City of Simi Valley
California
SSMP
Sewer System Management Plan

Updated
April 2019

SEWER SYSTEM MANAGEMENT PLAN

City of Simi Valley, California

Department of Public Works
Sanitation Services Division

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LIST OF ACRONYMS

AB	Assembly Bill
BAT	Best Available Technology
BMP	Best Management Practice
CASA	California Association of Sanitation Agencies
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan or Capital Improvement Program and Capital Improvement Project
City	City of Simi Valley
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CDFW	California Department of Fish and Wildlife
CWEA	California Water Environment Association
CVCWA	Central Valley Clean Water Association
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
EUD	Environmental Utilities Department
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographical Information System
GPS	Global Positioning System
GWI	Groundwater Induced Infiltration
GWDR	General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)
I/I	Inflow / Infiltration
ICS	Incident Command System
IERP	Integrated Emergency Response Plan
IWD	Industrial Waste Division
LRO	Legally Responsible Official
MGD	million gallons per day
MRP	Monitoring and Reporting Program
MSDS	Material Safety Data Sheets
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollution Discharge Elimination System
NRC	National Research Council
O&M	Operation and Maintenance

OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
Order	SWRCB Order No. 2006-0003-DWQ adopted May 2, 2006
PdM	Predictive Maintenance
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTWs	Publicly Owned Treatment Works
PWS	Public Works Sanitation
R&R	Rehabilitation and Replacement
RD/II	Rainfall Dependent Infiltration and Inflow
RWQCB	Regional Water Quality Control Board
SCAP	Southern California Alliance of Publicly Owned Treatment Works
SIUs	Significant Industrial Users
SOP	Standard Operating Procedure or Standard Maintenance Procedure
SPWA	South Placer Wastewater Authority
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SUO	Sewer Use Ordinance
SWRCB	State Water Resources Control Board
TOC	Table of Contents
TTC	Trenchless Technology Center
USA	Underground Service Alert
WDP	Waste Discharge Permit
WDR	Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)
WW	Wastewater
WWC	Wastewater Collection
WWTP	Wastewater Treatment Plant

LIST OF TERMS

Authorized Representative – The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer of ranking elected official, or a duly authorized representative of that person.

Blockage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, the blockage may cause an overflow. This is also called a Stoppage.

California Association of Sanitation Agencies (CASA) - CASA is a non-profit, statewide trade association representing public agencies that provide wastewater collection, treatment, disposal, and/or water reclamation services to about 90 percent of the sewered population in California. Website: http://www.casaweb.org/

California Water Environment Association (CWEA) – CWEA is an association of 8,000-plus professionals in the wastewater industry. CWEA is committed to keeping California's water clean. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to benefit society through protection and enhancement of the water environment. CWEA offers services at the state level and locally through 17 geographical local sections. Through their on-line bookstore, CWEA offers technical references for sewer system operation and maintenance. Website: http://www.cwea.org/

California Regional Water Quality Control Board Los Angeles Region (RWQCB) – The mission of this state regulatory agency is to: preserve, enhance and restore the quality of California's water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations. Website: http://www.waterboards.ca.gov/losangeles/

Dynamic Model – Computer hydraulic model simulation which solves the complete dynamic flow routing equations (St. Venant's equations) for accurate simulation of backwater, looped connections, surcharging, and pressure flow in a collection system.

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the GWDR, which has submitted a complete and approved application for coverage under the GWDR. This is also called a sewer system agency or wastewater collection system agency.

Fats, Oils and Grease (FOG) - Fats, oils, and grease that are discharged into the sanitary sewer collection system by Food Service Establishments (FSE), homes, apartments and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

FOG Control Program – Implemented at the Enrollee's discretion. May include public education program; plan and schedule for the disposal of FOG; legal authority to prohibit FOG related discharges; requirement to install grease removal devices; authority to inspect grease producing facilities; identification of sanitary sewer system sections subject to FOG blockages and the

establishment of a cleaning schedule for each section; development and implementation of environmental compliance measures for all sources of FOG.

Geographical Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found on a GIS can include a sewer map; sewer features such as pipe location, diameter, material, condition, last date cleaned or repaired. The GIS also typically contains base information such as streets and parcels.

Governing Board – This is the governing board of the sewer entity developing the SSMP. Examples would be the Board of Directors, the City Council, or the County Board of Supervisors.

GWDR – General Waste Discharge Requirements – A GWDR is an authorization to discharge waste with certain conditions, which can be issued on an individual basis or to a group of dischargers. The Statewide General WDR for Sanitary Sewer Systems was adopted by the SWCRB and will be implemented by the Regional Water Boards and SWRCB.

Groundwater Induced Infiltration (GWI) – Infiltration attributed to groundwater entering the sewer system.

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system and service connections from such sources as, but not limited to, roof leaders, cellars, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, around manhole covers or through holes in the covers, cross connections from storm and combined sewer system, catch basins, storm waters, surface runoff, street wash waters or drainage. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak into the sewer itself.

Lateral – The private portion of sewer line that connects a home or business with the public sewer main line in the street. The lateral is privately owned/maintained by the property owner.

> *Upper Lateral:* Portion of lateral from building to property line (or easement line).
>
> *Lower Lateral*: Portion of lateral from property line (or easement line) to sewer mainline in the street or easement.

Monitoring and Reporting Program - The Monitoring and Reporting Program established in the WDR establishes monitoring, record keeping, reporting and public notification requirements for the GWDR.

Overflow Emergency Response Plan – Identifies measures to protect public health and the environment. A plan must include the following: notification procedure, appropriate response plan, regulatory notification procedures, employee training plan, procedures to address emergency operations, a program that ensures all reasonable steps are taken to contain and prevent discharges.

Private Lateral: The Upper and Lower portion of the Lateral is owned and maintained by the private property owner that it serves.

Preventative Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants. This type of maintenance can prolong the useful life of equipment, infrastructure, and machinery and increase its efficiency by detecting and correcting problems before they cause a breakdown of the equipment, or failure of the infrastructure.

R-Value – Is the amount of rainfall that reaches the collection system via infiltration and inflow. This value is typically expressed as a percentage of total rainfall volume that reaches the collection system.

Rainfall Dependent Infiltration and Inflow – The Infiltration and Inflow attributed directly to rainfall.

Regional Water Board – Is a short name for the Los Angeles Regional Water Quality Control Board.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

Sanitary Sewer Overflow (SSO) – The Statewide GWDR defines an SSO as any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer Overflow Categories:

- Category 1 - Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
    - Reach surface water and/or reach a drainage channel tributary to a surface water; or
    - Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.
    - Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
- Category 2 - Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm

sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

- Category 3 - Any discharge of sewage of less than 1000 gallons that does not reach surface water or a drainage channel.
- Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities are considered to be part of the sanitary sewer system and discharges into these temporary storage facilities are not to be considered SSOs.

