearing concerning permit suspension, revocation, or denial. Whether to grant or deny the request for a hearing on appeals of other decisions of the general manager shall be within the sole discretion of the city manager.

C. Appeal Fee Refund. The appeal fee shall be refunded if the city manager denies a hearing.

D. Written Determination.

1. After the hearing, the city manager shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the general manager.
2. The city manager's decision shall be set forth in writing and shall contain findings of fact and conclusions. The written decision and order of the city manager shall be sent by certified mail within sixty-five (65) days after the close of the hearing
3. The order of the city manager shall be final upon its adoption.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.790 Appeal of charges and fees.

- A. Any user or applicant may request reconsideration of the imposition and collection of fees or charges, such as connection charges, sewer use charges, and waste hauler fees. Following review of such a request, the city shall notify the user or applicant by certified mail of the city's decision on the reconsideration request within thirty (30) days of the city's receipt of the request. Any user or applicant may file an appeal which shall be heard by the city manager. The notice of appeal must be received by the city within thirty (30) days of the mailing of the city's decision on the reconsideration request.
- B. Notwithstanding the foregoing, appeals of noncompliance sampling fees shall be made pursuant to the appeal procedure set forth in Sections 13.02.780 and 13.02.785.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.800 Payment of charges.

- A. Except as otherwise provided, all fees, charges and penalties established by this chapter or by resolution are due and payable upon notice thereof. All such amounts are delinquent if unpaid thirty (30) days after date of invoice.
- B. Any charge that becomes delinquent shall have added to it a penalty in accordance with the following:
 - 1. Thirty-one (31) days after date of invoice, a basic penalty of five percent of the base invoice amount, not to exceed a maximum of one thousand (\$1,000.00); and
 - 2. Interest at a rate of one and one-half (1½) percent per month of the sum of base invoice amount and basic penalty shall accrue from and after the thirty-first day after date of invoice.
- C. Any invoice outstanding and unpaid after sixty (60) days shall be cause for immediate initiation of permit revocation proceedings or immediate suspension of the permit.
- D. Penalties charged under this section shall not accrue to those invoices successfully appealed.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.805 Remedies nonexclusive.

The remedies provided for in this chapter are not exclusive. The general manager may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will be in accordance with the city's enforcement response plan. However, the general manager may take other action against any user when the circumstances warrant.

Further, the general manager is empowered to take more than one enforcement action against any noncompliant user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.810 Collection of delinquent accounts.

Collection of delinquent accounts shall be in accordance with the city's policy for collection of delinquent obligations owed to the city, as amended from time to time; any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.815 Recovery costs incurred by city.

- A. In the event a user fails to comply with any of the terms and conditions of this chapter, an administrative order, a permit suspension or revocation, a consent order, or a permit issued hereunder, the city shall be entitled to reasonable attorney's fees and costs which may be incurred in order to enforce any of said terms and conditions with or without filing proceedings in court.
- B. The city may require the user to pay any additional costs incurred which are reasonably related to the enforcement of a user's discharge permit or any requirements of this chapter. These costs may include any inspections, monitoring, sampling or other investigations required by the city on a non-routine basis; procurement of water records; additional treatment; reasonable attorney fees and other legal costs, whether or not civil enforcement is pursued in court; any expert analysis required on a non-routine basis;

any damage to the POTW; costs required to resume normal operations of the POTW; and any other costs incurred by the city in its enforcement efforts. These costs shall be based upon actual cost, including actual staff time incurred for such enforcement activities. These costs are due and payable as directed in any notice and are not subject to appeal. The city shall provide the user an accounting of these costs upon the user's request.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.820 Financial security/amendments to permit.

- A. Compliance Deposit. Users that have been subject to enforcement and/or collection proceedings may be required to deposit with the city an amount necessary to guarantee payment of all charges, fees, penalties, costs and expenses that may be incurred in the future, before permission is granted for further discharge to the collection system.
- B. Delinquent Accounts. The city shall review and examine user's account to determine whether previously incurred fees and charges have been paid in accordance with time requirements prescribed by this chapter. The city may thereafter issue an amendment to the user's control mechanism in accordance with the provisions of Article IV and Section 13.02.820.E. of this chapter.
- C. Bankruptcy. Every user filing any legal action in any court of competent jurisdiction, including the United States Bankruptcy Court, for purposes of discharging its financial debts or obligations or seeking court-ordered, protection from its creditors, shall, within ten (10) days of filing such action, apply for and obtain the issuance of an amendment to its control mechanism.
- D. Permit Amendments. The city shall review and examine user's account to determine whether previously incurred fees and charges have been paid in accordance with time requirements prescribed by this chapter. The city may thereafter issue an amendment to the user's permit in accordance with the provisions of Article IV and Section 13.02.820.E.
- E. Security. An amendment to a control mechanism issued pursuant to Sections 13.02.720, 13.02.725, and 13.02.730, may be conditioned upon the user depositing financial security in an amount equal to the average total fees and charges for three calendar months during the preceding year. Said deposit shall be used to guarantee payment of all fees and charges incurred for future services and facilities furnished by city and shall not be used by the city to recover outstanding fees and charges incurred prior to the user filing and receiving protection from creditors in the United States Bankruptcy Court.
- F. Return of Security. In the event the user makes payment in full within the time prescribed by this chapter of all fees and charges incurred over a period of two years following the issuance of an amendment to the control mechanism pursuant to Sections 13.02.820(B), (C), and (D), the city shall either return the security deposit posted by the user or credit their account.
- G. Water Supply Severance. Water service to the user may be severed for any violation. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.825 Judicial review.

- A. Purpose and effect. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the city hereby enacts this part to limit to ninety (90) days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus.

-
- B. Definitions. As used in this section, the following terms and words shall have the following meanings:
1. "Decision" shall mean and include adjudicatory administrative decisions that are made after hearing, or after revoking, suspending, or denying an application for a permit or a license.
 2. "Complete record" shall mean and include the transcript, if any, of the proceedings, all pleadings, all notices and orders, any proposed decision by the general manager, the final decision, all admitted exhibits, all rejected exhibits in the possession of the city or its offices or agents, all written evidence, and any other papers in the case.
 3. "Party" shall mean a person whose permit or service has been denied, suspended, or revoked.
- C. Time Limit for Judicial Review. Judicial review of any decision of the city or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is provision for reconsideration, the decision is final upon the expiration of the period during which reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision the decision is final for the purpose of this section on the date that reconsideration is rejected.
- D. Preparation of the Record. The petitioner may request, in writing, the complete record of the proceedings. The record shall be prepared by the city officer or agent who made the decision and shall be delivered to the petitioner within ninety (90) days after filing the written request. The city may recover from the petitioner its actual costs for transcribing or preparing the record.
- E. Extension. If the petitioner files a request for the record within ten (10) days after the date the decision becomes final, the time within which a petition, pursuant to Section 1094.5 of the Code of Civil Procedure, may be filed shall be extended to not later than the thirtieth day following the date on which the record is either personally delivered or mailed to the petitioner or the petitioner's attorney of record, if appropriate.
- F. Notice. In making a final decision, the city shall provide notice to the party that the time within which judicial review must be sought is governed by Section 1094.6 of the Code of Civil Procedure.
- G. Administrative Civil Penalties. Notwithstanding the foregoing in Section 13.02.820, and pursuant to Government Code Section 54740.6, judicial review of an order of the city manager imposing administrative civil penalties pursuant to Section 13.02.765(D) may be made only if the petition for writ of mandate is filed not later than the thirtieth day following the day on which the order of the city manager becomes final.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Appendix D

Chapter 13.02 (Wastewater Treatment) of the Municipal Code

INTENTIONALLY LEFT BLANK



Chapter 13.02 WASTEWATER PRETREATMENT

Article I General Provisions

13.02.010 Intent.

It is the intent of this chapter to protect public health, city and Coachella Sanitary District personnel, the collection system and the environment from waste discharges by nonresidential users with the potential to detrimentally impact the beneficial use of reclaimed water and municipal sludge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.020 Purpose.

A. The purpose of this chapter is to set forth:

1. Conditions and limitations on the use of the city's sewer system;
2. Specific enforcement provisions to resolve noncompliance with this chapter, thereby allowing the city to:
 - a. Comply with the laws, regulations, and rules imposed upon it by regulatory agencies;
 - b. Ensure that the city's sewerage facilities and treatment processes are protected and are able to operate with the highest degree of efficiency;
 - c. Protect the beneficial use of reclaimed water and municipal sludge; and
 - d. Protect the public health and environment.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.030 Policy.

- A. This chapter shall be interpreted in accordance with the definitions set forth in Article II. The provisions of this chapter shall apply to the direct and indirect discharge of all wastes to facilities of city.
- B. The city shall seek the cooperation of the users of the collection system to ensure compliance with this chapter. Reasonable approaches shall be utilized when applying applicable regulations without compromising the intent, purpose and policies of this chapter.
- C. The city shall adopt more stringent quality requirements on wastewater discharges regulated by 40 CFR, Chapter I, Subchapter N, Parts 405-471, in the event that more stringent quality requirements are necessary to protect beneficial use of reclaimed water and municipal sludge.
- D. The city shall encourage conservation and pollution prevention through source control strategies which reduce the amount of pollutants entering the environment, prior to recycling, pretreatment, or disposal.
- E. The city shall use the revenues derived from the application of this chapter to defray the cost of regulating sewer usage to include, but not be limited to, administration, monitoring, permitting, reporting, and enforcement.

-
- F. All costs and expenses incurred by the plan check procedure of the city's source control division shall be paid by the applicant. Plan check fees shall be in an amount established by ordinance or resolution of the district.
 - G. The city shall ensure that all parties are afforded due process of law. An applicant or user shall be given written notice of rejection of an application, or violation of a control mechanism, or of any enforcement action. Such notice shall include a statement of reasons in support thereof and proposed actions to be taken, if any. Affected applicants or users shall have the right to a hearing. Decisions/determinations may be appealed as set forth in Article V.
 - H. The city, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Article V in response to any violation.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.040 Scope.

The provisions of this chapter shall apply to sewer construction, use, maintenance, discharge, deposit, or disposal of wastewater, both directly and indirectly, into and through all city collection systems and to the issuance of control mechanisms and assessment/imposition of fees, fines and penalties thereof.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.050 Applicability.

This chapter applies to all nondomestic users of the city's sewer system and specifies herein that all users of the city's sewer system are subject to regulation and enforcement.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.060 Powers.

- A. The general manager is authorized to:
 - 1. Issue waste discharge authorizations;
 - 2. Issue waste discharge permits;
 - 3. Require the installation and maintenance of pretreatment and/or monitoring facilities and equipment;
 - 4. Conduct inspections of facilities, including, but not limited to, inspecting and copying records;
 - 5. Require monitoring and reporting of discharges to the public sewer system;
 - 6. Monitor the quality of wastewater entering the sewer system;
 - 7. Require the development of spill containment plans and reporting of accidental discharges;
 - 8. Require the development of a slug control plan (per Title 40 of the Code of Federal Regulations (40 CFR) 403.8(f)(2)(v));
 - 9. Deny, approve or approve with conditions, new or increased discharges or change in the quantity or characteristics of discharges, when such discharges do not meet applicable pretreatment requirements as specified in 40 CFR 403.8(f)(1)(I).
 - 10. Take enforcement actions against those who violate or cause violation of this chapter or discharge permit conditions. These actions may include, but are not limited to the following:

-
- a. Issuing letters;
 - b. Issuing notices of violation;
 - c. Issuing administrative orders ;
 - d. Issuing cease and desist orders;
 - e. Initiating and conducting noncompliance meetings;
 - f. Initiating and conducting administrative hearings;
 - g. Petitioning the courts for injunctions or civil penalties;
 - h. Signing criminal complaints;
 - i. Terminating services;
 - j. Requiring payment of violation charges;
 - k. Revoking and/or suspending the discharge permit.
11. Delegate authority to the division head or department head of any power granted to or the carrying out of any duty imposed upon the general manager pursuant to this chapter.
 12. Adopt such rules, regulations and standards as are reasonable and necessary to protect the collection system and POTW and to control the proper use thereof.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.070 Access.

- A. The city shall be permitted to enter all properties from which wastes or wastewaters are being or are capable of being discharged into a public sewer main for purposes of inspecting, observing, measuring, sampling, and testing pertinent to the discharge of wastes or wastewaters to ascertain whether the intent of this chapter is being met and the user is complying with all requirements. The city shall have access at reasonable times to all parts of the wastewater generating and disposal facilities for the purposes of inspection and sampling. The city shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force, the user shall make necessary arrangements so that personnel from the city will be permitted to enter without delay for the purpose of performing their specific responsibilities.
- B. The city may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated pursuant to the manufacturer's recommendations to ensure their accuracy
- C. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the city and shall not be replaced. The costs of clearing such access shall be borne by the user.
- D. Unreasonable delays in allowing the city access to the user's premises shall be a violation of this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.072 Search warrant.

If the city has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the city may seek issuance of a search warrant from the superior court of the county of Riverside.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.080 Information required.

To provide for fair and equitable use of sewerage facilities, the city shall have the unqualified right to require a discharger to provide information necessary to insure compliance with all rules, regulations and provisions of this chapter.

All information and data on a user shall be available to the public unless the user specifically requests and is able to demonstrate to the satisfaction of the city that the release of such information would divulge information, processes or methods which would be detrimental to the user's competitive position. The demonstration of the need for confidentiality made by the permittee must meet the burden necessary for holding such information from the general public under applicable state and federal law.

In any event, the city shall not limit EPA's access to any information provided by the discharger.

In any event, information concerning wastewater quality and quantity will not be deemed confidential. Such information may include, but is not limited to:

1. Wastewater discharge peak flow rates and volume over a specified time period;
2. Physical, chemical, bacteriological, or radiological analysis of wastewaters;
3. Information on raw materials, processes, and products;
4. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials;
5. Details of wastewater pretreatment facilities, their operation and maintenance;
6. Details of systems to prevent and control the losses of materials through spills to the public sewer main;
7. Detailed plumbing plans indicating all sources discharging to the on- or off-site pretreatment or sewerage facilities;
8. A slug control program, per 40 CFR 403.8(f)(2)(v);
9. Notification of discharges of a listed hazardous waste (Section 3001 of the Resource Conservation and Recovery Act (RCRA) to the sewer system per 40 CFR 403.12(p));
10. Baseline monitoring reports per 40 CFR 403.12(b);
11. Compliance progress reports in accordance with all provisions listed in 40 CFR 403.12(c)(d)(e).
12. Notification of potential problems, including slug loading in accordance with all provisions listed in 40 CFR 403.12(f).
13. Notification of substantial changes in volume or character of pollutants discharged in accordance with all provisions listed in 40 CFR 403.12(j).

-
14. Monitoring and analysis reports demonstrating continued compliance in accordance with all provisions listed in 40 CFR 403.12(g).

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.090 Authority.

The city is regulated by several agencies of the United States Government and the state of California, pursuant to the provisions of federal and state law. Federal and state laws (including, but not limited to:

1. Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq);
2. California Porter Cologne Water Quality Control Act (California Water Code section 13000 et seq.);
3. California Health & Safety Code sections 25100 to 25250;
4. Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and
5. California Government Code, Sections 54739-54740) grant to the city the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the city sewerage facilities.

Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the city sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the city boundaries, including those users that are tributary to the city or within areas for which the city has contracted to provide sewerage services.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article II Definitions

13.02.100 Definitions.

- A. Unless otherwise defined herein, terms related to water quality shall be consistent with the Clean Water Act and the Porter-Cologne Water Quality Control Act. If not defined therein, the term shall be consistent with any permit issued pursuant to such acts and consistent with the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association and the Water Environment Federation. The testing procedures for waste constituents and characteristics shall be as provided in 40 CFR 136 (Code of Federal Regulations; Title 40; Protection of Environment; Chapter I, Environmental Protection Agency; Part 136, Test Procedures for the Analyses of Pollutants), or as specified. Other terms not defined are defined as being consistent with the International Conference of Building Officials, Uniform Building Code, Current Edition, or the International Association of Plumbing and Mechanical Officials, Uniform Plumbing Code, Current Edition.
- B. Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.
 1. "Applicant" shall mean any person or persons who has applied for permission to use the city's collection system for commercial or industrial purposes.
 2. "City manager" shall mean the city manager of the city of Coachella.