Sewer System Management Plan-SSMP – A series of written site specific programs that address how a collection system owner/operator conducts their daily business as is outlined in the WDR. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. It also contains a spill response plan. Certification is offered by technically qualified and experience persons.

Southern California Alliance of Publicly Owned Treatment Works - Is a non-profit organization comprised of Publicly Owned Treatment Works including wastewater treatment plants and public collection system owner/operators dedicated to assisting its member cities and agencies in achieving regulatory compliance. Website: http://scap1.org/

Stakeholder - A person or organization that has a vested interest in the development and outcome of the SWRCB Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

State Water Resources Control Board: Also called the State Board. This is the State agency that developed and passed the GWDR for collection systems and the agency that maintains the SSO reporting web site.

Static Model – A computer hydraulic model that uses the Manning's Equation to determine hydraulic capacity of the gravity pipelines and either the Manning's or Hazen-Williams Equations to determine the hydraulic capacity of the pressure pipeline system. The capacity is compared to the peak hydraulic flow in the system to determine potential deficiencies. The static model assumes the peak hydraulic flow occurs at all locations within the collection system at the same time.

Stoppage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. A stoppage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, a stoppage may cause an overflow. This is also called a Blockage.

System Evaluation and Capacity Assurance Plan –An important part of any agency's overall Capital Improvement Plan that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet truck weather event.

Wastewater Collection System: See Sanitary Sewer System.

1. INTRODUCTION

The City of Simi Valley (City) operates under General law/council-manager form of municipal government. The City Council enacts laws, establishes policies, authorizes contracts and adopts the City's annual budget.

The City Manager serves as the City's Chief Administrative Officer (CAO). The City Manager's Office is responsible for ensuring that City policies and programs are carried out across all City Departments, assisting the City Council in responding to community needs, and providing responsible organizational, and fiscal management to the City.

The operational functions of the City are currently divided among five organizational departments: Administrative Services, Community Services, Environmental Services, Police, and the Public Works Department.

The Public Works Department Sanitation Services Division is responsible for the operation and maintenance of all wastewater facilities owned by the City including the Publicly Owned Treatment Works (POTWs), the wastewater collection system, the water quality lab, and environmental compliance.

The Sanitation Services and Environmental Compliance Divisions are responsible for management, operation, maintenance, and capacity assurance of the City's sanitary sewer collection system which includes inspecting, cleaning, repairing, and monitoring the gravity sewer lines, force mains, and lift stations.

The Assistant Public Works Director directs the implementation of Simi Valley's Sewer System Management Plan (SSMP) and monitors the established goals.

The Plant Support Systems Manager is the appointed Legally Responsible Official (LRO) for the SSMP reporting program and certifies all final Sanitary Sewer Overflow (SSO) reports. The Collection Systems Supervisor is the alternate LRO.

The Plant Support Systems Manager is responsible for SSMP compliance and recommends modification as needed to ensure compliance.

The City hired Brown and Caldwell in 2008, to perform a comprehensive sewer system assessment and create a Sewer System Management Plan (SSMP) to assist the City in achieving compliance with the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR) order No. 2006-0003 for Sanitary Sewer Systems.

1.1 Relevant Statistics

The City maintains approximately 380 miles of sewer line, 7,500 manholes, and 3 lift stations that transport wastewater from residential and commercial properties to the wastewater treatment plant. The City serves a population of approximately 127,000. The system's average daily flow is currently approximately 7.9 MGD.

The City's records indicate a very low rate of SSOs, based upon the ratio or metric of SSOs per 100 miles of sewer. In the past five years the collection system had an average of two (2) SSOs per year and averaged less than 1.0 SSO per hundred mile of sewer per year.

All SSOs were mitigated in a timely manner and had no negative impact to public health or the environment. The City of Simi Valley is not responsible for service laterals. Property owners are responsible for the installation, maintenance, and repair of service laterals from the building to the city's mainline sewer.

1.2 Service Area:

Figure 1-1 illustrates the boundary of Simi Valley's geographical service area. Statistics subject to change will be updated in the appendices and on the City's website at (www.simivalley.org).