-
3. "Categorical pretreatment standards" shall mean those final regulations promulgated and adopted by EPA (as outlined in 40 CFR 403, and 40 CFR, Chapter I, Subchapter N, 405-471) for each standard industrial classification (S.I.C.) or subcategory containing pollutant discharge limits.
 4. "Categorical user" shall mean any industrial user whose process(es) are subject to categorical pretreatment standards.
 5. "Cesspool" shall mean a lined excavation in the ground which receives the discharge of a sewage drainage system, or part thereof, so designed as to retain the solids and organic matter, but permitting liquids to seep through the bottom and sides. This shall also mean seepage pit.
 6. "Code of Federal Regulations (CFR)" shall mean the codification of the general and permanent rules published in the United States Federal Register by the executive departments and agencies of the Federal Government to include but not limited to the Environmental Protection Agency.
 7. "Collection System" shall mean the combined pipes, conduits, manholes and other structures, above and below ground, whose purpose is to convey wastewater to a City RWRP/POTW.
 8. "Compatible or conventional pollutant" shall mean a combination of BOD, total suspended solids, pH, fecal coliform bacteria, plus other pollutants that the city's treatment facilities are designed to accept, treat and/or remove. Some compatible pollutants may be considered incompatible when discharged in quantities that have an adverse effect on the city's collection, treatment, disposal systems and/or discharge permit regulating the treatment facilities cause interference or pass through.
 9. "Control mechanism" shall mean waste discharge permit, waste discharge authorization, special agreement or other regulatory mechanism.
 10. "Department head" shall mean that person duly designated by the city manager to direct the collection and source control divisions and perform the duties as specified in this chapter.
 11. "Discharger" shall mean any person, entity or collection agency who discharges or causes a discharge of wastewater directly or indirectly to a public sewer main. Discharger shall mean the same as user.
 12. "Discharge requirements" shall mean the requirements of federal (as listed in 40 CFR 403), state or local public agencies having jurisdiction over the effluent discharges from city regional water reclamation facilities/publicly owned treatment works (POTW).
 13. "Discharge or indirect discharge" shall mean the introduction of pollutants into a POTW from any nondomestic source.
 14. "District" shall mean the Coachella Sanitary District.
 15. "Division Head" shall mean that person duly designated by the general manager to implement the city's source control program and perform the duties as specified in this chapter.
 16. "Domestic wastewater" shall mean the liquid and solid waterborne wastes derived from the ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private disposal system.
 17. "General manager" shall mean the utilities general manager of the city of Coachella.
 18. "Incompatible or nonconventional pollutant" shall mean any pollutant which is not a compatible pollutant as defined herein.
 19. "Indirect discharger" shall mean any person, entity or collection agency who discharges or causes a discharge of wastewater to a septic tank, cesspool, chemical toilet, or private sewer system which, from time to time, is serviced by a septic tank pumper permitted by the city to discharge to city sewerage facilities.

-
20. "Industrial user" shall mean any discharger of nondomestic wastewater to a collection agency's sewer main either directly, or indirectly.
 21. "Industrial wastewater" shall mean all liquid carried wastes including, but not limited to, all wastewater from any producing, manufacturing, processing, institutional, commercial, restaurant, agriculture, or other operation where the wastewater discharged contains quantities of wastes of non-human origin and excluding domestic wastewater, rainwater, groundwater, stormwater, and drainage of uncontaminated water.
 22. "Inspector" shall mean a person authorized by the general manager to inspect any establishment directly or indirectly discharging or anticipating discharge to a public sewer main or a RWRP/POTW.
 23. "Interference" shall mean a discharge by a user which, alone or in conjunction with discharges by other sources, inhibits or disrupts the city's RWRP/POTW, its treatment processes or operations, or its sludge processes, use or disposal; and which is a cause of a violation of any requirement of the RWRP/POTW's discharge order (including an increase in the magnitude or duration of a violation), or of the prevention of sewage sludge use or disposal in compliance with applicable federal, state, and local regulations (per 40 CFR 403.3 (l)).
 24. "Local limits" shall mean a set of technically based discharge limits that are developed by the city to protect the public sewer main and to prevent sludge contamination or violation of discharge requirements.
 25. "Mass emission rate" shall mean the weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of particular constituent or combination of constituents.
 26. "New source" shall mean any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under section 307c of the Act. (40 CFR 403.3K Definitions)
 27. "Nondomestic wastewater" shall mean all wastewater except domestic wastewater and pollutant-free wastewater. This shall also mean industrial wastewater.
 28. "Normal working day" shall mean the period of time during which production and/or operation is taking place.
 29. "Pass through" shall mean the discharge of pollutants through the RWRP/POTW in quantities or concentrations which are a cause in whole or in part of a violation of any requirement of the RWRP/POTW's discharge order (per 40 CFR 403.3(n)).
 30. "Permittee" shall mean a person who has applied for and received permission to discharge into the city's collection system subject to the requirements and conditions established by the city.
 31. "Person" shall mean any individual, partnership, firm, association, corporation or public agency, including the State of California and the United States of America.
 32. "Pollutant" shall mean any constituent or characteristic of wastewater on which a discharge limitation or prohibition may be imposed either by the city or the regulatory agencies empowered to regulate the city.
 33. "Pretreatment" shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to discharge of the wastewater into a collection agency's system. The reduction or alteration may be accomplished by physical, chemical or biological process or process changes, or by other means.
 34. "Pretreatment facility" shall mean any works or devices for the treatment or flow control of wastewater prior to discharge.

-
35. "Pretreatment requirements" shall mean any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.
 36. "Pretreatment standard or standards" shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.
 37. "Public agency" shall mean the state of California or any city, county, district, other local authority or public body within this state.
 38. "Public nuisance" shall mean anything which: (1) 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, and (2) 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 (3) occurs during or as a result of the treatment or disposal of wastes.
 39. "Public sewer main" shall mean any closed conduit, excluding building sewers, which is financed, installed, owned, operated, or maintained by a collection agency for the purpose of transporting wastewater from building sewers.
 40. "RCRA" shall mean Resource Conservation and Recovery Act of 1976 Public Law (PL) 94-580 and amendments thereto.
 41. "Regional water reclamation facility (RWRF)" shall mean the city sewage treatment plant designed to serve a specific area of the city. Also known as a publicly owned treatment works or POTW, as defined by section 212 of the Clean Water Act.
 42. "Regulatory agencies" shall mean those agencies having oversight of the operation of the city, including but not limited to the following:
 - a. United States Environmental Protection Agency (EPA);
 - b. California Environmental Protection Agency (Cal-EPA);
 - c. California State Water Resources Control Board (SWRCB);
 - d. California Regional Water Quality Control Board, Colorado River Basin Region (CRBR)
 43. "Residential user" shall mean a household which discharges only domestic wastewater from a dwelling unit.
 44. "Responsible party" shall mean:
 - a. If the user is a corporation, a responsible corporate officer, that is:
 - (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or
 - (ii) The manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. If the user is a partnership or sole proprietorship, a general partner or proprietor, respectively.
 - c. If the user is a federal, state, or local governmental entity, or their agents, the principal executive officer or director having responsibility for the overall operation of the discharging facility.

-
- (i) By a duly authorized representative of the individual designated in paragraph (1), (2) or (3) of this definition if:
 - (a) The authorization is made in writing by the individual described in paragraph (1), (2) or (3);
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - (c) The written authorization is submitted to the city.
 - d. If an authorization under paragraph (D) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (D) of this section must be submitted to the city.
45. "Sanitary wastewater" shall mean domestic quality wastewater from other than a dwelling unit.
46. "Septic tank" shall mean a watertight receptacle which receives the discharge from a sewer system and is designed and constructed to retain solids, digest organic matter through a period of detention, and allow the liquids to discharge for disposal.
47. "Sewerage facilities" shall mean any and all facilities used for collecting, conveying, pumping, treating and disposing of wastewater.
48. "Significant industrial user" shall mean:
- a. A user subject to categorical pretreatment standards; or
 - b. A user that:
 - (i) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the city's collection system (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - (ii) Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the RWRf; or
 - (iii) Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the RWRf's operation or for violating any pretreatment standard or requirement.
 - c. Upon a finding that a user meeting the criteria in subsection (B) has no reasonable potential for adversely affecting the RWRf's operation or for violating any pretreatment standard or requirement, the city may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8 (f) (6), determine that such user should not be considered a significant industrial user.
49. "Significant noncompliance (SNC)" shall mean any user with compliance violations which meet one or more of the following criteria:
- a. Chronic violations of wastewater discharge limits, defined as those in which sixty-six (66) percent or more of all of the measurements taken during a six month period exceed (by any magnitude) the daily maximum limit or the average limit for the same pollutant parameter;

-
- b. Technical review criteria (TRC) violations, defined as those in which thirty-three (33) percent or more of all of the measurements taken during a six month period equal or exceed the product of the daily maximum limit or the average limit times the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
 - c. Any other violation of a pretreatment effluent limit (daily maximum or longer term average) that the city determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of city personnel or the general public);
 - d. Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the city's exercise of its emergency authority to halt or prevent such a discharge;
 - e. Violations of schedule milestones for starting construction, completing construction or achieving final compliance, including failure to meet, by ninety (90) days or more after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order, for starting construction, completing construction, or attaining final compliance;
 - f. Failure to provide required reports such as baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules within thirty (30) days of the due date;
 - g. Failure to accurately report noncompliance;
 - h. Any other violations or group of violations which the city considers to be significant.
50. "Single pass cooling" shall mean unpolluted water used for the absorption and immediate discharge of excess thermal energy to the environs prior to heat exchange and reuse.
51. "Slug" shall mean any discharge of water or wastewater which, in concentration of any given constituent or in quantity of flow, exceeds five times the average 24-hour concentration of flows during normal operation for a period of fifteen (15) minutes or more and/or has a significant adverse impact, either singly or in combination with other discharges, on the collection agency's sewer system or the quality of the effluent from the involved city treatment plant.
52. "Spill containment" shall mean a protection system installed by the user to prohibit the accidental discharge to the sewer of incompatible pollutants.
53. "Standard industrial classification (S.I.C.)" shall mean the system of classifying industries identified in the S.I.C. manual, issued by the office of management and budget.
54. "Toxic pollutants" shall mean those substances which, individually or when combined with other substances normally found in domestic sewage, result in wastes in a collection agency sewer system in concentrations or quantities which could have an adverse or harmful effect on such sewer system facilities, sewer treatment plant operations and maintenance personnel or equipment, treated sewage effluent quality, water reclamation procedures, public or private property, or which may endanger the public, local environment, or create a public nuisance.
55. "User" shall mean any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. User shall include discharger.
56. "Violation" shall mean an event or condition at a user's facility that is prohibited by ordinance, control mechanism, or order.
57. "Violation charge" shall mean that charge levied against a user for as a result of a waste discharge violation.

-
58. "Waste discharge authorization" shall mean the revocable permission to discharge wastewater to the public sewer main subject to technically based limits on wastewater constituents and characteristics.
 59. "Waste discharge permit (WDP)" shall mean the periodically renewable, revocable permission to discharge industrial wastewater to the public sewer main subject to technically based limits on wastewater constituents and characteristics.
 60. "Waste discharge violation" shall mean the failure by a user to comply with this chapter, or any conditions or reporting requirements as contained in their control mechanism.
 61. "Waste hauler" shall mean any commercial pumper that is permitted by Riverside County Department of Health as a nonhazardous liquid waste hauler, discharging domestic and sanitary wastewater only. This shall also mean septic tank pumper.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.101 Other meanings.

Words used in this chapter in the singular may include the plural and the plural the singular. Use of masculine shall mean feminine and use of feminine shall mean masculine. Shall is mandatory; may is permissive or discretionary.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article III General Sewer Use Requirements

13.02.300 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the city's collection system any pollutant or wastewater which, alone or in conjunction with other substances, causes pass through or interference. These general prohibitions apply to all users whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the city's collection system the following pollutants, substances, or wastewater:
 1. Pollutants which create a fire or explosive hazard in the city's RWRFs or collection system, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140° F (60° C) using the test methods specified in 40 CFR 261.21;
 2. Wastewater having a pH less than 5.0 or more than 10.5, or otherwise causing corrosive structural damage to the city's RWRFs or collection system or equipment;
 3. Solid or viscous substances in amounts which will cause obstruction of the flow in the city's RWRFs or collection system resulting in interference but in no case solids greater than three-eighths (¾) inches in any dimension;
 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the city's RWRFs or collection system;
 5. Wastewater having a temperature greater than 140° F (60° C), or which will inhibit biological activity in the RWRF resulting in interference, but in no case wastewater which causes the temperature at the introduction into the RWRF to exceed 104° F (40° C) or which falls below 40° F;

-
6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the city's RWRFs or collection system in a quantity that may cause acute worker health and safety problems;
 8. Trucked or hauled pollutants, except at discharge points designated by the general manager;
 9. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
 10. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the RWRf's effluent;
 11. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
 12. Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the general manager;
 13. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 14. Detergents, surface-active agents, or other substances which may cause excessive foaming in the city's RWRFs or collection system;
 15. Wastewater required to be manifested under RCRA, unless specifically authorized by the general manager.
 16. Infectious wastes as defined in the California Health and Safety Code.
- C. Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the city's collection system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.310 Discharge of pollutant to watercourse.

No person shall circumvent or obviate the intent or purpose of this chapter by discharging or by causing to be discharged, into any storm drain, channel, natural watercourse or public street, any material or waste prohibited or restricted as to its discharge into a sewer system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.312 Discharge of pollutant to ground.

No person shall deposit or discharge or cause to be deposited or discharged into any sump which is not impermeable, or into any pit or well, or onto the ground, or into any storm drain or watercourse, any material which, by seeping underground or by being leached or by reacting with the soil, can pollute usable groundwaters, or any pretreatment wastes.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.314 Point of discharge.

No person, excluding authorized city personnel involved in maintenance functions of sanitary sewer facilities, shall discharge or cause to be discharged any wastewater or any other matter directly into a manhole or other opening leading to the POTW other than through an approved building sewer, unless written permission for the discharge has been provided by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.316 Dilution of flow.

No person shall increase the use of process water or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this chapter, in categorical standards, or in any other pollutant-specific limitations developed by the city.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.318 Interference with City equipment or facilities.

No person shall enter, break, damage, destroy, uncover, deface or tamper with any temporary or permanent structure, equipment or appurtenance which is part of the POTW or is required or authorized by the provisions of this article.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.320 National Categorical Pretreatment Standards.

- A. The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.
- B. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the general manager may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6(c).
- C. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the general manager shall impose an alternate limit using the combined wastestream formula in 40 CFR 403.6(e).
- D. A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- E. A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15.
- F. Any user operating under a permit incorporating equivalent mass or concentration limits calculated from a production-based standard shall notify the general manager within two business days after the user has a reasonable basis to know that the production level will significantly change within the next calendar month. Any user not notifying the general manager of such anticipated change will be required to meet the mass or concentration limits in its permit that were based on the original estimate of the long term average production rate.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.330 State requirements.

State requirements and limitations on dischargers shall apply in any case where they are more stringent than the federal requirements and limitations, or those in this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.340 Local limits.

- A. No user shall discharge or cause to be introduced directly or indirectly into the city's collection system, a quantity or quality of wastewater which exceeds the local limits on discharges to public sewer mains established by the city. The local limits, conventional pollutant surcharge limits, and surcharge fees specific to each city RWRf may be adopted by resolution of the city council or district.
- B. These limits apply at the point where the wastewater is discharged to the city's collection system. The general manager may impose limitations based on concentrations of pollutants in milligrams per liter or as an amount of pollutants in pounds per day.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.350 Limitations on water softeners.

Water softeners will be regulated in accordance with state law.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.360 Right of revision.

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the city's RWRfs or collection system.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.370 Dilution.

No user shall ever increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The general manager may impose such limitations on the amount, in pounds per day, of pollutants discharged by users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of such limitations is appropriate.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.380 Special restrictions—Cesspool, septic tank, holding tank, waste hauler.

- A. Cesspool, septic tank and holding tank pumpings containing only domestic and/or sanitary wastes may be accepted only at city designated locations from holders of both a valid liquid waste hauler water discharge permit issued by the city and a valid environmental health permit issued by the County of Riverside Health Services Agency Department of Environmental Health. The contents of any cesspool or septic tank may not

be pumped directly into a public sewer main unless specifically approved by the city under emergency or other abnormal short duration circumstances. Wastes from industrial process sources are prohibited and may not be hauled and discharged to the public sewer system.

B. No waste hauler shall discharge to the POTW except as set forth herein:

1. Septic tank waste may be introduced into the POTW only at locations designated by the general manager, and at such times as are established by the general manager. Such waste shall not violate any requirements established by the city. The general manager may require septic tank waste haulers to obtain a control mechanism.
2. Industrial waste haulers may discharge loads only at locations designated by the general manager. No load may be discharged without prior consent of the general manager. The general manager may collect samples of each hauled load to ensure compliance with applicable standards. The general manager may require the industrial waste hauler to provide a waste analysis of any load prior to discharge. Industrial waste haulers must provide a waste tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.
3. Wastewater from recreational vehicles and boats shall only be discharged at dump sites designated for such use. The city reserves the right to inspect records of individual wastewater dumps from the authorized operators of each designated dump site. Detailed plans describing such facilities and operating procedures shall be submitted to the general manager for review, and shall be acceptable to the general manager before such facilities are constructed.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.382 Vehicle servicing facilities.

- A. Any facility maintained for the servicing, washing, cleaning or repair of vehicles licensed by the state department of motor vehicles, construction equipment, industrial transportation or power equipment shall install and maintain a gravity separation interceptor in accordance with Section 13.02.384. Wastewaters from toilets shall not be allowed to pass through this interceptor, but all wastewaters arising from the servicing and repair of vehicles shall pass through this interceptor before discharge to the POTW. If the vehicle servicing facility does not include facilities for the washing of more than one vehicle at a time, the interceptor shall have a fluid capacity of not less than one thousand five hundred (1,500) gallons. If the vehicle servicing facility has facilities for washing or cleaning more than one vehicle at a time, the interceptor shall be as large as necessary so that a seven-day accumulation of sand and oil together will not fill more than twenty-five (25) percent of the fluid capacity. The interceptor shall be designed so as to retain any oil and grease which will float and any sand which will settle.
- B. Any interceptor legally and properly installed at a vehicle servicing facility before January 1, 2012, shall be acceptable as an alternative to the interceptor specified in subsection (a) of this section, provided such interceptor is effective in removing sand and oil and is so designed and installed that it can be inspected and properly maintained.
- C. The plumbing official shall not approve the plumbing of a vehicle servicing facility if it does not have a gravity separation interceptor meeting the requirements of this section.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.384 Food processing facilities.