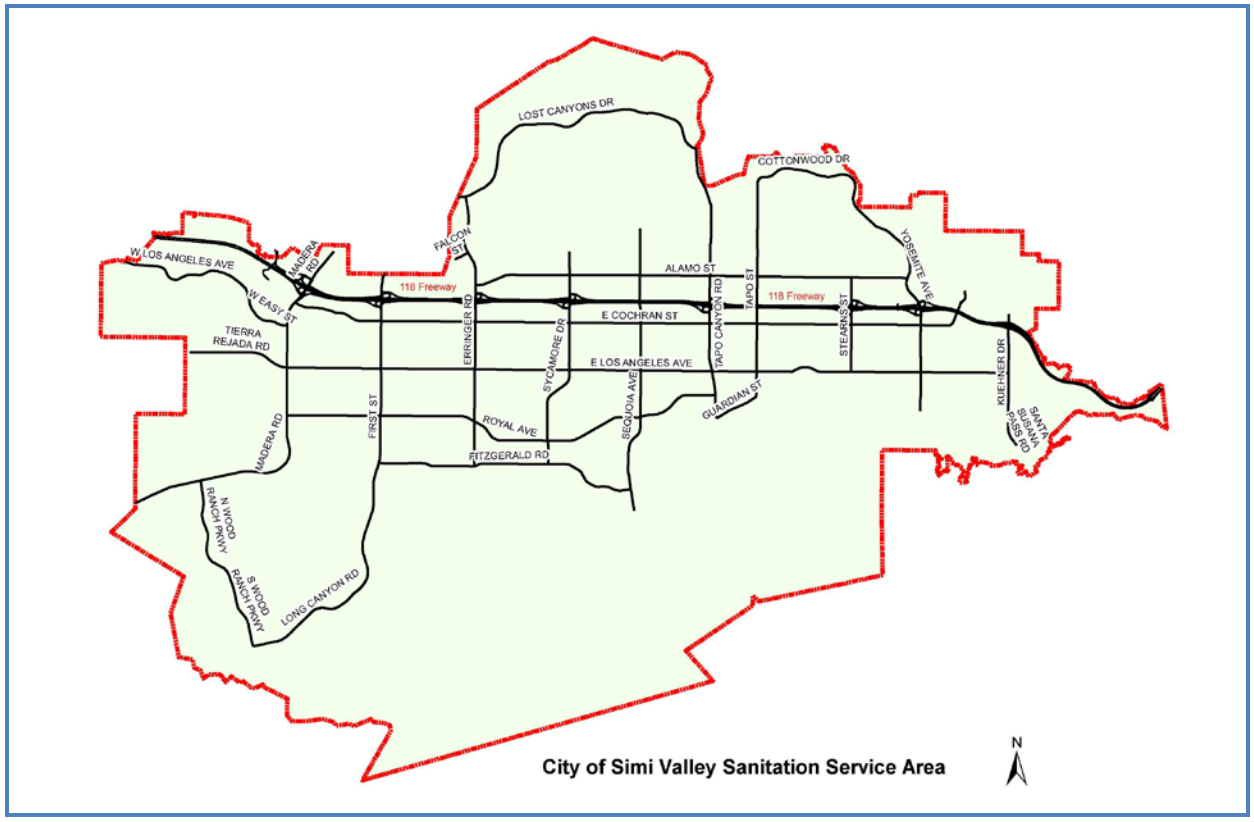


Figure 1-1 Simi Valley Sanitation Service Area Map

1.3 SSMP Plan Objectives

1. To establish goals and organizational structure that align the management, operations, maintenance, and capacity assurance activities in a manner that will focus staff efforts to achieve the intended purpose of this SSMP.

2. To comply with the SWRCB's General Wastewater Discharge Requirement (GWDR) order No. 2006-0003 issued May 2, 2006.

3. To describe how the City complies with each element of the SWRCB's WDR/SSMP requirements addressing the following:

   - An introduction presenting an overview of the City and the wastewater collection (WWC) system in terms of size, complexity, and SSMP responsibility.
   - State Water Resources Control Board Order No. 2600-0003-DWQ Statewide General Waste Discharge Requirements for Sanitary Sewer Systems overview.

- SSMP requirements for each element followed by a narrative describing how the WWC system section complies with each requirement and where the SSMP support documents are located.
- The policies, procedures, and programs the WWC system section has in place or will have in place to achieve compliance with the SWRCB WDR/SSMP.
- A living appendix for contact personnel, job descriptions, policies, procedures, and programs subject to change.
- City's internet website addresses for support and associated SSMP documents. (Some documents will be placed on the City's intranet site for security reasons. All electronic documents will be made available to State and Regional Water Quality Control Board staff upon request).

SEWER SYSTEM MANAGEMENT PLAN

2. WASTE DISCHARGE REQUIREMENTS

California State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDR) Order No. 2006-0003 May 2, 2006. This WDR required each publicly owned sanitary sewer system, termed Enrollee, to develop, document, and implement a Sewer System Management Plan (SSMP) and make it available to the State and Regional Water Quality Control Boards (RWQCB) upon request.

The following paragraphs briefly summarize the key elements of this SSMP and the implementation requirements. The due dates for various elements of specific relevance are summarized in Table 2-2.

2.1 SSMP

SSMPs are state-mandated requirements for California's public collection system agencies that own or operate sanitary sewer systems greater than one (1) mile in length. The purpose of this plan is to:

- Facilitate proper funding and management of sanitary sewer systems.
- Reduce Sanitary Sewer Overflows
- Protect public health and the environment.
- Improve the overall maintenance and operation of sewer systems and sewage lift stations.

2.2 SSMP Element Requirements

Table 2-1 identifies each required SSMP element and indicates what criteria must be addressed to achieve compliance with each respective/corresponding element.

Table 2-1. SSMP Requirements	
SSMP Elements	**Criteria**
Goals	• Properly manage, operate, and maintain all parts of the collection system • Provide capacity to convey base and peak flows • Minimize the frequency and severity of SSOs • Mitigate the impact of SSOs
Organization	• Identify agency staff responsible for the SSMP • Identify chain of communication for responding to and reporting SSOs • Demonstrates competency by requiring CWEA certification
Legal Authority	• Control Inflow/Infiltration (I/I) from the collection system and laterals • Require proper design and construction of sewers and lateral connections • Require proper sewer installation, testing, and inspection • Ability to impose environmental compliance requirements
Operation and Maintenance Program	• Maintain up-to-date maps • Allocate adequate resources for system operation and maintenance • Prioritize preventative maintenance activities • Identify structural equipment to minimize equipment/facility downtime • Provide staff training on a regular basis
Overflow Emergency Response Plan	• Provide SSO notification procedures • Develop and implement a plan to respond to SSOs • Develop procedures to report SSOs • Develop procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs
FOG Control Program	• Develop a Fats, Oils, and Grease (FOG) control plan, if needed
Design and Construction Standards	• Identify minimum design and construction standards and specifications • Identify procedures and standards for inspecting and testing

Table 2-1. SSMP Requirements	
SSMP Elements	**Criteria**
System Evaluation and Capacity Assurance	• Establish a process to access the current and future capacity requirements • Implement a capital improvement plan to provide hydraulic capacity
Monitoring, Measurement, and Program Modifications	• Measure the effectiveness of each SSMP element • Monitor each SSMP element and make updates as necessary
SSMP Audits	• Conduct an annual audit that includes identifying deficiencies and steps to correct them
Communication Program	• Communicate with public (Customers) on SSMP development, implementation, and performance and create a plan for communication with tributary/satellite sewer systems

2.3 Requirements

The WDR Order No. 2006-0003-DWQ under Section D. Provisions 1 through 15 the following requirements for compliance and consequences for non-compliances are:

- Comply with all conditions of the Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
- Regulate sanitary sewer systems in a manner consistent with the general WDRs.
- Take all feasible steps to eliminate SSOs. In the event that an SSO does occur, take all feasible steps to contain and mitigate the impacts of an SSO.
- Take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels and U.S. waterways to include rivers, lakes, or oceans by blocking the storm drainage system and by removing the wastewater from the storm drains.
- Report all SSOs in accordance with Section G of the general WDRs.
- When an SSO occurs, take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the

discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

- Implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:
    - » Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
    - » Vacuum truck recovery of SSOs and wash down water;
    - » Cleanup of debris at the overflow site;
    - » System modifications to prevent another SSO at the same location;
    - » Adequate sampling to determine the nature and impact of the release; and
    - » Adequate public notification to protect the public from exposure to the SSO.
- Properly manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
- Allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in compliance with applicable laws and regulations to comply with generally acceptable accounting practices.
- Provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the City's System Evaluation and Capacity Assurance Plan, latest edition.
- Develop and implement a written SSMP and make it available to the State and/or RWQCB upon request. A copy of this document must be publicly available at the legally responsible official's office and/or available on the Internet. Submit updated SSMP to City Council for adoption.
- Comply with mandatory elements of the SSMP specified in Table 2-1

- The SSMP and the program to implement the SSMP in compliance with the requirements set forth in Table 2-1 SSMP with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.
- Complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form.

  To: State Water Resources Control Board
  Division of Water Quality
  Attn: SSO Program Manager
  P.O. Box 100
  Sacramento, CA 95812

- The SSMP must be updated every five (5) years, and must include any significant program changes. Adoption by the City's Council is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the City shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

- Comply with these requirements according to the SSMP time schedule provided on page 16 of the WDR Order No. 2006-0003-DWQ. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Note: The mandatory elements and associated WDR section with due dates and revision dates in Table 2-2 are applicable to the City of Simi Valley.

Table 2-2. Sewer System Management Plan Time Schedule		
Mandatory Elements and Associated WDR Section	**Completion Date**	**Revision Dates**
Application for Permit Coverage **Section C (this is complete)**	November 2, 2006	April 2014; April 2019
Reporting Program **Section G**	January 2, 2006	April 2014; April 2019
SSMP Development Plan and Schedule **No specific section (this is complete)**	August 2, 2007	April 2014; April 2019
Goals and Organizational Structure **Section D 13 (i) and (ii)**	November 2, 2007	April 2014; April 2019
Overflow Emergency Response Program **Section D 13 (vi)**	November 2, 2008	April 2014; April 2019
Legal Authority **Section D 13 (iii)**	November 2, 2008	April 2014; April 2019
Operations and Maintenance Program **Section D 13 (iv)**	November 2, 2008	April 2014; April 2019
FOG Control Program **Section D 13 (vii)**	November 2, 2008	April 2014; April 2019
Design & Performance Provisions **Section D 13 (v)**	May 2, 2009	April 2014; April 2019
System Evaluation & Capacity Assurance Plan **Section D 13 (viii)**	May 2, 2009	April 2014; April 2019
Monitoring, Measurement, and Program Modification **Section D 13 (ix)**	May 2, 2009	April 2014; April 2019
SSMP Audits **Section D 13 (x)**	May 2, 2009	April 2011; July 2013; July 2015; June 2017
Communication Program **Section D 13 (xi)**	May 2, 2009	July 2013; April 2019
Final SSMP	May 2, 2009	April 2014; April 2019

SEWER SYSTEM MANAGEMENT PLAN

3. GOALS

3.1 WDR/SSMP Goal Requirement

This SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. It will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

3.2 Simi Valley Goals

The City's Sanitation Services Division has established six goals to guide the development, implementation, and success of Simi Valley's SSMP. These goals are designed to facilitate and target the management, operation, and maintenance of the sanitary sewer collection system in a manner that will sustain the infrastructure, protect public health and the environment, and achieve compliance with State Water Resources Quality Control Board's General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. These goals include:

- Complete an SSMP development plan and implementation schedule.
- Properly manage, operate, and maintain all portions of the City's wastewater collection system.
- Provide adequate capacity to convey peak wastewater flows.
- Minimize the frequency of SSOs.
- Mitigate the impacts that are associated with all SSOs that may occur.
- Comply with all applicable regulatory notification and reporting requirements.

3.3 Appendix A – Development Plan and Schedule

SEWER SYSTEM MANAGEMENT PLAN

4. ORGANIZATION

4.1 WDR/SSMP Organization Requirement

The WDR/SSMP organization specifies to identify the following:

- The name of the agency's responsible or authorized representative.
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services [OES]).

4.2 SSMP Responsibility Organization Chart

The SSMP Responsibility Organization Chart for Simi Valley is illustrated in Figure 4-1.

General Position Description - SSMP Responsibilities are outlined as follows:

- **City Council:** The City Council is composed of the Mayor and four City Council Members. The Mayor is elected at large to a two-year term, and each Council Member is elected by District to staggered four-year terms. The City Council enacts laws, establishes policies, and adopts the annual budget.
- **City Manager:** Under policy direction, plans, directs, manages, and oversees the activities and operations of the City of Simi Valley including Administrative Services, Community Services, Environmental Services, Police, Public Works, Human Resources, City Clerk's and City Attorney's Office; implements policy decisions made by City Council; facilitates the

development and implementation of City goals and objectives; and provides highly complex administrative support to the City Council.

- **City Attorney:** Under policy direction, directs, manages, supervises, and coordinates the activities and operations of the City Attorney's Office; serves as the legal advisor for City Council, City Manager, boards, commissions, and other staff; and provides a full range of legal services to the City including preparation of legal opinions, research and support, representation in legal actions, document preparation, and related work.
- **Public Works Director:** Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Public Works Department including Waterworks, Sanitation, Maintenance, Environmental Compliance, Engineering, Traffic, and Transit, and coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.
- **Assistant Public Works Director:** Under administrative direction, directs, manages, supervises, and coordinates assigned programs and activities within the Public Works Department including Engineering, Traffic, Transit, Waterworks Engineering, Sanitation Engineering, Waterworks, Sanitation, Maintenance, and Environmental Compliance functions; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.
- **Deputy Public Works Director (Environmental Compliance):** Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Environmental Compliance Division within the Public Works Department including pretreatment, industrial waste, storm water management, and hazardous materials programs; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Assistant Public Works Director.
- **Deputy Public Works Director (Sanitation):** Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the sanitation services division within the Public Works Department including the operation and maintenance of the collection system, wastewater treatment plant, and laboratory; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Assistant Public Works Director.

- **Principal Engineer (Sanitation):** Under general direction, supervises, and coordinates assigned engineering section activities and operations within assigned engineering section; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to assigned Assistant Public Works Director.
- **Senior Engineer (Sanitation):** Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing professional and technical engineering services; ensures work quality and adherence to established policies and procedures; provides specialized engineering services; and oversees the more technical and complex tasks relative to assigned area of responsibility.
- **Assistant Engineer (Sanitation):** Under general supervision, provides technical engineering services and work quality work adhering to established policies and procedures; provides specialized engineering services; and performs the more technical and complex tasks relative to assigned area of responsibility.
- **Plant Support Systems Manager:** Under general direction, supervises, and coordinates maintenance activities within the sanitation services division including the maintenance of the sanitation collection system, treatment plant, equipment, and machinery; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Deputy Public Works Director (Sanitation).
- **Wastewater Collection Systems Supervisor:** Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the maintenance of wastewater collection system lines; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.
- **Wastewater Collection Systems Technician:** Under general supervision, performs skilled labor supporting the installation, maintenance, operation, and repair of the City's wastewater collection system; and performs a variety of related duties as assigned.
- **Maintenance Technician:** Under general supervision, performs skilled labor supporting the installation, maintenance, operation, and repair of the City's wastewater collection system and pump stations; and performs a variety of related duties as assigned.