- A. All restaurants or other food processing facilities shall direct all wastes from floor drains, sinks, waste container wash racks and dishwashers through a two-compartment gravity separation interceptor. All domestic wastewaters from restrooms, showers and drinking fountains shall be kept separate until the previously specified wastes have passed through the interceptor. The interceptor shall have a minimum fluid capacity of seven hundred fifty (750) gallons, or as required by Appendix H of the latest edition of the Uniform Plumbing Code, whichever is greater. Any interceptor or grease trap legally and properly installed at a food processing facility before January 1, 2012, shall be acceptable as an alternative to the interceptor specified in this subsection, provided such interceptor or grease trap is effective in removing grease and is so designed and installed that it can be inspected and properly maintained.
- B. Conditional waivers for the grease interceptor requirement may be granted by the city for those restaurants determined not to have adverse effects on the POTW. Conditional waivers may be revoked for the following reasons:
 - 1. Changes in types of food prepared;
 - 2. Falsification of information submitted in the restaurant survey form;
 - 3. Changes in operating hours;
 - 4. Changes in equipment used;
 - 5. Violation of any conditions contained in the waiver.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article IV Control Mechanisms

Division 1 General Requirements

13.02.400 Wastewater analysis.

When requested by the general manager, a user must submit information on the nature and characteristics of its wastewater within ninety (90) days of the request. The general manager is authorized to prepare a form for this purpose and may periodically require users to update this information.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.402 Control mechanism requirement.

- A. The city may require any user to obtain a control mechanism prior to discharging to the city's collection system or to obtain control mechanisms as necessary to carry out the purposes of this chapter, including but not limited to obtaining a permit, installing a gravity separation interceptor, a spill containment system, implementing a slug control plan, installing pretreatment facilities, or utilizing other best management practices.
- B. No significant industrial user shall discharge wastewater into the city's collection system without first obtaining a control mechanism, except that a significant industrial user that has filed a timely application pursuant to Section 13.02.404 may continue to discharge for the time period specified therein.

-
- C. Any violation of the terms and conditions of a control mechanism shall be deemed a violation of this chapter and subject the user to the sanctions set out in Article V of this chapter. Obtaining a control mechanism does not relieve the user of its obligation to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.404 Issuing control mechanisms—Existing connections.

Any user required to obtain a control mechanism who was discharging wastewater into the city's collection system prior to the effective date of this chapter and who wishes to continue such discharges in the future, shall, within ninety (90) days after said date, apply to the general manager for a control mechanism in accordance with Section 13.02.408, and shall not cause or allow discharges to the city's collection system to continue after one hundred twenty (120) days of the effective date of this chapter except in accordance with a control mechanism issued by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.406 Issuing control mechanisms—New connections.

Any user required to obtain a control mechanism who proposes to begin or recommence discharging into the city's collection system must apply for such control mechanism prior to the beginning or recommencing of such discharge. An application for this control mechanism, in accordance with Section 13.02.408, must be filed at least sixty (60) days prior to the date upon which any discharge will begin or commence.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.408 Waste discharge application contents.

All users required to obtain a control mechanism must submit a waste discharge application. The general manager may require all users to submit as part of an application the following information:

- A. All information required in Section 13.02.600(B) of this chapter;
- B. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are or could accidentally or intentionally be discharged to the city's collection system;
- C. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- D. Each product produced by type, amount, process or processes, and rate of production;
- E. Type and amount of raw materials processed (average and maximum per day);
- F. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
- G. Time and duration of discharges;
- H. An application fee, annual fee, special use fee, connection fee, and/or pretreatment program fees as may be established by ordinance or resolution of the city council or district; and
- I. Any other information as may be deemed necessary by the general manager to evaluate the waste discharge application.

Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.
(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.410 Application signatories and certification.

All waste discharge applications and user reports must be signed by an authorized representative of the user and contain the following certification statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.412 Control mechanism decisions.

The general manager will evaluate the data furnished by the user and may require additional information. Within thirty (30) days of receipt of a complete waste discharge application, the general manager will determine whether or not to issue a control mechanism. The general manager may deny any application for a control mechanism.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Division 2 Control Mechanism Issuance Process

13.02.500 Control mechanism duration.

- A. A waste discharge permit shall be issued for a specified time period, not to exceed five years from the effective date of the permit. A waste discharge permit may be issued for a period less than five years, at the discretion of the general manager. Each waste discharge permit will indicate a specific date upon which it will expire.
- B. A waste discharge authorization shall be issued for an indefinite time period, subject to review and reconsideration at the discretion of the general manager.
- C. A special agreement shall be issued for a specified time period, set forth in the terms of the special agreement.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.502 Waste discharge permit contents.

- A. Waste discharge permit shall include such conditions as are deemed reasonably necessary by the general manager to prevent pass through or interference, protect the quality of the water body receiving the RWRF's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the RWRF and the city's collection system.

Waste discharge permits must contain:

1. A statement that indicates waste discharge permit duration, which in no event shall exceed five years;
 2. A statement that the waste discharge permit is nontransferable without prior notification to the city in accordance with Section 13.02.508, and provisions for furnishing the new owner or operator with a copy of the existing waste discharge permit;
 3. Effluent limitations based on applicable pretreatment standards;
 4. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, frequency, and sample type based on federal, state, and local law;
 5. A statement of applicable civil and criminal penalties for violations of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
- B. Waste discharge permits may contain, but need not be limited to, the following conditions:
1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
 2. Requirements for the installation and maintenance of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the city's collection system;
 3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or routine discharges;
 4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the city's collection system;
 5. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the city's collection system;
 6. Requirements for installation and maintenance of inspection and sampling facilities and equipment;
 7. A statement that compliance with the waste discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the waste discharge permit; and
 8. Other conditions as deemed appropriate by the general manager to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.504 Waste discharge permit appeals.

Any person, including the user, may petition the general manager to reconsider the terms of a waste discharge permit within thirty (30) days of notice of its issuance.

- A. Failure to submit timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party must indicate the waste discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to be placed in the waste discharge permit.

-
- C. The effectiveness of the waste discharge permit shall not be stayed pending the appeal.
 - D. If the general manager fails to act within thirty (30) days of the filing of an appeal, a request for reconsideration shall be deemed to be a decision to deny such request. Decisions not to reconsider a waste discharge permit, not to issue a waste discharge permit, or not to modify a waste discharge permit shall be considered final administrative actions for the purposes of judicial review.
 - E. Aggrieved parties seeking judicial review of the final administrative waste discharge permit decision shall do so by filing a petition for writ of mandate with the Superior Court for Riverside County within ninety (90) days.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.506 Waste discharge permit modification.

The general manager may modify a waste discharge permit for good cause including, but not limited to, the following reasons:

- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the discharger's operation processes, or wastewater volume or character since the time of waste discharge permit issuance;
- C. A change in the RWRP that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- D. Information indicating that the permitted discharge poses a threat to the city's collection system, city personnel or the receiving waters;
- E. Violation of any terms or conditions of the waste discharge permit;
- F. Misrepresentation or failure to fully disclose all relevant facts in the waste discharge application or in any required reporting;
- G. Revision of or a grant of variance from such categorical standards pursuant to 40 CFR 403.13;
- H. Correction of typographical or other errors in the waste discharge permit; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.508 Waste discharge permit transfer.

Waste discharge permits may be transferred to a new owner or operator only if the permittee gives at least thirty (30) days advance notice to the general manager and the general manager approves the waste discharge permit transfer. The notice to the general manager must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- B. Identifies the specific date on which the transfer is to occur; and
- C. Acknowledges full responsibility for complying with the existing waste discharge permit.

Failure to provide advance notice of a transfer renders the waste discharge permit void as of the date of facility transfer.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.510 Waste discharge permit revocation.

- A. A waste discharge permit may be revoked for good cause including, but not limited to the following reasons:
1. Failure to notify the general manager of significant changes to the wastewater prior to the changed discharge;
 2. Failure to provide prior notification to the general manager of changed conditions pursuant to Section 13.02.620;
 3. Misrepresentation or failure to fully disclose all relevant facts in the waste discharge application;
 4. Falsifying self-monitoring reports;
 5. Tampering with monitoring equipment;
 6. Refusing to allow the general manager timely access to the facility premises and records;
 7. Failure to meet effluent limitations;
 8. Failure to pay fines;
 9. Failure to pay sewer charges;
 10. Failure to meet compliance schedules;
 11. Failure to complete a wastewater survey or the waste discharge application;
 12. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
 13. Violation of any pretreatment standard or requirement, or any terms of the waste discharge permit or this chapter.
- B. Waste discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All waste discharge permits issued to a particular user are void upon the issuance of a new waste discharge permit to that user.
- C. Waste discharge permit revocation is subject to appeal as set forth in Article V.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.512 Waste discharge permit reissuance.

A user with an expiring waste discharge permit shall apply for waste discharge permit reissuance by submitting a complete waste discharge application (or a statement signed by the responsible party that there are no changes to the application previously submitted), in accordance with Section 13.02.408, a minimum of sixty (60) days prior to the expiration of the user's existing waste discharge permit.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.514 Regulation of waste received from other jurisdictions.

- A. After the effective date of the ordinance codified in this chapter, any agreement entered into by the city and an agency outside of the city's legal boundary, allowing discharge to the POTW, and any modifications to such an existing agreement, shall be subject to the approval of the city council.

-
- B. Such agreements shall provide protections to the POTW equivalent to those set forth in this chapter, such as, but not limited to, compliance with pretreatment standards and pretreatment requirements; rights of inspection and sampling of the user's discharge to determine compliance with such standards and requirements; and imposition of any fees, fines, costs, or deposits as necessary.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.516 Additional control mechanisms.

- A. Whenever deemed necessary, the city may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this chapter.
- B. The city may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of the city, they are necessary for the proper handling of wastewater containing excessive amounts, as defined by the city manager, of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the city and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired as provided by the manufacturer's maintenance documentation, by the user at their expense.
- D. Users with the potential to discharge flammable substances may be required, at the discretion of the city manager, to install and maintain an approved combustible gas detection meter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Division 3 Reporting Requirements

13.02.600 Baseline monitoring reports.

- A. Within either one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6 (a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the city's collection system shall submit to the general manager a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of their discharge, new sources, and sources that become categorical users subsequent to the promulgation of an applicable categorical standard, shall submit to the general manager a report which contains the information listed in paragraph B, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source shall also give estimates of its anticipated flow and quantity of pollutants to be discharged.
- B. Users described above shall submit the information set forth below.
 - 1. Identifying Information. The name and address of the facility, including the name of the operator and owner.
 - 2. Environmental Permits. A list of any environmental control permits held by or for the facility.

-
3. Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram which indicates points of discharge to the city's collection system from the regulated processes.
 4. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the city's collection system from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
 5. Measurement of Pollutants.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the general manager, of the regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.02.640.
 - c. Sampling must be performed in accordance with procedures set out in Section 13.02.645.
 6. Certification. A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
 7. Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 13.02.605.
 8. Signature and Certification. All baseline monitoring reports must be signed and certified in accordance with Section 13.02.410.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.605 Compliance schedule progress reports.

The following conditions shall apply to the compliance schedule required by Section 13.02.600(B)(7) of this chapter:

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the general manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine months elapse between such progress reports to the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.610 Reports on compliance with categorical pretreatment standard deadline.

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the city's collection system, any user subject to such pretreatment standards and requirements shall submit to the general manager a report containing the information described in Section 13.02.600(B)(4-6) of this chapter. For users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 13.02.410.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.615 Periodic compliance reports.

- A. If a permitted user monitors any pollutant using the procedures prescribed in Section 13.02.645, the results of this monitoring shall be at a frequency determined by the general manager but in no case less than twice per year (in June and December), be reported. The report shall indicate the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. All such reports must be signed and certified in accordance with Section 13.02.410.
- B. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.620 Reports of changed conditions.

Each user must notify the general manager of any planned significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least thirty (30) days before the change.

- A. The general manager may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a waste discharge application under Section 13.02.408.
- B. The general manager may issue a waste discharge permit under Section 13.02.412 or modify an existing waste discharge permit under Section 13.02.506 in response to changed conditions or anticipated changed conditions.
- C. For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty (20) percent or greater, and the discharge of any previously unreported pollutants.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.625 Reports of potential problems.

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, or a slug load, that may cause potential problems for the RWRF or the city's collection system, the user shall immediately telephone and notify the general manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.
- B. Within five days following such discharge, the user shall, unless waived by the general manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the city's collection system or RWRF(s), natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.630 Reports from unpermitted users.

All users not required to obtain a waste discharge permit shall provide appropriate reports to the general manager as the general manager may require.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.635 Reports of sampling violations/repeat sampling.

If sampling performed by a user indicates a violation, the user must notify the general manager within twenty-four (24) hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the general manager within thirty (30) days after becoming aware of the violation. The user is not required to resample if the city monitors at the user's facility at least once a month, or if the city samples between the user's initial sampling and when the user receives the results of this sampling.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.640 Analytical requirements.

All pollutant analyses, including sampling techniques, to be submitted as part of a waste discharge application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, sampling and analysis must be performed in accordance with procedures approved by US EPA.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.645 Sample collection.

- A. Except as indicated in Section B, below, the user must collect wastewater samples using flow proportional composite collection techniques. In the event flow proportional sampling is infeasible, the general manager may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user

demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.

- B. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.650 Timing.

Written reports will be deemed to have been submitted on the date postmarked. For reports which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.655 Record keeping.

Users subject to the reporting requirements of this chapter shall retain, and make available for inspection and copying, all records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the city, or where the user has been specifically notified of a longer retention period by the general manager.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.660 Self-monitoring reports.

Users may be required to submit periodic self-monitoring reports containing a description of the nature, concentration and flow of pollutants required to be reported by the city. Sampling for self-monitoring reports shall be performed during the period covered by the report. All required analyses shall be performed by a state certified laboratory using analytical methods as defined in this article. Significant industrial users shall be required to submit self-monitoring reports at least every six months.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.665 Solvent management plans.

All industrial users subject to effective categorical standards which include a total toxic organic limitation shall be required to file a solvent management plan.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.670 Accidental discharge/slug control plans.

The city shall evaluate whether each significant industrial user needs an accidental discharge/slug control plan. The city may require any user to develop, submit for approval, and implement such a plan. Alternatively, the

city may develop such a plan for any user. An accidental discharge/slug control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the city of any accidental or slug discharge, as required by Section 13.02.625 of this chapter; and
- D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.675 Notification of hazardous waste discharge.

- A. All industrial users shall notify the city, the EPA regional waste management division director, and state hazardous waste authorities in writing of any discharge into the POTW of a substance which, if otherwise disposed of, would be classified as a hazardous waste pursuant to 40 CFR part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch or other). If the industrial user discharges more than one hundred (100) kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent such information is known and readily available to the industrial user: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the waste stream discharged during that calendar month, and an estimation of the mass of constituents in the waste stream expected to be discharged during the following twelve (12) months. The notifications required by this subsection shall provide the notification no later than 180 days after the discharge of the hazardous waste.
- B. Any notification under this subsection need be submitted only once for each hazardous waste discharged. However, notifications of changed discharges must be submitted in accordance with 40 CFR 403.12(j).
- C. The hazardous waste discharge notification requirements specified in this subsection do not apply to pollutants already reported under the self-monitoring requirements of this chapter. Industrial users are also exempt from such requirements during a calendar month in which they discharge no more than fifteen (15) kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e).
- D. Discharges of more than fifteen (15) kilograms of non-acute hazardous wastes, as specified in 40 CFR 261.30(d) and 261.33(e), require a one-time notification. Additional notification is not required for subsequent months during which the industrial user discharges additional quantities of the same nonacute hazardous waste.
- E. In the case of new federal regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user shall notify the city, the EPA regional waste management division director and state hazardous waste authorities of the discharge of such substance within ninety (90) days of the effective date of such regulations.
- F. In the case of any notification made under these requirements, the industrial user shall certify that it has a program in place to reduce the volume or toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.680 Toxic organics management plan.

The city may require any user to submit a toxic organic management plan (TOMP) to address the prevention of discharge of toxic organics to the POTW or the environment. A TOMP shall contain, at a minimum, the toxic organic compounds used, the method(s) of disposal, and the procedures for assuring that toxic organics do not spill into the wastewater being discharged. The city may allow a user to develop and implement a TOMP in lieu of required self-monitoring for toxic organics.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.685 Other reports.

Users shall file any other reports required by state law, including such reports as are required by Health and Safety Code chapter 6.95 (§§ 25500 through 25547.2).

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.690 Confidential information.

Information and data on a user obtained from reports, surveys, wastewater permit applications, wastewater permits, and monitoring programs, and from the city's inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the city, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents, characteristics, and other effluent data as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Article V Enforcement

13.02.700 Noncompliance monitoring procedures and applicable fees.

A. Self-Monitoring Requirements as a Result of Noncompliance.

1. If analysis of any sample obtained by the city or by a user shows noncompliance with the applicable wastewater discharge limits set forth in the ordinance or in the permittee's discharge permit, the city may impose self-monitoring requirements on the permittee or user.
2. A user shall perform required self-monitoring of constituents in a frequency, at the specific location, and in a manner directed by the city.