- **Environmental Compliance Program Coordinator:** Under direction, performs a wide variety of responsible technical support duties in the Environmental Compliance Division; coordinates assigned tasks between Division programs; participates in special projects, technical research, and assigned programs; and prepares a variety of technical and statistical reports.
- **Environmental Compliance Inspector:** Under general supervision, performs inspections, sampling events, audits, and surveillance of industrial facilities to ensure compliance with all United States Environmental Protection Agency (EPA), Regional Water Quality Control Board (RWQCB), and local pretreatment, storm water, and hazardous material regulations; maintains records of industrial user performance and compliance records; and directs enforcement activities to ensure compliance.
- **Office Specialist II:** Under general supervision, receives calls, and dispatches public works personnel; maintains knowledge of location of various City projects; ships and receives packages; and performs a variety of administrative duties for the department.

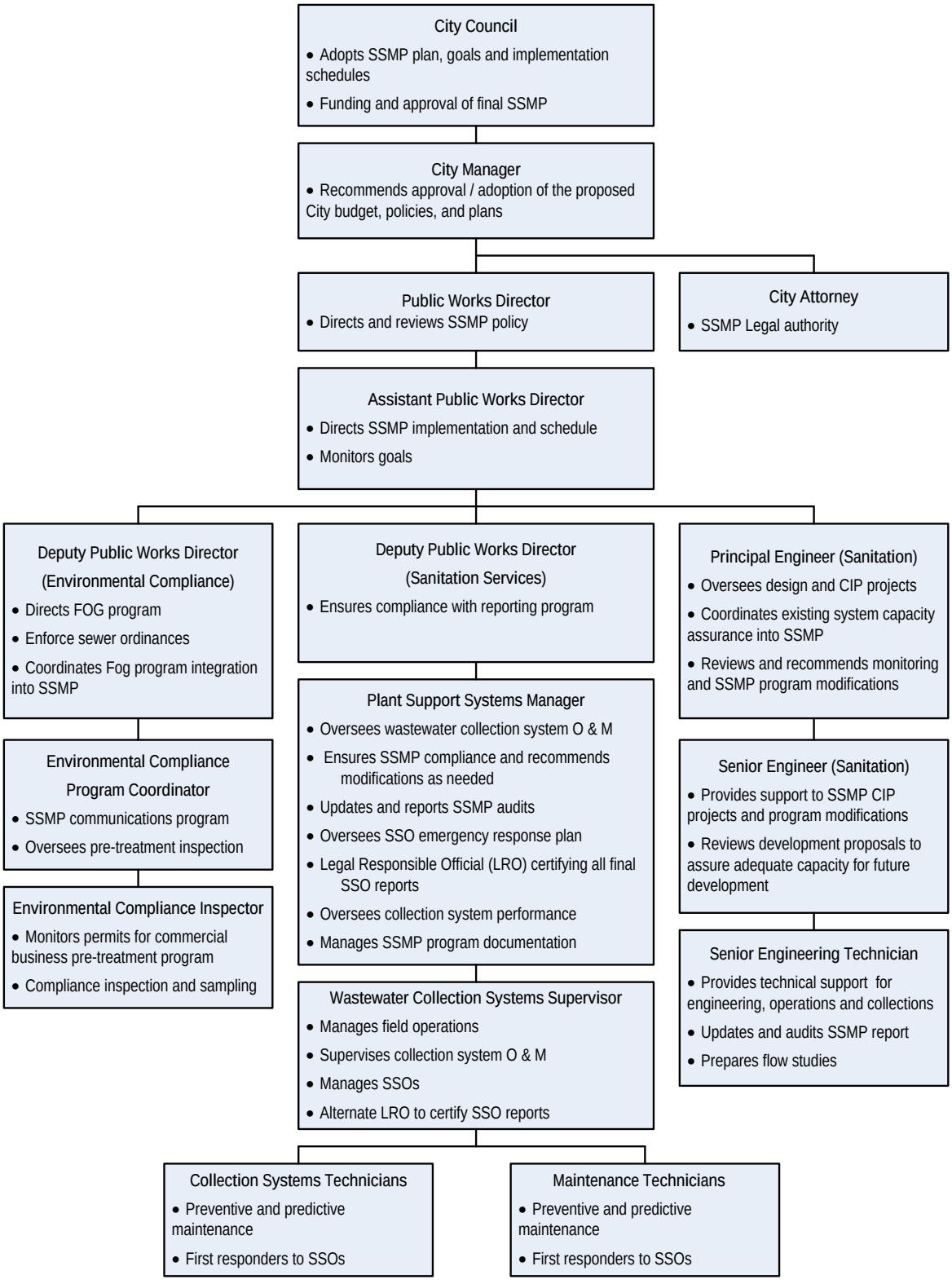


Figure 4-1: SSMP Responsibility Organization Chart

4.3 Chain of Communication Reporting Chart

Figures 4-2 and 4-3 illustrate City of Simi Valley overflow emergency response plan chain of communication for normal working hours and after hours SSO events.

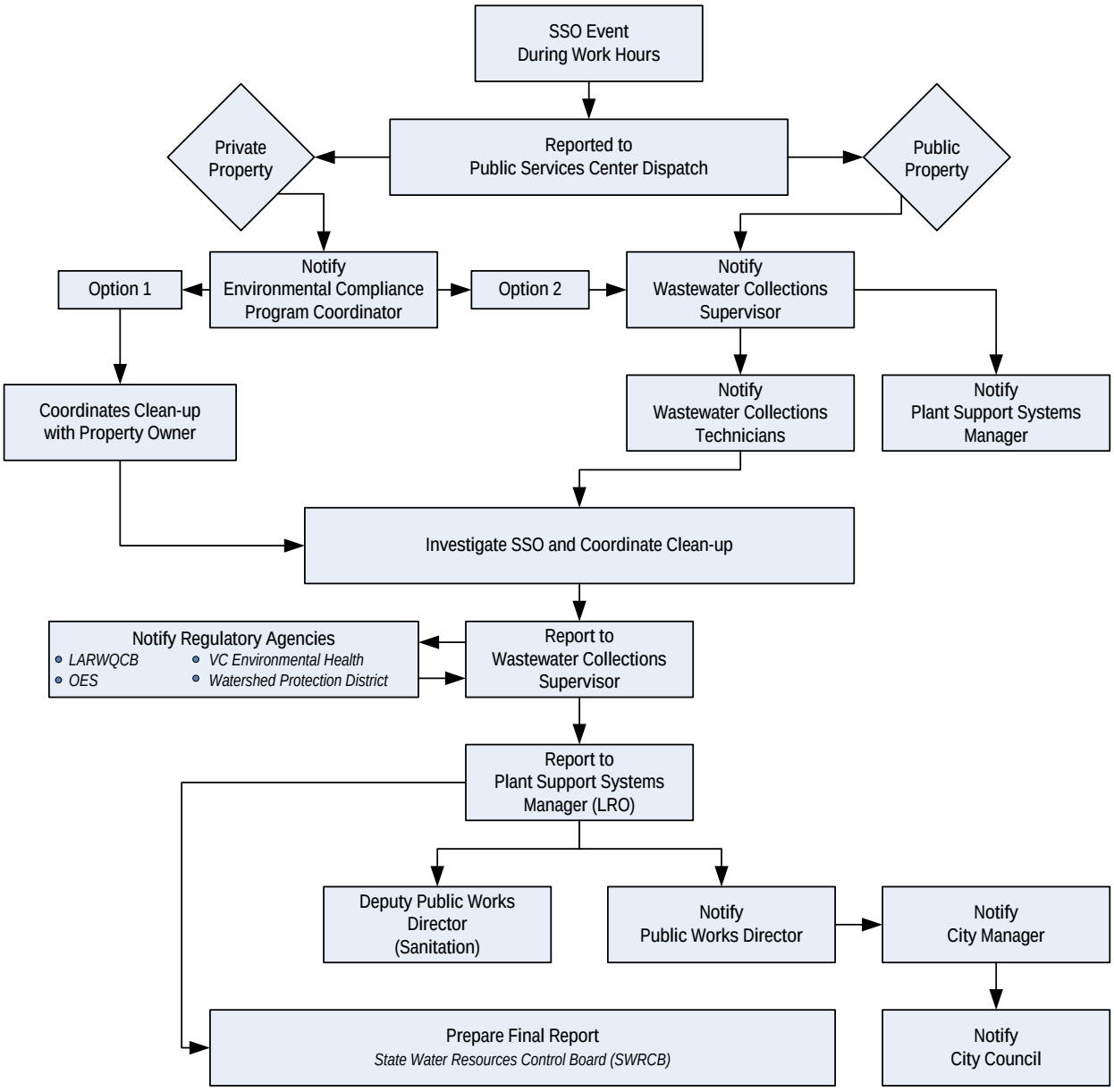


Figure 4-2: Emergency Response Plan Chain of Communication for Normal Working Hours

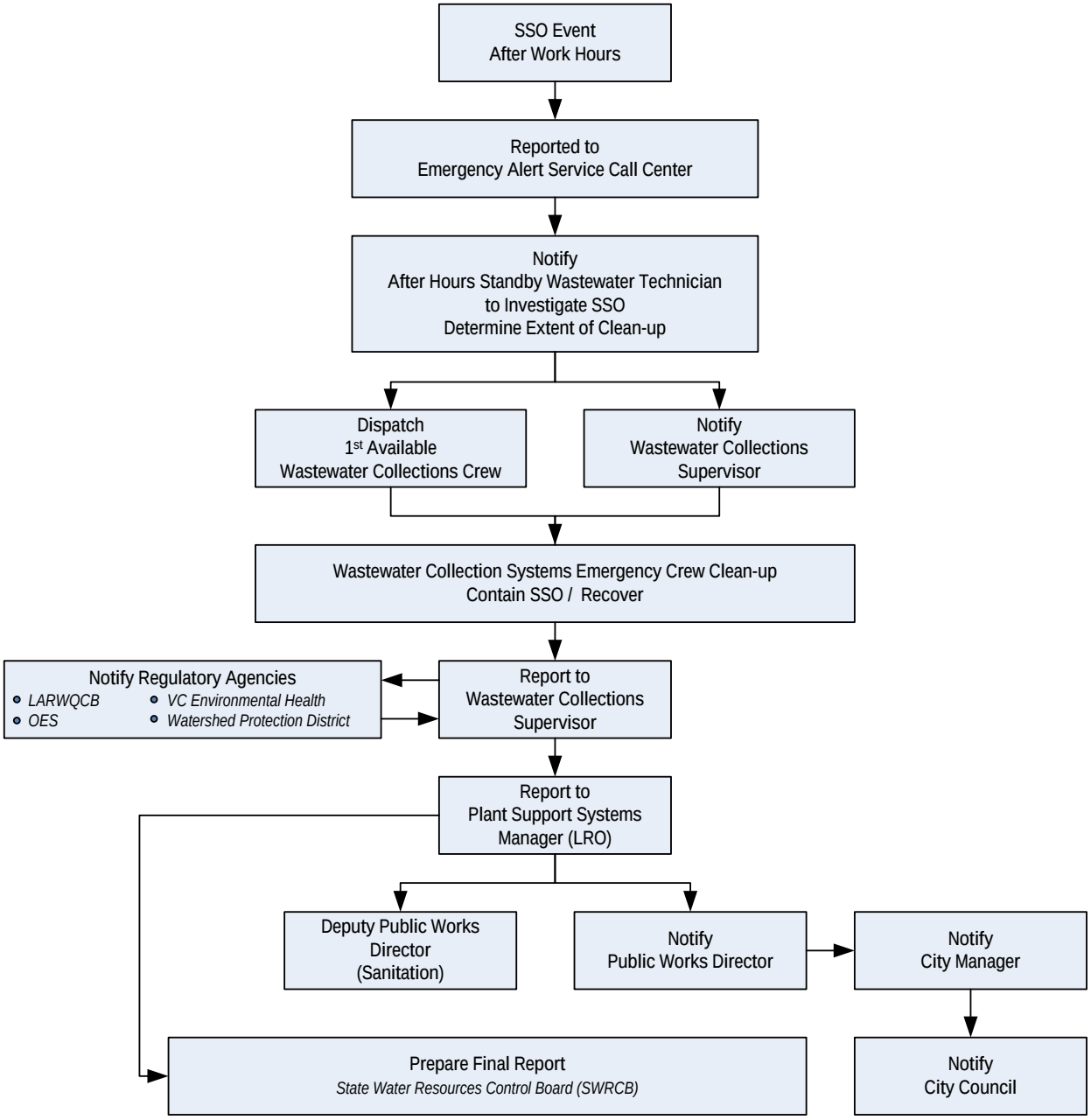


Figure 4-3: Emergency Response Plan Chain of Communication for After Hours

4.4 Appendix B – Organization Documents

SEWER SYSTEM MANAGEMENT PLAN

5. LEGAL AUTHORITY

5.1 WDR/SSMP Legal Authority Requirement

Through sanitary sewer system use ordinances, service agreements, and/or other legally binding procedures, the WDR/SSMP Legal Authority demonstrates and possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system, (examples may include; I/I, storm water, chemical dumping, unauthorized debris, and cut roots, etc.).
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection or repairs to areas owned or maintained by the Public Agency;
- Limit the discharge of FOG and other debris that may cause blockages, and
- Enforce any violation of its sewer ordinances.