-
3. All analyses of self-monitoring samples shall be performed by an independent laboratory acceptable to the city and submitted to the city in a form and at a frequency determined by the city.
 4. All self-monitoring costs shall be borne by the user.
 5. Nothing in this section shall be deemed to limit the authority of the city to impose self-monitoring as a permit condition.
- B. Noncompliance Sampling Fees.
1. If analysis of any sample of a user's discharge obtained by the city shows a violation by the user of the mass emission rates or concentration limits specified in the user's discharge permit or in this chapter, then the user shall be subject to noncompliance sampling fees pursuant to fee schedules adopted by ordinance or resolution of the district.
 2. The fees specified in Subsection 13.02.700(B)(1) herein shall be imposed for each date on which the city conducts sampling as a result of a violation by a user.
- C. Noncompliance Inspection Fees.
1. Each user is subject to routine inspection. When noncompliance with any of the provisions of this chapter is determined, a follow-up inspection may be required. Each user shall receive one follow-up inspection to verify compliance for each routine inspection without being subject to noncompliance inspection fees.
 2. When it becomes necessary to perform additional inspections in order to determine compliance with the provisions of this chapter, then the user shall pay noncompliance inspection fees to the city pursuant to fee schedules adopted by ordinance or resolution of the district.
 3. The fees specified in Subsection 13.02.700(C)(2) herein shall be imposed for each date (excluding one follow-up inspection) on which the city conducts an inspection as a result of a violation by a user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.705 Election of enforcement remedies.

The general manager, upon finding a violation, may employ any of the remedies set forth in this article, subject to due consideration of the following:

- A. The magnitude of the violation;
- B. The duration of the violation;
- C. The effect of the violation on RWRF compliance with discharge order;
- D. The effect of the violation on the operation of the RWRF;
- E. The compliance history of the user; and
- F. The good faith of the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.710 Notice of violation.

- A. Upon finding a violation, the general manager may issue a notice of violation. Within ten (10) working days of the delivery of this notice, the user shall respond to the source control division with either an objection contesting the finding, or an explanation of the violation and a plan for the satisfactory correction and

prevention thereof, to include specific required action. Said response in no way relieves the user of liability for any violations occurring before or after the receipt of the notice of violation.

- B. Upon receipt of an objection contesting a finding of violation, the division head will schedule a hearing within ten (10) working days at which the user may present information supporting the objection. Within five working days of the hearing, the division head shall determine the validity of the objection, either rescinding the notice of violation or denying the objection, thereby requiring submission of the plan. The user may appeal the division head's determination as set forth in Article V.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.715 Administrative orders.

Administrative orders include, but are not limited to, consent orders, show cause orders, cease and desist orders, and compliance orders.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.720 Consent orders.

The general manager may enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents will include specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Section 13.02.730 and shall be judicially enforceable.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.725 Show cause orders.

- A. The general manager may order a user which has been given a notice of violation and which has failed to submit an acceptable plan of corrective action or which, having submitted such a plan, fails to follow through with execution of the plan, to appear at a hearing scheduled by the general manager to show cause why the enforcement action proposed in the show cause order should not be taken.
- B. The show cause order shall specify the time and place for the hearing, the proposed enforcement action, the reasons for such action, and a request that the user show why the proposed enforcement action should not be taken. The show cause order shall be served personally or by registered or certified mail (return receipt requested) at least fifteen (15) days prior to the hearing. The order may be served on any authorized representative of the user. A show cause order shall not be a bar against, or prerequisite for, taking any other action against the user.
- C. At the conclusion of the show cause hearing, the general manager may: rescind previous enforcement action; issue an appropriate administrative order (consent order, compliance order, or cease and desist order), including assessment of fines; initiate control mechanism revocation proceedings or termination of sewer services; or direct the remission of the file to counsel for legal action.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.730 Compliance orders.

- A. When the general manager finds a violation, he may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated.
- B. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standards or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation.
- C. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.735 Administrative fines.

- A. When, subsequent to a show cause hearing, the general manager finds a violation, he may fine the user in an amount not to exceed five thousand dollars (\$5,000.00) per violation per day of discharge in violation of any control mechanism or order issued hereunder, or any other pretreatment standards or requirement.
- B. The user may be responsible for the city's costs of preparing administrative enforcement actions, such as notices and orders.

Unpaid charges, fines, and penalties shall, after thirty (30) calendar days, be assessed an additional penalty of five percent of the unpaid balance, and interest shall accrue thereafter at a rate of one and one half (1½) percent per month. A lien against the user's property will be sought for unpaid charges, fines, and penalties.

- C. Users desiring to dispute an administrative fine must file a written request for the general manager to reconsider the fine along with full payment of the fine amount within thirty (30) days of the user's receipt of notice of the fine. Assessment of fines may be appealed pursuant to Article V. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user.
- D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.740 Emergency suspensions.

- A. The general manager may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons.
- B. The general manager may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of a regional water reclamation facility, or which presents, or may present, an endangerment to the environment.
 - 1. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the general manager may take such steps as deemed necessary, including immediate severance of the

sewer connection, to prevent or minimize damage to the city's collection system, the city's RWRFs, the receiving stream, or endangerment to any individuals. The general manager may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the general manager that the period of endangerment has passed, unless the termination proceedings in Section 13.02.745 are initiated against the user.

2. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the general manager prior to the date of any show cause or termination hearing under Sections 13.02.725 or 13.02.745.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.745 Termination of discharge.

In addition to the provisions in Section 13.02.510, any user who violates the following conditions is subject to discharge termination:

- A. Violation of waste discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or
- E. Violation of the pretreatment standards in Article III of this chapter.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 13.02.725 why the proposed action should not be taken. Exercise of this option by the city shall not be a bar to, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.750 Published notices for significant noncompliance.

In accordance with federal regulations, the city shall annually cause to be published the names of all users in significant noncompliance. Said publication shall be made in the newspaper of the largest daily circulation published in the city's service area.

13.02.755 Judicial enforcement remedies.

In certain circumstances, judicial enforcement may be appropriate. Such remedies may include, but are not limited to, injunctive relief, civil penalties, and criminal prosecution.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.760 Injunctive relief.

When the general manager finds a violation, the city may petition the Superior Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the control mechanism, order, or other requirement imposed by this chapter on activities of the user. The city may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation.

A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.765 Civil penalties.

- A. Authority. All users of the city's system and facilities are subject to administrative or judicial enforcement actions by the city, U.S. EPA, State of California Regional Water Quality Control Board, or the County of Riverside District Attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A. Section 6901 et seq.); and (5) California Government Code, Sections 54739-54740.
- B. Recovery of Fines or Penalties. When the city must pay fines or penalties imposed by other regulatory or enforcement agencies based, and the city can establish said violation was the result of the discharge of any user, which discharge was in violation, as defined in this chapter, the city shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties.
- C. Ordinance. Pursuant to the authority of California Government Code Sections 54739-54740, any person who violates any provision of this chapter, any permit condition, prohibition or effluent limit, or any suspension or revocation order, shall be liable civilly for a sum not to exceed twenty-five thousand dollars (\$25,000.00) per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of this chapter, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed twenty-five thousand dollars (\$25,000.00) per violation for each day in which such violation occurs. The city shall petition the Superior Court to impose, assess, and recover such penalties, or such penalties as the city may impose, assess, and recover pursuant to federal and/or state law.
- D. Administrative Civil Penalties.
 - 1. Pursuant to the authority of California Government Code Sections 54740.5 and 54740.6, the city may issue an administrative complaint against any person who violates:
 - a. any provision of this chapter;
 - b. any permit condition, prohibition, or effluent limit; or
 - c. any suspension or revocation order.
 - 2. The administrative complaint shall be served by personal delivery or certified mail, and shall specify a date and time for a hearing, which will be held within sixty (60) days following service. The administrative complaint will allege the act or failure to act that constitutes the violation of the city's requirements, the provisions of law authorizing civil liability to be imposed, and the proposed civil

-
- penalty. The matter shall be heard by a hearing officer designated by the city manager. The person against whom an administrative complaint has been issued may waive the right to a hearing.
3. At the hearing, the person shall have an opportunity to respond to the allegations set forth in the administrative complaint by presenting written or oral evidence.
 4. After the hearing, the hearing officer shall deliver a written report to the general manager, setting forth findings of fact, conclusions and a recommendation. Upon receipt of the written report, the general manager shall issue his decision and order in writing within thirty (30) calendar days after the hearing. The decision and order shall be served by personal delivery or certified mail.
 5. In determining the amount of civil penalties, the general manager may take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the person involved.
 6. Civil penalties may be assessed as follows:
 - a. In an amount which shall not exceed two thousand dollars (\$2,000.00) for each day for failing or refusing to furnish technical or monitoring reports;
 - b. In an amount which shall not exceed three thousand dollars (\$3,000.00) for each day for failing or refusing to timely comply with any compliance schedules established by the city;
 - c. In an amount which shall not exceed five thousand dollars (\$5,000.00) per violation for each day of discharge in violation of any waste discharge limit, permit condition, or requirement issued, reissued, or adopted by the city;
 - d. In any amount which does not exceed ten dollars (\$10.00) per gallon for discharges in violation of any suspension, revocation, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the city;
 7. The General Manager's order assessing administrative civil penalties shall be final on the 31st day after it is served on the person unless an appeal and request for hearing is filed with the city Manager before the 31st day. Copies of the administrative order shall be served on the party served with the administrative complaint, either by personal service or by registered mail, and a copy forwarded to other persons who appeared at the hearing and requested a copy.
 8. The general manager's decision and order is subject to appeal to the city manager pursuant to Section 13.02.785. Any person aggrieved by a final order issued by the city manager may obtain review of the order of the city manager in the superior court, pursuant to Government Code Section 54740.6, by filing a petition for writ of mandate within thirty (30) days following service of the Board's decision or order.
 9. Payment of any order setting administrative civil penalties shall be made within thirty (30) days of the date the order becomes final. The amount of any administrative civil penalties imposed which have remained delinquent for a period of sixty (60) days shall constitute a lien against the real property of the discharger from which the discharge resulting in the imposition of the civil penalty originated. The lien shall have no effect until recorded with the county recorder. The city may record the lien for any unpaid administrative civil penalties on the 91st day following the date the order becomes final.
 10. No administrative civil penalties shall be recoverable under Section 13.02.765(D) for any violation for which the city has recovered civil penalties through a judicial proceeding filed pursuant to Government Code Section 54740.

-
- E. Filing a suit for civil penalties shall not be a bar to, or a prerequisite for, taking any other action against a user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.770 Criminal prosecution.

A user who willfully or negligently violates any provision of this chapter, a control mechanism, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine not to exceed one thousand dollars (\$1,000.00), or imprisonment for not more than six months, or both. Each violation and each day in which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to the penalties contained herein.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.775 Supplemental enforcement actions.

- A. Performance Bonds. The city may decline to issue or reissue a wastewater permit to any user who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless such user first files a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the city to be necessary to achieve consistent compliance.
- B. Liability Insurance. The city may decline to issue or reissue a wastewater permit to any user who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless the user first submits proof that it has obtained financial assurances sufficient to restore or repair damage to the POTW caused by its discharge.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.780 Appeals to the general manager.

- A. General. Any user or applicant affected by any decision, action or determination may file with the general manager a written request for an appeal hearing. The city must receive the request within thirty (30) days of mailing of notice of the decision, action, or determination to the user or applicant. The request for hearing shall set forth in detail all facts supporting the request.
- B. Notice. The general manager shall, within fifteen (15) days of receiving the request for appeal, designate a hearing officer who will hear the appeal and provide written notice to the user or applicant of the hearing date, time and place. The hearing date shall not be more than thirty (30) days from the mailing of such notice by certified mail, unless a later date is agreed to by the user or applicant. If the hearing is not held at the agreed time due to actions or inactions of the user or applicant, then the decision shall be deemed final.
- C. Hearing. At the hearing, the user or applicant shall have the opportunity to present information supporting its position concerning the decision, action or determination.
- D. Written Determination. After the hearing, the hearing officer shall deliver a written report to the general manager setting forth findings of fact, conclusions, and a recommendation whether to uphold, modify or reverse the original decision, action or determination. Upon receipt of the written report, the general manager shall issue his decision and order within thirty (30) calendar days of the hearing. The written decision and order of the general manager shall be sent by certified mail.

The order of the general manager shall be final on the sixteenth day after it is mailed, unless a request for hearing is filed with the city manager pursuant to Section 13.02.785, no later than 5:00 p.m. on the fifteenth day following such mailing.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.785 Appeals to the city manager.

A. General.

1. Any user or applicant may appeal a decision, action, or determination made by the general manager prior to the date that the general manager's order becomes final, by filing a written request for hearing with the city manager accompanied by an appeal fee of one hundred dollars (\$100.00). The request for hearing shall set forth in detail all the issues in dispute and all facts supporting the request.
2. No later than sixty (60) days after receipt of the request for hearing, the city manager shall either set the matter for a hearing, or deny the request for a hearing.
3. A hearing shall be held by the city manager within sixty-five (65) days of the date the request for a hearing was granted, unless a later date is agreed to by the user or applicant and the city manager. If the matter is not heard within the required time, due to actions or inactions of the user or applicant, the general manager's order shall be final.

B. Granting Request for Hearing. The city manager shall grant all requests for an appeals hearing concerning permit suspension, revocation, or denial. Whether to grant or deny the request for a hearing on appeals of other decisions of the general manager shall be within the sole discretion of the city manager.

C. Appeal Fee Refund. The appeal fee shall be refunded if the city manager denies a hearing.

D. Written Determination.

1. After the hearing, the city manager shall make a determination whether to uphold, modify, or reverse the decision, action, or determination made by the general manager.
2. The city manager's decision shall be set forth in writing and shall contain findings of fact and conclusions. The written decision and order of the city manager shall be sent by certified mail within sixty-five (65) days after the close of the hearing
3. The order of the city manager shall be final upon its adoption.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.790 Appeal of charges and fees.

- A. Any user or applicant may request reconsideration of the imposition and collection of fees or charges, such as connection charges, sewer use charges, and waste hauler fees. Following review of such a request, the city shall notify the user or applicant by certified mail of the city's decision on the reconsideration request within thirty (30) days of the city's receipt of the request. Any user or applicant may file an appeal which shall be heard by the city manager. The notice of appeal must be received by the city within thirty (30) days of the mailing of the city's decision on the reconsideration request.
- B. Notwithstanding the foregoing, appeals of noncompliance sampling fees shall be made pursuant to the appeal procedure set forth in Sections 13.02.780 and 13.02.785.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.800 Payment of charges.

- A. Except as otherwise provided, all fees, charges and penalties established by this chapter or by resolution are due and payable upon notice thereof. All such amounts are delinquent if unpaid thirty (30) days after date of invoice.
- B. Any charge that becomes delinquent shall have added to it a penalty in accordance with the following:
 - 1. Thirty-one (31) days after date of invoice, a basic penalty of five percent of the base invoice amount, not to exceed a maximum of one thousand (\$1,000.00); and
 - 2. Interest at a rate of one and one-half (1½) percent per month of the sum of base invoice amount and basic penalty shall accrue from and after the thirty-first day after date of invoice.
- C. Any invoice outstanding and unpaid after sixty (60) days shall be cause for immediate initiation of permit revocation proceedings or immediate suspension of the permit.
- D. Penalties charged under this section shall not accrue to those invoices successfully appealed.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.805 Remedies nonexclusive.

The remedies provided for in this chapter are not exclusive. The general manager may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will be in accordance with the city's enforcement response plan. However, the general manager may take other action against any user when the circumstances warrant.

Further, the general manager is empowered to take more than one enforcement action against any noncompliant user.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.810 Collection of delinquent accounts.

Collection of delinquent accounts shall be in accordance with the city's policy for collection of delinquent obligations owed to the city, as amended from time to time; any such action for collection may include an application for an injunction to prevent repeated and recurring violations of this chapter.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.815 Recovery costs incurred by city.

- A. In the event a user fails to comply with any of the terms and conditions of this chapter, an administrative order, a permit suspension or revocation, a consent order, or a permit issued hereunder, the city shall be entitled to reasonable attorney's fees and costs which may be incurred in order to enforce any of said terms and conditions with or without filing proceedings in court.
- B. The city may require the user to pay any additional costs incurred which are reasonably related to the enforcement of a user's discharge permit or any requirements of this chapter. These costs may include any inspections, monitoring, sampling or other investigations required by the city on a non-routine basis; procurement of water records; additional treatment; reasonable attorney fees and other legal costs, whether or not civil enforcement is pursued in court; any expert analysis required on a non-routine basis;

any damage to the POTW; costs required to resume normal operations of the POTW; and any other costs incurred by the city in its enforcement efforts. These costs shall be based upon actual cost, including actual staff time incurred for such enforcement activities. These costs are due and payable as directed in any notice and are not subject to appeal. The city shall provide the user an accounting of these costs upon the user's request.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.820 Financial security/amendments to permit.

- A. Compliance Deposit. Users that have been subject to enforcement and/or collection proceedings may be required to deposit with the city an amount necessary to guarantee payment of all charges, fees, penalties, costs and expenses that may be incurred in the future, before permission is granted for further discharge to the collection system.
- B. Delinquent Accounts. The city shall review and examine user's account to determine whether previously incurred fees and charges have been paid in accordance with time requirements prescribed by this chapter. The city may thereafter issue an amendment to the user's control mechanism in accordance with the provisions of Article IV and Section 13.02.820.E. of this chapter.
- C. Bankruptcy. Every user filing any legal action in any court of competent jurisdiction, including the United States Bankruptcy Court, for purposes of discharging its financial debts or obligations or seeking court-ordered, protection from its creditors, shall, within ten (10) days of filing such action, apply for and obtain the issuance of an amendment to its control mechanism.
- D. Permit Amendments. The city shall review and examine user's account to determine whether previously incurred fees and charges have been paid in accordance with time requirements prescribed by this chapter. The city may thereafter issue an amendment to the user's permit in accordance with the provisions of Article IV and Section 13.02.820.E.
- E. Security. An amendment to a control mechanism issued pursuant to Sections 13.02.720, 13.02.725, and 13.02.730, may be conditioned upon the user depositing financial security in an amount equal to the average total fees and charges for three calendar months during the preceding year. Said deposit shall be used to guarantee payment of all fees and charges incurred for future services and facilities furnished by city and shall not be used by the city to recover outstanding fees and charges incurred prior to the user filing and receiving protection from creditors in the United States Bankruptcy Court.
- F. Return of Security. In the event the user makes payment in full within the time prescribed by this chapter of all fees and charges incurred over a period of two years following the issuance of an amendment to the control mechanism pursuant to Sections 13.02.820(B), (C), and (D), the city shall either return the security deposit posted by the user or credit their account.
- G. Water Supply Severance. Water service to the user may be severed for any violation. Service will only recommence, at the user's expense, after it has satisfactorily demonstrated its ability to comply.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

13.02.825 Judicial review.

- A. Purpose and effect. Pursuant to Section 1094.6 of the California Code of Civil Procedure, the city hereby enacts this part to limit to ninety (90) days following final decisions in adjudicatory administrative hearings the time within which an action can be brought to review such decisions by means of administrative mandamus.

-
- B. Definitions. As used in this section, the following terms and words shall have the following meanings:
1. "Decision" shall mean and include adjudicatory administrative decisions that are made after hearing, or after revoking, suspending, or denying an application for a permit or a license.
 2. "Complete record" shall mean and include the transcript, if any, of the proceedings, all pleadings, all notices and orders, any proposed decision by the general manager, the final decision, all admitted exhibits, all rejected exhibits in the possession of the city or its offices or agents, all written evidence, and any other papers in the case.
 3. "Party" shall mean a person whose permit or service has been denied, suspended, or revoked.
- C. Time Limit for Judicial Review. Judicial review of any decision of the city or its officer or agent may be made pursuant to Section 1094.5 of the Code of Civil Procedure only if the petition for writ of mandate is filed not later than the ninetieth day following the date on which the decision becomes final. If there is no provision for reconsideration in the procedures governing the proceedings or if the date is not otherwise specified, the decision is final on the date it is made. If there is provision for reconsideration, the decision is final upon the expiration of the period during which reconsideration can be sought; provided that if reconsideration is sought pursuant to such provision the decision is final for the purpose of this section on the date that reconsideration is rejected.
- D. Preparation of the Record. The petitioner may request, in writing, the complete record of the proceedings. The record shall be prepared by the city officer or agent who made the decision and shall be delivered to the petitioner within ninety (90) days after filing the written request. The city may recover from the petitioner its actual costs for transcribing or preparing the record.
- E. Extension. If the petitioner files a request for the record within ten (10) days after the date the decision becomes final, the time within which a petition, pursuant to Section 1094.5 of the Code of Civil Procedure, may be filed shall be extended to not later than the thirtieth day following the date on which the record is either personally delivered or mailed to the petitioner or the petitioner's attorney of record, if appropriate.
- F. Notice. In making a final decision, the city shall provide notice to the party that the time within which judicial review must be sought is governed by Section 1094.6 of the Code of Civil Procedure.
- G. Administrative Civil Penalties. Notwithstanding the foregoing in Section 13.02.820, and pursuant to Government Code Section 54740.6, judicial review of an order of the city manager imposing administrative civil penalties pursuant to Section 13.02.765(D) may be made only if the petition for writ of mandate is filed not later than the thirtieth day following the day on which the order of the city manager becomes final.

(Ord. No. 1057, § 2(Exh. B), 10-23-13)

Appendix E

Chapter 13.16 (Water Quality Control) of the Municipal Code

INTENTIONALLY LEFT BLANK



Chapter 13.16 Water Quality Control¹

13.16.010. Authority.

This Chapter implements the Clean Water Act and the Porter-Cologne Water Quality Control Act and is enacted pursuant to authority conferred by an areawide urban stormwater run-off permit [NPDES Permit No. CAS617002, Order No. R7-2013-0011 issued by the Regional Board pursuant to Section 402(p) of the Clean Water Act.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.020 Purpose and objectives.

- A. The purpose of this chapter is to ensure the health, safety and general welfare of the residents of the city of Coachella by prescribing regulations to effectively prohibit nonstormwater discharges into the city's stormwater drainage system and to specifically achieve the following objectives:
1. Control discharges to and from the stormwater drainage system, spills, dumping or disposal of materials other than stormwater;
 2. Reduce the discharge of pollutants in all stormwater discharges;
 3. Protect and enhance the water quality of local, state and federal watercourses, water bodies, ground water and wetlands in a manner pursuant to and consistent with the Clean Water Act and Porter-Cologne Water Quality Control Act.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.030 Definitions.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Words and phrases not ascribed a meaning by this Chapter have the meanings ascribed by the Clean Water Act, the regulations implementing the NPDES program, the Porter-Cologne Water Quality Control Act, and its implementing regulations, if defined therein, and if not, then the meaning ascribed by the areawide urban stormwater run-off permit.

"Area-wide urban stormwater runoff permit" means the current, regional NPDES permit issued by the regional board to the Riverside County Flood Control District, Riverside County and eleven (11) incorporated cities discharging stormwater into the Whitewater River Basin for the regulation of stormwater discharges from municipal separate storm sewer systems (NPDES Permit No. CAS617002, Regional Board Order No. R7-2013-0011, as it currently exists or may be amended, renewed, or reissued).

"BMP" means any best management practice, best management guideline, or best management requirement as adopted by any federal, state, regional or local agency to prevent or reduce the pollution of waters

¹Editor's note(s)—Ord. No. 1057, § 5, adopted Oct. 23, 2013, repealed the former ch. 13.16, §§ 13.16.010—13.16.310, and enacted a new chapter as set out herein. The former ch. 13 pertained to stormwater management and derived from prior code, §§ 32-1—32-32; and Ord. No. 1014, § 1, adopted Feb. 24, 2010.

of the United States. BMPs are schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce pollutant loading from stormwater or nonstormwater discharges to receiving waters. BMPs also include treatment requirements, operating procedures, and practices to control: plant site runoff, spillage or leaks; sludge or waste storage and disposal; or drainage from raw material or chemical storage.

"City" or "the city" means to the city of Coachella, California.

"City engineer" means city engineer for the city of Coachella, or the engineer's designee.

"Clean Water Act" means the Federal Water Pollution Control Act, 33 U.S.C. sections 1251-1387.

"Compliance schedule" means the time period allowed by the city for a discharger to achieve compliance with the city's stormwater regulations. The "compliance schedule" shall contain specific dates by which adequate treatment facilities, devices, or other related equipment and/or procedures must be installed or implemented.

"Construction activity" means any activity used in the process of developing, redeveloping, enhancing, or maintaining land, including but not limited to: land disturbance, building construction, paving and surfacing, storage and disposal of construction related materials.

"Contamination" means the same as defined in the Porter-Cologne Water Quality Control Act; "contamination" is an impairment of the quality of waters of the state by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. "Contamination" includes any equivalent effect resulting from the disposal of waste whether or not waters of the state are affected.

"Developer" means a person, firm, corporation, partnership, or association who proposes to develop, develops, or causes to be developed real property except that employees and consultants of such persons or entities, acting in such capacity, are not developers.

"Discharge" means any release, spill, leak, flow or escape of any liquid including sewage, wastewater or stormwater, semi-solid or solid substance onto the land or into the city's stormwater drainage system.

"Discharger" means any person, property owner or occupant of a unit, building, premises or lot in the city who discharges, causes, allows, or facilitates any discharge, directly or indirectly, into the city's stormwater drainage system.

"EPA" means the Environmental Protection Agency of the United States of America.

"General permit for stormwater discharges from construction activity" means a statewide general NPDES permit that regulates all stormwater discharges associated with construction projects that disturb one acre or more of land or which result in the disturbance of less than one acre, but which are part of a larger common plan of development or sale, as it now exists and may be amended, renewed or reissued. (NPDES Permit No. CAS000002; Order No. 2009-0009-DWQ).

"General permit for stormwater discharges from industrial activities" means a statewide general NPDES permit that regulates stormwater discharges associated with industrial activities that are listed in 40 CFR 122.26 (b) (14), as it now exists and may be amended, renewed or reissued. (NPDES Permit No. CAS000001; Order No. 97-03-DWQ).

"Hearing officer" means the public works director or any authorized designee, who presides, at the administrative hearings authorized by this chapter and issues final decisions on matters raised therein.

"Illegal discharge" means any discharge (or seepage) into the city's stormwater drainage system that is not composed entirely of stormwater except for the discharges authorized pursuant to this chapter. Illegal discharges include the improper disposal of wastes into the stormwater drainage system.

"Illicit connection" means any of the following:

-
1. Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the stormwater drainage system, including but not limited to, any conveyance which allows nonstormwater discharges including sewage, process wastewater and wash water to enter the stormwater drainage system and any connections to the stormwater drainage system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted or approved by a government agency;
 2. Any drain or conveyance connected to the stormwater drainage system, that is not permitted pursuant to a valid NPDES permit or which has not been documented in plans, maps or equivalent records approved by the city; or
 3. Any connection to the city's stormwater drainage system that is prohibited under this chapter or any local, state or federal statute, ordinance, order, or regulation.

"National pollutant discharge elimination system (NPDES)" means the EPA's national program under the Clean Water Act to eliminate discharges of pollution into waters of the United States.

"New development" means new construction on a previously undisturbed parcel. New development does not include routine maintenance to maintain the original line and grade, hydraulic capacity, or original purpose of a facility, nor does it include emergency new development required to protect public health and safety.

"NPDES permit" means any permit issued pursuant to the Federal Clean Water Act.

"Notice of intent (NOI)" means a form provided by the state board that is required to be completed and submitted in order to obtain coverage under one of the state's NPDES general stormwater permits prior to the start of certain business activities or construction activities.

"Nonstormwater" means any water discharge to the city's stormwater drainage system that does not originate from a precipitation event.

"Nuisance" means any condition described by all of the following:

1. 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.
2. 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.
3. Occurs during, or as a result of, the treatment or disposal of wastes.

"Permit" means any permit issued by the city.

"Person" means any individual, partnership, committee, entity, association, corporation, public agency, and any other organization, or group of persons public or private; the masculine genders shall include the feminine, the singular shall include the plural where indicated by the context.

"pH" means the measure of the hydrogen ion concentration of water and the standard by which the acidity or alkalinity of a water sample is determined.

"Pollutant" means, but is not limited to, any liquid, solid or semi-solid substances or combination thereof, which causes or threatens to cause a nuisance or contributes or threatens to contribute to a condition of contamination or pollution of the city's stormwater runoff, stormwater drainage system or the impairment or degradation of waters of the state, including but not limited to the following:

1. Floatable materials (such as floatable plastics or wood products, and metal shavings, or materials forming films, foam or scum);
2. Household waste (such as trash, cleaners, toxic or hazardous chemicals, yard wastes, animal fecal materials, used oil, coolant, gasoline and other vehicle fluids);

-
3. Metals and non-metals, including compounds of metals and non-metals;
 4. Petroleum hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);
 5. Domestic sewage from sewer line overflows, septic tanks, porta-potties, boats and recreational vehicles;
 6. Animal wastes (such as wastes from confinement facilities, kennels, pens, stables, and show facilities);
 7. Substances having a pH less than 6.5 or greater than 8.5, or unusual coloration, turbidity or odor;
 8. Materials causing an increase in biochemical oxygen demand, chemical oxygen demand or total organic carbon;
 9. Materials containing base/neutral or acid extractable organic compounds;
 10. Waste materials and wastewater generated on construction sites from construction activities (such as painting and staining; use of sealants and glues; use of lime; use of wood preservatives and solvents; disturbance of asbestos fibers, paint flakes or stucco fragments; application of oils, lubricants, vehicle maintenance, construction equipment washing, concrete pouring and cleanup; use of concrete detergents; steam cleaning or sand blasting; use of chemical degreasing or diluting agents; and chlorinated water from potable line flushing;
 11. Those pollutants defined in Section 1362 (6) of the Federal Clean Water Act; and
 12. Any other constituent or material, including but not limited to pesticides, herbicides, fertilizers, eroded soils, sediment and particulate materials, in quantities that have been determined by the state or EPA to adversely affect the beneficial uses of waters of the state.

"Porter-Cologne Water Quality Control Act" means Division 7 of the California Water Code (commencing with section 13000).

"Public works director" means the public works director of the city of Coachella, or the director's designee.

"Redevelopment" means new development on a previously disturbed parcel. Emergency redevelopment activities conducted to maintain original line and grade, hydraulic capacity, or to restore the original purpose of a facility are not included.

"Regional board" means the Colorado River Basin Regional Water Quality Control Board.

"Sewage" means the wastewater of the community derived from residential, agricultural, commercial, or industrial sources, including domestic sewage, and industrial wastewater.

"SIC (Standard Industrial Classification)" means the statistical classification standard underlying all establishment-based federal economic statistics classified by industry. The standard is published in the SIC Manual, 1987, Office of Management and Budget.

"State board" means the state water resources control board.

"Stormwater" means rain water, snowmelt runoff, and associated surface runoff and drainage.

"Stormwater drainage system" means all of the property involved in the operation of the stormwater drainage collection and disposal system for the city, including, but not limited to, conduits, natural or artificial drains, channels and watercourses, together with appurtenances, pumping stations and equipment which is tributary to the regional stormwater runoff system.

"Stormwater pollution prevention plan (SWPPP)" means the plan as described in the general construction activity stormwater permit as issued by the state board on August 19, 1999, and as may be amended, or the general industrial activities stormwater permit as issued on April 17, 1997, and as may be amended, which

specifies BMPs that will prevent pollutants from contacting stormwater and all products of erosion from moving off site into receiving waters.

"Stormwater quality management plan (WQMP)" means a plan required of new development/redevelopment projects, outlining appropriate non-structural and structural BMPs, including stormwater infiltration and treatment devices that will be implemented and installed to prevent pollutants from being discharged into the city's stormwater drainage system, during and after construction.

"Violation" means a breach of any provision of this chapter.

"Waters of the state" means any surface water or groundwater, including saline waters, within the boundaries of the state.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.040 Administration.

The public works director shall administer, implement and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the public works director, may be delegated by the public works director to persons authorized by the director and in the employ of the city of Coachella.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.041 Applicability.

This chapter shall apply to all dischargers, including all residents as well as commercial, industrial and construction enterprises, to the city's stormwater drainage system, and to dischargers outside the city who, by agreement with the city, utilize the city's stormwater drainage system.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.042 Notice.

Unless otherwise provided herein, any notice required by this chapter shall be in writing and served in person, by first class, registered or certified mail. Notice shall be deemed to have been given at the time of deposit, postage or prepaid, in a facility regularly serviced by the United States Postal Service.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.043 Connections.

- A. The discharge or diversion of stormwater or nonstormwater is permissible when the connection to the city's stormwater drainage system is made in accordance with a valid construction permit, approved construction plan, and, if applicable, an NPDES stormwater permit and the discharge is not prohibited under this chapter.
- B. It is prohibited to establish, use maintain and/or continue or to permit, cause, or facilitate the establishment, use, maintenance, or continuance of any illicit connection to the city's stormwater drainage system. This prohibition is retroactive and applies to connections made in the past, regardless of whether the connection was made under a permit or other authorization or whether the connection was permissible under the law or practices applicable or prevailing at the time of the connection.
- C. Construction permits are required for the construction or modification of any storm drain or conveyor of drainage waters and appurtenant items within:

-
1. Dedicated easements, rights-of-way, or public place and/or facility.
 2. Private property so as it may directly or indirectly discharge into the city's stormwater drainage system. Indirect discharges include, but are not limited to, under sidewalk drains, driveway approaches, and unrestricted sheet flow.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.044 Protection of the stormwater drainage system.

Without the prior written approval of the city's engineer, no person shall construct, modify or cause to be constructed or modified any structure, facility or appurtenant items which may alter the normal functioning of the city's stormwater drainage system, including any action which may alter the capacity, fall, or structural integrity of a storm drain, channel or related structures.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.045 Prohibited discharges.

It is prohibited to:

- A. Discharge nonstormwater directly or indirectly to the city's stormwater drainage system, or any street, lined or unlined drainage channel which leads to the city's storm drain or directly or indirectly into any waters of the state unless such discharge is authorized by either a separate NPDES permit or as otherwise specified in Section 13.16.046 of this chapter. If such discharge is permitted by a NPDES permit or is generally exempted, but causes the city to violate any portion of its NPDES permits for stormwater discharges, such discharge is also prohibited;
- B. Discharge stormwater into the city's stormwater drainage system containing pollutants that have not been reduced in compliance with this chapter;
- C. Throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, placed, left or maintained, any refuse, garbage, sediment or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley sidewalk, storm drain, inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land in the city, so that the same may be and/or may become a pollutant.
- D. Throw or deposit any refuse, garbage or any other pollutants into any fountain, pond, lake, stream or any other body of water in a park or elsewhere within the city.
- E. Discharge any of the following types of waste into the city's stormwater drainage system:
 1. Sewage;
 2. Surface cleaning wash water resulting from mopping, rinsing, pressure washing or steam cleaning of gas stations, and vehicle service businesses or any other business;
 3. Discharges resulting from the cleaning, repair, or maintenance of any type of equipment, machinery, or facility including motor vehicles, concrete mixing equipment, portable toilet servicing, etc.;
 4. Wash water from mobile auto detailing and washing, steam and pressure cleaning, carpet cleaning, drapery and furniture cleaning, etc.;

-
5. Waste water from cleaning municipal, industrial, commercial, residential areas (including parking lots), streets, sidewalks, driveways, patios, plazas, work yards and outdoor eating or drinking areas, containing chemicals or detergents and without prior sweeping, etc.;
 6. Stormwater runoff from material or waste storage areas containing chemicals, fuels, grease, oil or other hazardous materials or contaminated equipment;
 7. Discharges from pool or fountain water containing chlorine, biocides, acids or other chemicals; pool filter backwash containing debris and chlorine;
 8. Pet waste, yard waste, debris, sediment, etc.;
 9. Restaurant wastes such as grease, mop water, and wash water from cleaning dishes, utensils, laundry, floors, floor mats, trash bins, grease containers, food waste, etc.;
 10. Chemicals or chemical waste, including but not limited to, oil, gasoline, diesel fuel, and any other petroleum derivative and toxic chemical;
 11. Medical wastes;
 12. Blow down or bleed water from cooling towers and boilers, regenerative brine waste from water softeners or reverse osmosis treatment systems;
 13. Materials or chemical substances that cause damage to the city's stormwater drainage system;
 14. Dredged and fill material;
 15. Any other material that causes or contributes or threatens to cause or contribute to a condition of contamination, nuisance or pollution in the city's storm drainage system or causes a violation of any waste disposal regulations, waste discharge requirements, water quality standards or objectives adopted by the state board, regional board, EPA, Riverside County Fire Hazmat, Riverside County Flood Control District or any other public agency with jurisdiction.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.046 Exceptions to the prohibited discharges.

- A. Unless the city determines any of the following discharges of nonstormwater into the city's storm drainage system constitutes a significant source of pollutants, the following discharges are generally exempt from the prohibited discharges listed in Section 13.16.045 of this chapter.
 1. Discharges covered by an NPDES permit or written clearances issued by the regional or state board;
 2. Landscape irrigation, lawn watering, and irrigation water;
 3. Water from crawl space pumps;
 4. Air conditioning condensation;
 5. Non-commercial car washing;
 6. Rising ground waters and natural springs;
 7. Ground water infiltration as defined in 40 CFR 35.2005 (20) and uncontaminated pumped ground water;
 8. Water flows from riparian habitats and wetlands;

-
9. Water flows generated from emergency response and/or fire fighting activities, however, appropriate BMPs shall be implemented to the extent practicable; BMPs must be implemented to reduce pollutants from non-emergency fire fighting flow;
 10. Waters not otherwise containing wastes as defined in California Water Code Section 13050(d),
 11. Other types of discharges identified and recommended by the city and approved by the regional board.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.047 Compliance with best management practices (BMPs).

Any person undertaking any activity or operation in the city that could potentially cause or contribute to stormwater pollution or a discharge of nonstormwater shall minimize the discharge of pollutants to the stormwater drainage system through the installation, implementation, and maintenance of applicable best management practices (BMPs) consistent with the California Stormwater Best Management Practice Handbooks, or equivalent, the current, Riverside County Stormwater Program's "Report of Waste Discharge," or equivalent, or as required by the public works director.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.049 Spill containment.

Persons storing chemicals or chemical waste outdoors shall be required to install spill containment subject to requirements established by the city engineer/public works director and federal, state and county standards. Persons storing any other materials or equipment that are potential sources of stormwater pollution are also required to install spill containment. No person shall operate a spill containment system that could allow incompatible materials and/or wastes to mix, thereby creating hazardous or toxic substances in the event of failure of one or more containers.

Spill containment systems shall consist of a system of dikes, walls, barriers, berms and/or other devices designed to contain the spillage of the liquid contents of the containers stored in them and to minimize the buildup of stormwater from precipitation, and run-on from roof drainage and outside areas. If the spill containment system does not have a roof which covers the entire contained area, the spill containment system shall have the capacity to contain precipitation from at least a twenty-four (24) hour, twenty-five (25) year rainfall event plus ten (10) percent of the total volume of the material stored there or the volume of the largest container, whichever is greater. Spill containment systems shall also be constructed of impermeable and non-reactive materials to the materials and/or wastes being contained.

Spilled and/or leaked materials and/or wastes and any accumulated precipitation shall be removed from the spill containment system in as timely a manner as is necessary to prevent the overflow of the spill containment system. Unless otherwise approved by the city engineer/public works director, all chemicals or wastes discharged within the spill containment system shall be disposed of in accordance with all applicable federal, state, and local rules, regulations, and laws, and shall not be discharged into the city's sanitary sewer system, stormwater drainage system or onto the ground.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.050 Immediate notification of accidental discharge.

Protection of the city's stormwater drainage system from the accidental discharge of prohibited materials or wastes is the responsibility of the person or persons in charge of such material. Detailed plans showing facilities

and operating procedures to provide this protection shall be submitted to the city for review, and shall be approved by the city engineer/public works director prior to any construction. All new and existing industrial and commercial dischargers, all persons in charge of any new or redevelopment project, and any person designated by the public works director shall complete such a plan. Review and approval of such plans and operating procedures shall not relieve the discharger from the responsibility to modify a facility as necessary to meet the requirements of this chapter.

A notice shall be permanently posted in a prominent place advising employees whom to contact in the event of an accidental discharge. Employers shall ensure that all employees are advised of the emergency notification procedures. In the event of an accidental discharge, it is the responsibility of the discharger to immediately telephone and notify the proper authorities.

All discharges released into the city's stormwater drainage system, including a street or gutter, shall be immediately reported to the city's public works department and fire department. All discharges that pose a threat to human health or the environment shall be reported to the executive officer of the regional board within twenty-four (24) hours by telephone or e-mail and followed with a written report of the spill event within five days. At a minimum, all sewage spills and all reportable quantities of hazardous materials or hazardous waste shall be reported to the public works director within twenty-four (24) hours.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.016.051 Written notification of accidental discharge.

Within five working days following an accidental illegal discharge into the city's stormwater drainage system, the person or persons in charge of the material and/or waste which was illegally discharged shall submit a written report to the public works director. The report shall describe in detail the type and volume of the material and/or waste and the cause of the discharge. The report shall also describe in detail all corrective actions taken and measures to be taken to prevent future occurrences.

Such notification of the illegal discharge shall not relieve the user of any fines or civil penalties incurred as a result of the event or any other liability which may be imposed by this chapter or other applicable laws.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.052 Authority to inspect.

- A. The public works director and any designated representatives shall be authorized, at any reasonable time, to enter the premises of any discharger to the city's stormwater drainage system to determine compliance with the provisions of this chapter, and to:
 - 1. Conduct inspection, sampling, monitoring, and other duties to enforce the provisions of this chapter;
 - 2. Review any records, reports, test results or other information required to enforce the provisions of this chapter. Such review may include the necessity to photograph, videotape, or copy any applicable information; and
 - 3. Inspect any chemicals, materials, wastes, storage areas, storage containers, and waste generating processes, treatment facilities, and discharge locations. Such inspection may include the necessity to photograph or videotape any applicable chemicals, materials, wastes, storage areas, storage containers, waste generating processes, treatment facilities, and discharge locations.
- B. The public works director and any designated representatives shall provide adequate identification when entering the premises of any discharger. If such entry is refused or cannot be obtained, the public works

director shall have recourse to every remedy provided by law to secure lawful entry and inspection of the premises.

- C. If the public works director has reasonable cause to believe that nonstormwater discharge conditions on or emanating from the premises are of a nature so as to require immediate inspection to safeguard public health or safety, the public works director shall have the right to immediately enter and inspect said property and may use any reasonable means required to effect such entry and make such inspection, regardless if said property is occupied or unoccupied and regardless if formal permission to inspect said property has been obtained.
- D. Where a discharger has instituted security measures requiring proper identification and clearance before entry onto the premises, the discharger shall make all necessary arrangements with its security agents in order that, upon presentation of such identification, the public works director or any authorized designated representative(s) shall be permitted to enter the premises without delay, for the purpose of performing their authorized duties. For facilities, which require special clearances to conduct inspections, it shall be the responsibility of the discharger to obtain all necessary clearances on behalf of the city so that the inspection is not impaired.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.140 Prohibited discharges.

In addition to the general prohibitions in Section 13.16.045 of this chapter, it is prohibited to discharge any of the following to any street, gutter, alley, sidewalk, storm drain inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land in the city, so that the same may be and/or may become a pollutant:

- A. Animal waste, soil, leaves, plant and tree cuttings, grass clippings, weeds, dead trees, fertilizer, soil amendments or mulch, and pesticides;
- B. Concrete or cement waste, brick and tile work wastes, plaster and drywall tool cleanup water, waste paint or painting cleanup water, asphalt or asphalt cleanup solvents or slurry from saw cutting concrete or asphalt and other construction waste;
- C. Domestic sewage including wastewater from sinks, washing machines, dishwashers, toilets, campers, motorhomes or trailers;
- D. Chemicals, degreasers, bleach, steam cleaning or pressure washing wastewater;
- E. Motor oil, antifreeze, gasoline, diesel, kerosene, solvents, battery acid, brake fluid, transmission fluid, power steering fluid, engine cleaning compounds, engine or parts cleaning washwater or rinsewater and any other vehicular fluids;
- F. Water softener brine waste, or any other waste water from other household water treatment systems;
- G. Waste water from draining swimming pools, ponds or fountains which contain chlorine biocides, acids or other chemicals, pool filter backwash containing debris and chlorine;
- H. Discharges from acid cleaning of swimming pools, ponds or fountains or filter cleaning from the same;
- I. Any other material that causes or contributes or threatens to cause or contribute to a condition of contamination, nuisance or pollution in the city's storm drainage system or causes a violation of any waste disposal regulations, waste discharge requirements, water quality standards or objectives adopted by the state board, regional board.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.141 Responsibility for illegal discharge of prohibited substances.

The property owner(s) of a lot or parcel from which an illegal discharge originates shall be ultimately responsible for all abatement and cleanup costs associated with an illegal discharge, if the responsible party cannot be located. Likewise, if the tenant of a multi-family residential unit has discharged a prohibited material or waste into the city's storm drainage system or has caused the contamination of stormwater runoff from the property, and the public works director cannot determine the responsible party or residential unit responsible, the owner of the property from which the discharge originated, shall be responsible for the cleanup and abatement costs to mitigate the condition. Additionally, a property owner will be responsible for all cleanup costs and damages to the city's storm drainage system from a contractor's activities, if the contractor was hired by the owner and cannot be located.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.142 Maintenance of private residential storm drainage systems.

- A. All private residential storm drainage inlets, underdrains and gutters shall be inspected annually and cleaned prior to the beginning of the rainy season if there is evidence of one or more of the following conditions:
 - 1. The sediment/debris storage volume is twenty-five (25) percent or more full;
 - 2. There is evidence of illegal discharge;
 - 3. Accumulated sediment or debris impairs the hydraulic function of the facility.
- B. Private streets shall also be swept and maintained as needed to prevent sediment, gardening waste, trash, litter and other contaminants from entering the city's storm drainage system.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

Industrial and Commercial Requirements

13.16.240. Nonstormwater discharges.

All nonstormwater discharges associated with industrial and commercial activities that discharge into the city's stormwater drainage system are prohibited except as permitted by an individual user's NPDES stormwater permit or Section 13.16.046 of this chapter.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.241 General permit for stormwater discharges from industrial activities.

- A. All facilities described in 40 CFR 122.26(b)(14)(i)-(xi) must obtain coverage under the state's general permit for discharges of stormwater associated with industrial activities, at least fourteen (14) days prior to the startup of business activities. All listed businesses are required to submit a completed notice of intent (NOI) form, site map and application fee to the state board. The state board also requires the listed businesses to prepare a stormwater pollution prevention plan (SWPPP), retain a copy of the SWPPP on site and comply with all the requirements of the general permit. Copies of the NOI form are available from the public works department, environmental section.
- B. Prior to receiving a business license or certificate of occupancy, all businesses that have filed an NOI for coverage under the state's general permit and have received a waste discharge identification number (WDID)

from the state board, must either mail, fax or hand deliver a copy of the WDID letter from the state to the public works department, environmental section as proof of filing.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.242 Conditional category—Notice of nonapplicability.

- A. Businesses who own or operate facilities described in 40 CFR 122.26(b)(14)(xi) may prepare a "notice of nonapplicability" in lieu of an NOI if they can certify on this form provided by the state board that there is no manufacturing process, material, equipment or product storage outside in an area that is exposed to stormwater runoff. The "notice of nonapplicability" must document all of the following:
 - 1. All prohibited nonstormwater discharges have been eliminated or otherwise permitted;
 - 2. All significant materials related to industrial activity (including waste materials) are not exposed to stormwater or authorized nonstormwater discharges;
 - 3. All industrial activities and industrial equipment are not exposed to stormwater or authorized nonstormwater discharges;
 - 4. There is no exposure of stormwater to significant materials associated with industrial activity through other direct or indirect pathways such as from industrial activities that generate dust and particulates.
- B. Businesses in this category are required to submit the notice of nonapplicability to the local office of the regional board and are required to maintain the above documentation on-site at all times. They are also required to reevaluate and recertify once a year that the conditions above are continuously met. Copies of the "notice of nonapplicability" form are available from the city's public works department, environmental section.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.243 Best management practices (BMPs).

- A. All businesses, regardless of permit status, shall implement all applicable BMPs, consistent with the California Stormwater Best Management Practice Handbooks, or equivalent, the current Riverside County Stormwater Program's Report of Waste Discharge, or equivalent, or as required by the city, to reduce pollutants in stormwater runoff and reduce nonstormwater discharges to the city's stormwater drainage system in compliance with this chapter. All structural controls shall be maintained to effectively prevent pollutants from contacting stormwater or remove pollutants from stormwater runoff. Maintenance records for structural and treatment devices, including waste hauling receipts shall be kept for a period of five years and made available to the city's inspector, upon request.
- B. If structural or treatment controls are not functioning as designed or are not effective in reducing stormwater pollutants or nonstormwater discharges in compliance with this chapter, the city may require that the control device be repaired, rebuilt or replaced.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

Construction, New and Redevelopment Requirements

13.16.340 Stormwater quality management Plan (WQMP) and BMPs.

- A. Plan Review and BMPs. The city will review project plans and impose terms, conditions, and requirements on the project to ensure compliance with this chapter, including but not limited to required BMPs. If a project will be approved without application for a building or grading permit, the city will review project plans and impose terms, conditions, and requirements prior to project approval.
- B. WQMP. Prior to the issuance of any grading or building permit, all qualifying new and redevelopment projects must submit and have approved a water quality management plan (WQMP) to the city engineer on a form provided by the city. The WQMP shall identify all BMPs that will be incorporated into the project to control stormwater and nonstormwater pollutants during and after construction and shall be revised as necessary during the life of the project. The WQMP submittal applies to construction projects covered by the general permit for stormwater discharges from construction activity, as well as to construction projects less than one acre. Qualifying new and redevelopment projects include:
 - 1. Home subdivisions of ten (10) units or more. This includes single family residences, multi-family residences, condominiums, apartments, etc.;
 - 2. Commercial developments of one hundred thousand (100,000) square feet or more. This includes nonresidential developments such as hospitals, educational institutions, recreational facilities, mini-malls, hotels, office buildings, warehouses, and light industrial facilities;
 - 3. Vehicle maintenance shops (SIC codes 5013, 5014, 5541, 7532-7534, 7536-7539);
 - 4. Food service businesses developing five thousand (5,000) square feet or more of land area;
 - 5. All hillside developments that create ten thousand (10,000) square feet or more of impervious area, which are located on areas with known erosive soil conditions or where the natural slope is twenty-five (25) percent or more, including single family hillside residences that create ten thousand (10,000) square feet or more of impervious area where the natural slope is ten (10) percent or greater or where erosive soil conditions exist;
 - 6. Developments of two thousand five hundred (2,500) square feet of impervious surface or more adjacent to (within two hundred (200) feet) or discharging directly into environmentally sensitive areas such as areas designated in the ocean plan as areas of special biological significance or water bodies listed on the CWA Section 303(d) list of impaired waters;
 - 7. Parking lots of twenty-five (25) spaces or five thousand (5,000) square feet or more exposed to stormwater. "Parking lot" is defined as land area or facility for the temporary storage of motor vehicles;
 - 8. All retail gasoline outlets and restaurants disturbing more than five thousand (5,000) square feet;
 - 9. All redevelopment projects adding five thousand (5,000) square feet or more of impervious surface on an already developed site. This includes additional buildings and/or structures, extension of an already existing building footprint and construction of parking lots, etc.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.341 General permit for stormwater discharges from construction activity.

- A. Any developer or owner engaging in construction activities which disturb one acre or more of land shall apply for coverage under the general permit for stormwater discharges from construction activity with the state board. Any developer or owner engaging in construction activities which disturb less than one acre but which area is part of a larger common plan of development or sale that is greater than one acre must also

apply for coverage under the general permit for stormwater discharges from construction activity with the state board.

- B. Prior to obtaining any city-issued grading and or construction permits the developer or owner shall provide evidence of compliance with the general permit for stormwater discharges from construction activity by providing a copy of the waste discharger's identification number (WDID) to the city's public works department.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.342 Nonstormwater discharges.

- A. Discharges of nonstormwater from construction activities are generally prohibited except for those discharges listed in Section 13.16.046 of this chapter or any discharges authorized by the city engineer or the regional board.
- B. All construction site operators must control all waste from construction sites, such as discarded building materials, concrete truck wash out, chemicals, litter, and sanitary waste, which may cause an adverse impact on water quality.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.343 Nonstormwater discharge reporting requirements.

Authorized nonstormwater discharges under Section 13.16.342 shall be reported to the public works director at least five days prior to a planned discharge. Unplanned discharges of nonstormwater into the city's storm drainage system shall be reported as soon as possible and before any discharge is initiated. The city's public works department, environmental section will provide a "nonstormwater discharge notification form" for any developer that is proposing to discharge any nonstormwater from a construction site. The nonstormwater discharge notification form must be submitted to the public works department, environmental section, for these discharges, at least five days prior to any planned discharge or as soon as possible for any unplanned discharge. Monitoring may also be required for these discharges. If the city provided form is not utilized, a report must be submitted to the public words director prior to the discharge, which includes the following information:

1. Date, time, and location of proposed discharge;
2. Type of proposed discharge;
3. Estimated average and maximum daily flow rate;
4. Frequency and duration of discharge;
5. A description of the proposed treatment system (if appropriate);
6. A description of the path from the point of discharge to the nearest storm drain inlet. All discharges shall be monitored daily for flow volume and shall be recorded in a daily log by the person responsible for the discharge. Discharges shall also be sampled during the first thirty (30) minutes of each discharge and weekly thereafter for continuous discharges for chlorine and total suspended solids. Monitoring data for flow, chlorine and suspended solids and any other required constituents shall be reported to the city's public works department, environmental section on a weekly basis.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.344 Best management practices.

All construction projects which could potentially have an adverse impact on the city's stormwater drainage system or waters of the state shall install and/or implement appropriate construction and post- construction BMPs, as listed in their WQMP or the "California Stormwater Best Management Practice Handbook," or as may be required by the city, to comply with the requirements of this chapter.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.345 WQMP transfer, access, and maintenance agreement.

- A. The city manager or any authorized designee is authorized to sign all water quality management plan access, transfer and maintenance agreement documents entered into by the city with project proponents for the on-going and long-term maintenance of all approved stormwater treatment devices, structures and administrative policies designed to minimize the detrimental effects of new development projects on receiving waters, including effects caused by increased pollutant loads and changes in hydrology.
- B. The public works director may require the owner of any new or redevelopment project listed in Section 13.16.340(b) to enter into an agreement for the operation and maintenance of any post-construction control measure and to record such agreement with the county recorder's office. The signature of the owner of the property is sufficient for recording this document. A signature from the city is not required for recording.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

Administrative Enforcement Remedies

13.16.440 Notice of correction (NOC).

Whenever the public works director or any authorized designee finds that any discharger has the potential to violate or has already violated any prohibition, limitation or requirement contained in this chapter, any NPDES stormwater permit or the basin plan, the city may serve upon such person a written notice of correction stating the nature of the violation and the necessary actions that must be implemented to correct the situation. The notice of correction shall set forth a time period by which the problem must be corrected and the penalties for noncompliance.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.441 Notice of violation.

When the public works director or any authorized designee finds that any discharger has failed to comply with a notice of correction or has violated or continues to violate any prohibition, limitation or requirement contained in this chapter, any NPDES stormwater permit or the basin plan, the city may serve upon such person a written notice of violation stating the nature of the violation and the penalties for noncompliance. At a minimum, the notice of violation shall require that the discharger submit to the public works director, within a time period specified in the notice, a plan indicating the cause of the violation and corrective actions which will be taken to prevent recurrence. A discharger shall be guilty of a separate offense for every day during any portion of which any violation of any provision of this chapter is committed, continued, or permitted by the discharger. Pursuant to California Government Code Sections 53069.4 and 36900(b) the following violation assessments will apply to the issuance of a notice of violation by the public works director or any authorized representative:

-
1. A first notice of violation shall be issued for a first violation of this chapter and shall be punishable by a fine not exceeding one hundred dollars (\$100.00);
 2. A second notice of violation shall be issued for a second violation of this same ordinance within one year and shall be punishable by a fine not exceeding two hundred dollars (\$200.00);
 3. A third notice of violation shall be issued for a third violation of this same ordinance within one year and shall be punishable by a fine not exceeding five hundred dollars (\$500.00). Each additional violation of the same ordinance within one year shall also be punishable by a fine of five hundred dollars (\$500.00).

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.442 Administrative orders.

The public works director may require compliance with any prohibition, limitation or requirement contained in this chapter, any NPDES stormwater permit or the basin plan, by issuing an administrative order, enforceable in a court of law or by directly seeking court action. Administrative orders may include compliance orders, stop work orders, cease and desist orders, termination of service orders and immediate termination of service orders.

- A. Compliance orders. The public works director or any authorized designee may issue a compliance order to any discharger who fails to correct a violation of this chapter, any NPDES stormwater permit or the basin plan. The order shall be in writing, specify the violation(s) and require appropriate compliance measures within a specified time period. The compliance order may include the following terms and requirements:
 1. Specific steps and time schedules for compliance as reasonably necessary to eliminate an existing prohibited discharge or illegal connection or to prevent the imminent threat of a prohibited discharge;
 2. Specific requirements for containment, cleanup, removal, storage, installation of overhead covering or proper disposal of any pollutant having the potential to contact stormwater runoff;
 3. Installation of stormwater treatment devices, containment structures, wash racks and addition and removal of stormwater drains;
 4. Any other terms or requirements reasonably calculated to prevent imminent threat of or continuing violations of this chapter, including, but not limited to requirements for compliance with best management practices guidance documents promulgated by any federal, state or regional agency.

The public works director or any authorized designee may adopt a proposed compliance schedule submitted by the user or may adopt a revised compliance schedule if the proposed compliance schedule would allow the user to cause harm to the receiving waters and/or the city's storm drainage system.

A compliance order shall require the discharger to pay a one-thousand-dollar penalty fee to the city for the issuance thereof.

- B. Stop work order. The public works director, city engineer or building official may serve a written stop work order on any person engaged in doing or causing to be done, new construction, tenant improvements, alterations or additions, if:
 1. No construction permit has been granted by the city;
 2. Work has begun prior to the submittal of a written WQMP and subsequent approval by the city engineer or any authorized designee; or,

-
3. Violations of this article are found at the site of the new construction, tenant improvements, alterations or additions.

Any person served a stop work order shall stop such work immediately until written authorization to continue is received from the public works director, city engineer or building official. A stop work order shall require the discharger to pay a one-thousand-dollar penalty fee to the city for the issuance thereof.

- C. Cease and desist order. When the public works director or any authorized designee finds that any discharger has violated or threatens to violate any prohibition, limitation or requirement contained in this chapter, any NPDES stormwater permit or the basin plan, or NPDES stormwater permit, the city may issue a cease and desist order directing the discharger to:

1. Immediately discontinue any illicit connection or prohibited discharge to the city's stormwater drainage system;
2. Immediately contain or divert any flow of water off the property, where the flow is occurring in violation of any provision of this chapter; and
3. Immediately discontinue any other violation of this chapter.

A cease and desist order shall require the discharger to pay a one-thousand-dollar penalty fee to the city for the issuance thereof.

- D. Termination of service. When the public works director, city engineer, or any authorized designee finds any discharger who has a direct connection into the city's stormwater drainage system or has violated an administrative order, the city engineer may terminate storm drain service to the discharger. The discharger shall be liable for all costs for termination of storm drain service incurred by the city. This provision is in addition to any other statutes, rules or regulations authorizing termination of service for delinquency payment or for any other reasons. Storm drain service shall be reinstituted by the city engineer after the discharger has complied with all the provisions of the administrative order. The discharger shall also be liable for all costs for reinstituting storm drain service.

- E. Immediate termination of service. The city engineer may immediately suspend storm drain service and any nonstormwater discharge permit when such suspension is necessary, in the opinion of the city engineer, to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or the environment, or which significantly or could significantly cause pollution to the receiving waters, ground and/or storm drainage system of the city. Any discharger notified that their storm drain service has been suspended shall immediately cease and eliminate the discharge into the city stormwater drainage system.

In the event of failure to comply voluntarily with the termination of service order, the city engineer shall take appropriate steps, including immediate severance of all applicable storm drain connections. All persons responsible for a discharge that may endanger the health or welfare of the community or the environment shall be liable for all costs incurred by the city in terminating storm drain service. Storm drain service shall be reinstituted by the city engineer after the actual or threatened discharge has been eliminated. A detailed written statement, submitted by the discharger, describing the cause of the harmful contribution and the measures to prevent any future occurrence, shall be submitted to the city engineer within ten (10) working days of the date of storm drain service termination.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.443 Administrative hearing.

- A. Any discharger may request, or the public works director may order, an administrative hearing, at which time, a discharger who causes or allows, or who has caused or allowed, an unauthorized discharge to enter

into the city's stormwater drainage system or who continues to allow a violation of this chapter to exist, may show cause why a proposed enforcement action should not be taken against him. The city manager, or the city manager's designee, shall preside over the administrative hearing, at which time each party, including the discharger and the public works director or any authorized designee, shall have the right to present evidence.

- B. A notice of hearing shall be served on the discharger specifying the time and place of the hearing and referencing the specific violation of this chapter, the reasons why the action is to be taken and the proposed enforcement action, directing the discharger to show cause before the hearing officer why the proposed enforcement action should not be taken. The notice of hearing shall be served personally or by registered or certified mail, return receipt requested at least ten (10) working days prior to the hearing. Service of the notice of hearing may be made on any agent or officer of the discharger.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.444 Administrative civil penalties.

- A. Pursuant to California Government Code §§ 54739 and 54740.5, the public works director may issue an administrative complaint to any person who violates this chapter, any prohibition or limitation thereof or any compliance order, cease and desist order, stop work order or injunction. The administrative complaint shall allege the act or failure to act that constitutes the violation, the proposed civil penalty, and the authority under which it is imposed.
- B. The administrative complaint, served on the alleged violator by personal delivery or by certified mail, shall inform the person served that a hearing before the public works director shall be conducted within sixty (60) days of the service of the complaint. The right to a hearing may be waived by the person who has been issued the administrative complaint, in which case the city shall not conduct a hearing. A person dissatisfied with the decision of the public works director may appeal to the city council of the city of Coachella within thirty (30) days of notice of the director's decision.
- C. If after the hearing, or appeal, if any, it is found that the person has violated reporting or discharge requirements, the public works director or city council may assess a civil penalty against that person. In determining the amount of the civil penalty, the public works director or city council may take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs and corrective action, if any, attempted or taken by the discharger.
- D. Civil penalties may be assessed as follows:
1. In an amount which shall not exceed three thousand dollars (\$3,000) for each day for failing or refusing to timely comply with any compliance order established by the city;
 2. In an amount which shall not exceed five thousand dollars (\$5,000) per violation for each day of discharge in violation of any discharge limitation, area-wide urban runoff permit condition, or requirement issued, reissued or adopted by the city;
 3. In an amount which shall not exceed ten dollars (\$10.00) per gallon for discharges in violation of any stop work order, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the city.
 4. The amount of any civil penalties imposed under this section which have remained delinquent for a period of sixty (60) days shall constitute a lien against the real property of the discharger from which the discharge originated resulting in the imposition of the civil penalty. The lien provided herein shall

have no force and effect until recorded with the county recorder and when recorded shall have the force and effect and priority of a judgment lien and continue for ten (10) years from the time of recording unless sooner released, and shall be renewable in accordance with the provisions of California Code of Civil Procedure §§ 683.110 to 683.220, inclusive.

5. All monies collected under this section shall be deposited in a special account of the city and shall be made available for the monitoring, treatment, and control of discharges into the city's storm drainage system or for other mitigation measures.
- E. Unless appealed, an order imposing administrative civil penalties shall become effective and final upon issuance thereof, and payment shall become due within thirty (30) days of issuance of an invoice by the city of Coachella. Copies of these orders shall be served by personal service or by registered mail upon the party served with the administrative complaint and upon other persons who appeared at the hearing and requested a copy.
- F. The city may, at its option, elect to petition the superior court to confirm any order establishing civil penalties and enter judgment in conformity therewith in accordance with the provisions of California Code of Civil Procedure §§ 1285 to 1287.6, inclusive.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.445 Compensation for damages.

Any person who damages monitoring equipment, has the potential to affect or affects human health or the environment, discharges pollutants into the city's storm drainage system which causes or has the potential to cause increased maintenance of the system, non-routine inspection or sampling of the system, system blockages or other damage or interference in the city's stormwater drainage system, or causes any other damages, including the imposition of fines or penalties on the city by federal, state or local regulatory agencies, shall be liable to the city for all damages and additional costs, including fines and penalties. An administrative fee, which shall be fixed by the city manager based on the city's current overhead cost allocation percentage, shall be added to these charges and shall be payable to the city within thirty (30) calendar days of invoicing.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.446 Appeals.

Any decision of the public works director may be appealed. An appeal must be initiated within ten (10) working days after receipt of the notice of any decision or action by filing, with the public works director, a letter of appeal briefly stating therein the basis for such appeal. The hearing on appeal shall be held on a date no more than fifteen (15) working days after receipt of the letter of appeal. The appellant shall be given at least five working days notice of the time and place of the hearing. The city manager, or the city manager's designee, shall provide the appellant and any other interested party the reasonable opportunity to be heard and in order to show cause why the determination of public works director should not be upheld. Within forty-five (45) working days of the hearing, the city manager, or the city manager's designee, shall make a written decision regarding the appeal. The decision of the city manager, or the city manager's designee, shall be final. The imposition of fines or penalties shall be stayed during the appeal period unless the public works director determines that such a stay would threaten the public safety, health or welfare.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.447 Violations deemed a public nuisance.

- A. In addition to the penalties established by this chapter, any violation of this chapter and any threat to public health, safety or welfare is declared and deemed a public nuisance. Such public nuisance may be summarily abated and/or remedied by the public works director, and/or civil action to abate, enjoin or otherwise compel the cessation of such nuisance may be taken by the city attorney.
- B. The cost of such abatement, remediation and/or restoration shall be borne by the owner, lessee or tenant of the property causing the violation. The cost thereof shall be a lien upon and against the property and such lien shall continue in existence until the same shall be paid.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

Judicial Enforcement Remedies

13.16.540 Legal action.

- A. The city attorney may commence an action for appropriate legal, equitable or injunctive relief in the municipal or superior court of the county against any person who has violated or continues to violate any provision of this chapter, the basin plan, federal or state discharge standards or permit conditions, or who violates the requirements of any administrative order.
- B. In addition to the penalties provided in this chapter, the public works director may recover all reasonable attorney fees, court costs, court reporter's fees, expenses of litigation by appropriate suit of law against the person(s) found to have violated any provision of this chapter or the orders, rules, regulations and permits issued thereunder and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the city of Coachella.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.541 Civil penalties.

- A. Persons who continue to violate any provision of this chapter shall be liable to the city for a maximum civil penalty of twenty-five thousand dollars (\$25,000.00) but not less than three thousand dollars (\$3,000.00) per violation per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. In determining the amount of civil liability, the court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the discharger's violation, corrective actions by the discharger, the compliance history of the discharger, and any factor as justice requires.
- C. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for taking any other action against a discharger. The city may institute further legal action to collect such penalties in the event that the violator of this chapter fails or refuses to pay said penalty within thirty (30) days from the date that it has been assessed.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.542 Criminal prosecution.

- A. Any person who willfully or negligently violates any provision of this chapter or permit conditions, or who violates any administrative order or any other provision of this chapter is guilty of a misdemeanor, which, upon conviction, is punishable by a fine of not less than three thousand dollars (\$3,000.00) and/or by imprisonment for a period of not more than six (6) months. Each such person shall be deemed guilty of a separate offense for every day during any portion of which any violation of any provisions of this chapter is committed, continued or permitted by such discharger, and shall be punishable therefore as provided by this section.
- B. Any person who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, stormwater permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance shall, upon conviction, be punished by a fine of not less than three thousand dollars (\$3,000.00) per day of violation or by imprisonment or by both.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.543 Falsifying information.

Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the city, or who falsifies, tampers with or knowingly renders inaccurate monitoring devices or methods required under this chapter, shall have violated this chapter and shall be guilty of a misdemeanor.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.544 Remedies nonexclusive.

Each remedy for the enforcement of this chapter is nonexclusive, and the city may seek cumulative remedies, except that multiple monetary fines or penalties may not be imposed for any single violation of this chapter.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.545 Consecutive violations.

Each day in which a violation of this chapter occurs and each separate failure to comply with any enforcement order issued pursuant to this chapter is a separate violation, separately punishable.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.640 Business inspection fees.

Business inspection fees in an amount established by the city council shall be collected for those businesses requiring regular compliance inspections under the areawide urban stormwater run-off permit. Affected businesses shall include industrial businesses subject to the California statewide general NPDES permit for stormwater discharges associated with industrial activities, commercial businesses listed in the areawide urban stormwater run-off permit and other industrial and commercial sites/sources that the city determines may contribute a significant pollutant load to the municipal separate storm sewer system. The inspection fee shall pay

for inspection time including the preparation of inspection reports, review of written stormwater pollution prevention plans, stormwater runoff sampling activities, enforcement response and follow-up as needed. The inspection fees may be adopted by ordinance or resolution and shall be subject to periodic review and revision by ordinance resolution, as part of the city's updated and modified schedule of service fees, inspection fees and processing fees.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

General Clauses

13.16.740 Severability.

If any provisions, paragraph, word, section or article of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions, paragraph, words, sections, and other chapters, shall not be affected and shall continue in full force and effect.

(Ord. No. 1057, § 5(Exh. D), 10-23-13)

13.16.741 City's right of revision.

The city council may establish by ordinance and/or resolution more stringent limitations and requirements related to discharges into the city's stormwater drainage system, if deemed necessary.

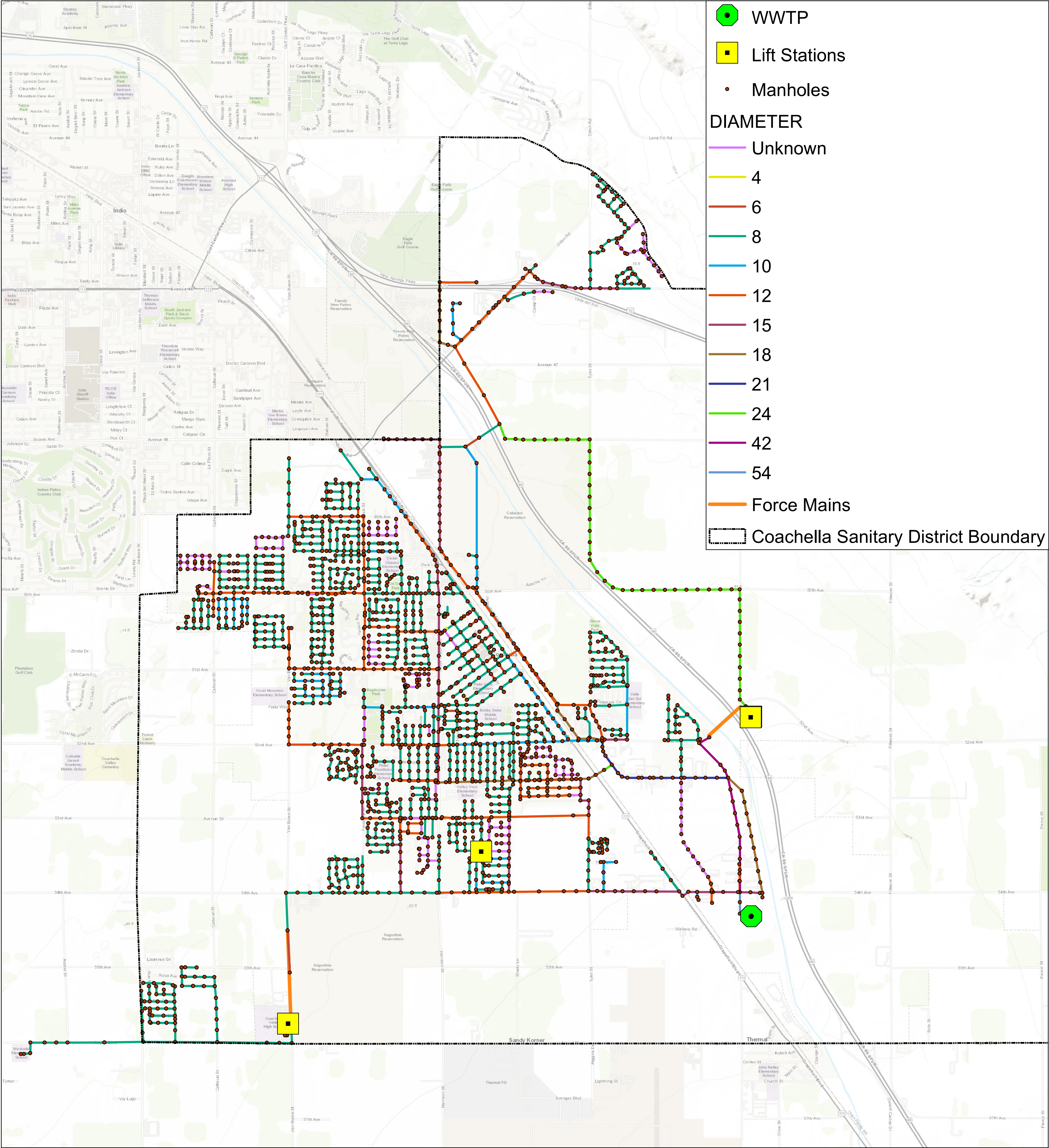
(Ord. No. 1057, § 5(Exh. D), 10-23-13)

Appendix F

Updated Sewer Collection System Map

INTENTIONALLY LEFT BLANK





Source: Coachella Sanitary District GIS

COACHELLA SANITARY DISTRICT MAJOR SEWER SYSTEM ASSETS



Appendix G

Notification Requirements

INTENTIONALLY LEFT BLANK



G Notification Requirements

G-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 District 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 District 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 a District-owned and/or operated laterals, to a water of the State.

The control number must be referred to in all communication, oral and written.

G-2 Spill Notification Information

The District 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, District, and zip code) and closest cross streets and/or landmarks;
 - Name and phone number of contact person on-scene;
 - Date and time the District 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.
-

G-3 Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the District certifies the spill report in the online CIWQS Sanitary Sewer System Database, the District 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.
-

Appendix H

Reporting Requirements

INTENTIONALLY LEFT BLANK



H Reporting Requirements

All reporting required in the General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise in the 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 the General Order.

The District 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.

H-1 Reporting Requirements for Individual Category 1 Spill Reporting

G-1-1 Draft Spill Report for Category 1 Spills

Within three (3) business days of the District's knowledge of a Category 1 spill, the District 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:

3. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
4. Spill location name;
5. Date and time the District was notified of, or self-discovered, the spill;
6. Operator's arrival time;
7. Estimated spill start date and time;
8. Date and time the District notified the California Office of Emergency Services, and the assigned control number;
9. Description, photographs, and GPS coordinates of the system location where the spill originated;
 - a. 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;
10. Estimated total spill volume exiting the system;
11. Description and photographs of the extent of the spill and spill boundaries;
12. Did the spill reach a drainage conveyance system? If Yes:
 - a. Description of the drainage conveyance system transporting the spill;
 - b. Photographs of the drainage conveyance system entry location(s);
 - c. Estimated spill volume fully recovered from the drainage conveyance system;
 - d. Estimated spill volume remaining within the drainage conveyance system;
13. Description and photographs of all discharge point(s) into the surface water;
14. Estimated spill volume that discharged to surface waters; and

15. Estimated total spill volume recovered.

H-1-2 Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the District 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 F-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:
 - a. 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
 - b. 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 recurrence 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:
 - a. Observed impacts on aquatic life,
 - b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
 - c. Responsible entity for closing/restricting use of water body, and
 - d. 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.
-

H-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 District 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:
 - a. Complete and detailed explanation of how and when the spill was discovered;
 - b. 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;
 - c. Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - d. Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - e. Detailed description of the spill cause(s);
 - f. Description of the pipe material, and estimated age of the pipe material, at the failure location;
 - g. Description of the impact of the spill;
 - h. Copy of original field crew records used to document the spill; and
 - i. Historical maintenance records for the failure location.
 2. District's response to the spill:
 - a. Chronological narrative description of all actions taken by the District to terminate the spill;
 - b. Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - c. Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - i. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - ii. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - iii. 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:
 - a. Description of all water quality sampling activities conducted;
 - b. List of pollutant and parameters monitored, sampled and analyzed; as required in Water Quality Monitoring Plan, once developed;
 - c. Laboratory results, including laboratory reports;
 - d. Detailed location map illustrating all water quality sampling points; and
 - e. 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.
-

H-1-4 Amended Certified Spill Reports for Individual Category 1 Spills

The District 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 District shall certify the amended report.

After 90 calendar days, the District 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.

H-2 Reporting Requirements for Individual Category 2 Spill Reporting

H-2-1 Draft Spill Report for Category 2 Spills

Within three (3) business days of the District's knowledge of a Category 2 spill, the District 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 District contact person to respond to spill-specific questions;
 2. Spill location name;
 3. Date and time the District was notified of, or self-discovered, the spill;
 4. Operator's arrival time;
 5. Estimated spill start date and time;
 6. Date and time the District 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;
 8. 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;
 9. Estimated total spill volume exiting the system;
 10. Description and photographs of the extent of the spill and spill boundaries;
 11. Did the spill reach a drainage conveyance system? If Yes:
 - a. Description of the drainage conveyance system transporting the spill;
 - b. Photographs of the drainage conveyance system entry location(s);
 - c. Estimated spill volume fully recovered from the drainage conveyance system;
 - d. Estimated spill volume remaining within the drainage conveyance system;
 - e. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
 12. Estimated total spill volume recovered.
-

H-2-2 Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the District 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 F-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:
 - a. 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
 - b. 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 recurrence 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.

H-2-3 Amended Certified Spill Reports for Individual Category 2 Spills

The District 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 District shall certify the amended report.

After 90 calendar days, the District 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.

H-3 Monthly Certified Spill Reporting for Category 3 Spills

The District 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 District contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the District was notified of, or self-discovered, the spill;
4. Operator's arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
 - a. 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:
 - a. Description of the drainage conveyance system transporting the spill;
 - b. Photographs of the drainage conveyance system entry locations(s);
 - c. Estimated spill volume fully recovered from the drainage conveyance system; and
 - d. Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
10. Estimated total spill volume recovered;
11. Description of the spill 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:
 - a. 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
 - b. 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:
- a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - i. Adjusted schedule/method of preventive maintenance,
 - ii. Planned rehabilitation or replacement of sanitary sewer assets,
 - iii. Inspected, repaired asset(s), or replaced defective asset(s),
 - iv. Capital improvements,
 - v. Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - vi. Description of spill response activities,
 - vii. Spill response completion date, and
 - viii. 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.

H-4 Monthly Certified Spill Reporting for Category 4 Spills

The District 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.

H-5 Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the District 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 District 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 on why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

H-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 District shall:

- Maintain records per section 4 of Attachment E1 of the General Order; The District shall provide records upon request by the 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 a District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the District shall report all Category 1 spills per Water Quality Monitoring Plan, once developed.

H-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 District-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the District 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 Water Quality Monitoring Plan, once developed) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the District has no further spills of any category, in the subsequent calendar month, the District shall certify “no-spills” for the subsequent calendar month.

If the District has no spills from its systems during a calendar month, but the District voluntarily reported a spill from a private lateral or a private system, the District shall certify “no-spills” for that calendar month.

If the District has spills from its owned and/or operated laterals during a calendar month, the District shall not certify “no spills” for that calendar month.

H-8 Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

The District shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of the 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 District’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 the 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 District,
 - Portion of laterals that is District'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 the 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
-

INTENTIONALLY LEFT BLANK



Appendix I

Sewer System Management Plan Change Log

INTENTIONALLY LEFT BLANK



[illegible]

Appendix J

SSMP Monitoring Parameters

INTENTIONALLY LEFT BLANK



Coachella Sanitary District SSMP Monitoring Parameters

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of plan element implementation and effectiveness	Reviewed by
SSMP Goal and Introduction	<ul style="list-style-type: none"> District is following SSMP Update Schedule Periodically review section 			
Organization	<ul style="list-style-type: none"> Periodically review section 			
Legal Authority	<ul style="list-style-type: none"> Periodically review section 			
Operations and Maintenance Program	<ul style="list-style-type: none"> Percentage of gravity sewer lines cleaned Percentage of sewer lines inspected by televising Number of lift station failures Number of pipe failures Regular training related to SSMP requirements Equipment inventory tracked Periodically review section 			
Design and Performance Provisions	<ul style="list-style-type: none"> Periodically review section 			
Spill Emergency Response Plan	<ul style="list-style-type: none"> Average and maximum response time Percent of total overflow volume contained or returned to sewer Compliance with notification, monitoring, and reporting requirements Staff and contractors are implementing the Spill Emergency Response Plan Perform regular training on the Spill Emergency Response Plan. Contain any spills 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 Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters Spill events are documented and reported as required in the General Order 			

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of plan element implementation and effectiveness	Reviewed by
	<ul style="list-style-type: none"> • Spill responses and assessed • Conduct annual review of Spill Emergency Response Plan • Periodically review section 			
Sewer Pipe Blockage Control Plan	<ul style="list-style-type: none"> • Number of blockages due to FOG, rags, debris, etc. • Number of overflows due to FOG, rags, debris, etc. • Number of FOG producing facilities inspected • Number of enforcement measures at FOG producing facilities • An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule • Implementation of source control measures • Plan and schedule for a public education and outreach program • Periodically review section 			
System Evaluation, Capacity Assurance, and Capital Improvements	<ul style="list-style-type: none"> • Number of spills due to capacity limitations or wet weather • Date of completion of most recent sewer master plan, including flow metering and/or hydraulic modeling • 3-year backlog for capacity improvement projects • Utilize CCTV inspection and assessment and tracking system deficiencies • Prioritize projects based on their need for repair and replacement • Evaluate system deficiencies with recurrent issues and how these can be turned into rehabilitation or replacement projects. • Creation of a schedule to complete these projects • Document system evaluation and condition assessment inspections and activities • Determine solutions to address infiltration & inflow (I/I), aging infrastructure, corrosion due to sulfuric acid, and sags in the system due to unstable soil • Determine solutions to protect from heavy rains, earthquakes, and other impacts of climate change 			

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of plan element implementation and effectiveness	Reviewed by
	<ul style="list-style-type: none"> • Determine funding sources • Periodically review section 			
Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> • Document SSMP information • Follow schedule for reviewing SSMP information • Determine effectiveness of each Plan Element • Assess the success of preventive operation and maintenance activities; • Update Plan procedures and activities based on evaluation • Identify and illustrate spill trends • Periodically review section 			
Internal Audits	<ul style="list-style-type: none"> • Date of completion of last annual audit • Audits are occurring during original audit cycle • Audit is uploaded to CIWQS within 6 months of due date • Deficiencies found during the audit are addressed and corrected • Periodically review section 			
Communication Program	<ul style="list-style-type: none"> • SSMP is uploaded/updated on District's website & CIWQS • Plan and schedule for a public education and outreach program • Notification program to the public for sewer system management and information on spills and discharges • Periodically review section 			

RESOLUTION NO. SD-2025-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE COACHELLA SANITARY DISTRICT ADOPTING THE UPDATED SANITARY SEWER SYSTEM MANAGEMENT PLAN (SSMP) IN COMPLIANCE WITH STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2022-0103-DWQ.

WHEREAS, in December 2022, the State of California's Water Resources Control Board (SWRCB) adopted Order Number WQ 2022-0103-DWQ that updated General Waste Discharge Requirements for sanitary sewer systems designed to convey sewage greater than one (1) mile in length (the "Order") which became effective on June 5, 2023; and

WHEREAS, all federal and state agencies, municipalities, counties, districts and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a public owned treatment facility in the State of California are required to comply with the terms of this Order; and Coachella Sanitary District sanitary sewer system is greater than one mile in length and subject to the Order, which requires that the existing Sanitary Sewer Management Plan (SSMP) be updated; and

WHEREAS, the Sanitary Sewer Management Plan (SSMP) is a document that updates the Coachella Sanitary District permit issued by the SWRCB and addresses procedures to operate, maintain and manage wastewater collection systems and provides the guidelines and procedures to reduce the number and frequency of sanitary sewer overflows ("SSOs") and thereby to decrease the risk to human health and the environment in our community; and

WHEREAS, the SSMP must include 11 specific elements and must be approved by the Board of Directors; and

WHEREAS, the Coachella Sanitary District updated SSMP, dated as of August 2025, has been reviewed by the Utilities Director, and now is ready for approval by the Board of Directors and certification and submittal to the California SWRCB; and

WHEREAS, upon approval by the SWRCB, the SSMP will be made available on the City's website and will supersede any and all prior SSMP's; this SSMP also is subject to periodic review and update.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE COACHELLA SANITARY DISTRICT, COACHELLA, CALIFORNIA, AS FOLLOWS:

1. That the foregoing is true, correct and adopted.
2. That the Board of Directors recognizes that sanitary sewer operators are subject to and must comply with the requirements of the SSMP Permit with the goal of reducing sanitary sewer overflows spills.

3. The Utilities Director is authorized to execute documents pertaining to the certification of the Coachella Sanitary District Sewer System Management Plan (SSMP) and to process the online California Integrated Water Quality System (CIWQS) sanitary sewer database form on behalf of the City of Coachella in accordance with State Water Resource Control Board guidelines.

PASSED, APPROVED and ADOPTED this 10th day of September, 2025.



Steven A. Hernandez
President

ATTEST:



Angela M. Zepeda
Secretary

APPROVED AS TO FORM:



City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF COACHELLA)

I HEREBY CERTIFY that the foregoing Resolution No. SD-2025-05 was duly adopted by the Board of Directors of the Coachella Sanitary District at a regular meeting thereof, held on the 10th day of September, 2025, by the following vote of the Board:

AYES: Councilmember Perez, Councilmember Virgen, Mayor Pro Tem Delgado, and Mayor Hernandez

NOES: None

ABSENT: Councilmember Dr. Figueroa

ABSTAIN: None



Delia Granados
Deputy City Clerk