5.2 Industrial Pretreatment Program

The Sewer Use Ordinance No. 1170 and Enforcement Response Plan provide authority to prevent illicit discharges into the City's sanitary sewer system.

The Ordinance sets forth uniform requirements for direct and indirect use of the wastewater collection and treatment system of the City of Simi Valley (City) to comply with all applicable State and Federal standards required by the Clean Water Act of 1977 (ACT), and all related and applicable Federal regulations and grant conditions, as they are now constituted, or as they may hereafter be amended or re-codified.

The Enforcement Response Plan (ERP) outlines operational procedures intended to ensure industrial users, and the small commercial/industrial dischargers to the City's sanitary sewer system are appropriately permitted and monitored. The Environmental Compliance Division (ECD) administers the ERP. To assure compliance by these dischargers, the ECD implements enforcement procedures specified by the U.S. Environmental Protection Agency (EPA) in

accordance with 40CFR 403.5 (d) and (e). The ERP specifies criteria by which ECD personnel determine the enforcement action most appropriate to the nature of the violation.

5.3 Design and Construction Standards

The City adopted Sewer Use Ordinance No. 1170 on March 21, 2011, to regulate and control sewage, liquid waste, process, and industrial wastewater discharges and to provide the authority to establish sewer standards and connection requirements. The Manual and Standard Plans for the Design and Construction of Sanitary Sewerage Facilities (Sewer Manual) establishes uniform policies and procedures for the design and construction of sanitary sewerage facilities operated by the City. The Manual identifies facilities within the City's jurisdiction that require review and City approval.

Applicable codes and policies are outlined in Section 1.6 of the Sewer Manual. Ordinances, policies, requirements, and standards adopted by the City and within its service area shall be used in the design and construction of sewers. Such requirements include, but are not limited to, the latest edition of the following:

- The Uniform Building Code as amended by the local authorities
- The Uniform Plumbing Code as amended by the local authorities
- Road Encroachment Regulations of the City and the County of Ventura.
- State Standard Specifications
- Manual & Standard Plans for the Design Construction of Sanitary Sewerage Facilities.
- Road Standards for the City and the County of Ventura.
- Standard Specifications for Public Works Construction.
- Stormwater Ordinance No. 1195
- Recycled Water Standards, City of Simi Valley Waterworks District No.8.
- Water Standards, City of Simi Valley Waterworks District No.8.

Public/Private sewage disposal requirements are addressed in Section 1.7 of the Sewer Manual. A public sewer connection is required if any one of the following conditions exists:

- The City or County Health Department declares a private disposal facility within the City sewer service area to be a public nuisance or health hazard.
- Septic tank system fails and needs replacement and a public sewer is available within 200 feet.
- All new tract residential or commercial developments.
- All individual single-family lot developments, except where the property line is more than 200 feet away from the closest point of connection.

Connections of any cesspool seepage pit, septic tank or any other private disposal system to any sewer main line or service lateral is strictly prohibited.

5.4 Sewer Access Authority

The City must approve all design plans and specifications of all wastewater facilities within the public right-of-way and on easements to assure all designs and final construction adhere to the City's design and construction standards as outlined in the Sewer Manual.

5.5 Acceptance of Public Sewer System

The City will inspect all sewer installations. Prior to acceptance of sewer improvements the developer/property owner shall pay for all permits and connection fees and procure a City issued Sewer Will-Serve Letter. After completion, the developer must provide video inspection and testing for corrections to deficient items and provide original record drawings.

5.6 Sewer Lateral Policy

This Sewer Lateral Policy establishes various criteria and verification procedures necessary for the City to ascertain whether plumbing expenses for the sewer lateral line repairs are reimbursable to the property owner. The lateral consists of two adjoining segments as shown in Figure 5-1; the upper lateral on private property from the building to the right-of-way, and the lower lateral from the right-of-way to the public sewer main.

The public sewer main is owned and maintained by the City. However, the connecting sewer lateral line from the house/building to the sewer main in the street is owned and maintained by the property owner. It is the responsibility of the property owner to properly maintain the sewer

lateral line. Internal problems in the sewer lateral line, such as internal blockages, misalignments, or deterioration are the property owner's responsibility.

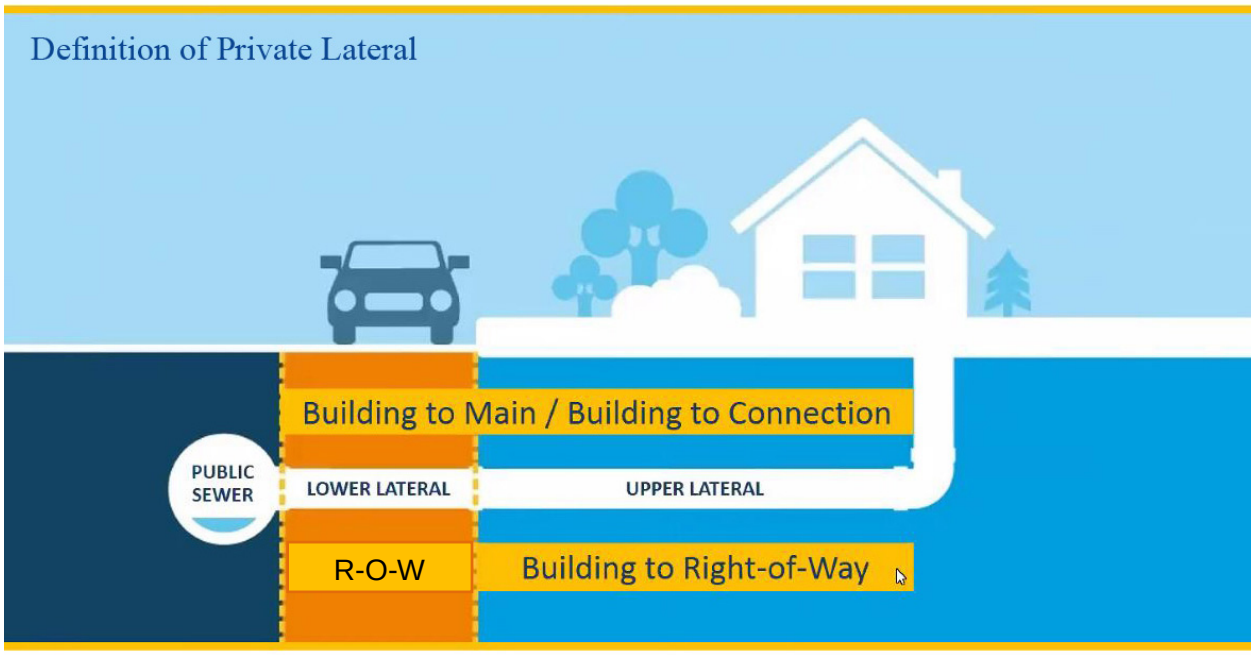


Figure 5-1: Sewer Lateral Illustration

5.7 Pretreatment Ordinance – FOG

The Sewer Use Ordinance No. 1170 provides Environmental Compliance the following authority to require interceptors:

Section 6-13.705 - Interceptor for Fats, Oils, Grease and Solids:

- **Restaurants:** All restaurants or other similar establishments discharging grease wastes which, under the conditions existing in the downstream sewers, could cause or threaten to cause stoppage or grease accumulations, shall be required to install an approved interceptor and to regularly maintain it so as to prevent excessive discharges of fats, oils and grease into the sewerage system. The interceptor shall be easily accessible for inspection by the City. Exceptions to the installation of an interceptor shall be determined on a case-by-case basis by the City.

- **Car Washes, Vehicle Service Stations and Garages:** All new car washes, vehicle service stations and garages which have facilities for the wash down of vehicles shall install an appropriate sand and oil interceptor of a size and design approved by the City. Establishments in existence prior to the effective date of Ordinance No. 1170 shall install appropriate sand and oil interceptor, if in the opinion of the City, the establishment has the potential of contributing non-compatible materials to the sewerage system.
- **Existing Interceptors:** An interceptor legally and properly installed at a vehicle service station, garage, car wash, or food service establishment prior to the effective date of the Sewer Use Ordinance No. 1170 shall be acceptable as an alternative to the interceptor specified in Subsections (1) and (2) of Section 6-13.705 provided such interceptor is effective in removing sand, oil and grease and is so designed and installed so that it can be inspected and properly maintained. If the City determines that an interceptor is incapable of adequately retaining the sand, oil, or grease in the wastewater flow from a service station, garage, car wash, or food service establishment, a written notice shall be issued requiring that an adequate interceptor be installed within ninety (90) days.
- **Approved Interceptor Designs:** Interceptors shall exceed a recommended minimum size standard of 750-gallon capacity except when a variance is granted, in writing, by the City. Existing facilities may apply for a sizing variance to a recommended minimum 70-pound capacity interceptor. The City of Simi Valley Environmental Compliance Division maintains an information file, available for public use, of acceptable designs of interceptors. The installation of an interceptor of standard design meeting the requirements set forth in Ordinance No. 1170 or any recommendation or requirements made by the City, shall not impute any liability to the City for the adequacy of the interceptor under the actual conditions of use. A civil engineer registered in the State of California shall design the installation of the interceptor; such installation shall not relieve the owner or proprietor of the responsibility for keeping sand, oil, and grease out of the sewer. If the interceptor is not adequate under the conditions of use, one shall be constructed which is effective in accomplishing the intended purpose.
- **Variances on Interceptor Sizing:** An interceptor sizing variance may be granted by the City when the following conditions are met:

- The discharger applies for the variance, in writing, including the volume of all fixtures required to be pretreated by the unit.
- Where a variance is sought for an under the counter interceptor, no garbage disposals, dishwashers, floor sinks or floor drains exist at the facility which require pretreatment by the unit.
- The sizing variance is calculated based on the discharge flow rate of all fixtures required to be pretreated and is certified by a civil engineer registered in the State of California.

- **Maintenance of Interceptors:** Any interceptor required by Ordinance No. 1170 shall be readily accessible for inspection and properly maintained to assure that the accumulations of sand, oil, and grease do not impair the efficiency of the interceptor to prevent discharges of sand, oil, and grease into the sewerage system. All locations required to use and maintain an interceptor shall keep a record of every time the interceptor is cleaned out. This record shall include the date, the name of the pumper or person who cleaned it, and the disposal site of the waste. This record may be reviewed by the City at its option. Persons hauling liquid wastes removed from interceptors shall be registered to do so by the State of California in accordance with Title 23 of the California Administrative Code and as called out in Ordinance No. 1170. An interceptor shall not be considered properly maintained if sand, oil, and grease accumulations total more than twenty-five percent (25%) of the operative fluid capacity. The City Environmental Compliance Division shall routinely inspect all interceptors within its jurisdiction. If it is found that an interceptor is improperly maintained or adequate records are not being kept, a warning will be issued to the owner and/or user of the property. If on subsequent inspections, it is found that one of the above conditions continues to exist, an administrative liability as set by the City will be levied against the facility owner and/or user of the property.

5.8 Municipal Code – Enforcement Authority

Title 1, Chapter 2 of City of Simi Valley Municipal Code provides the Environmental Compliance Division authority to enforce code violations.

5.9 Appendix C – Legal Authority Documents

SEWER SYSTEM MANAGEMENT PLAN

6. OPERATION AND MAINTENANCE ACTIVITIES

6.1 WDR/SSMP Operation and Maintenance Program Requirement

The WDR/SSMP Operation and Maintenance Program requirement specifies that each SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and closed-circuit television video (CCTV) inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained;
- Provide equipment and replacement part inventories, including identification of critical replacement parts.

6.2 Simi Valley Wastewater Collection System Maps

The City maintains a mapping system of its sanitary sewer system that includes:

- Gravity lines, maintenance manholes, and clean outs
- Pumping facilities
- Pressure pipes and valves
- Applicable storm water conveyance facilities

The City utilizes GIS systems software that incorporates geographical features with tabular data in order to map, analyze, and assess the City wastewater and stormwater systems. Data and mapping is used for meetings and strategic planning. In addition, printed Atlas books are used by supervisors and crews for day-to-day wastewater collection system maintenance and operation.

6.3 Simi Valley Preventive Operations & Maintenance Activities

The City collection system operation and maintenance program provides uninterrupted flow of wastewater from residential, commercial, and industrial dischargers to the Water Quality Control Plant (WQCP), protects public health, and minimizes impact to the environment by preventing sewer blockages and eliminating preventable SSOs.

The City implements a proactive maintenance program for its sanitary sewer wastewater collection and conveyance systems consisting of the following elements:

- Preventive and Predictive Maintenance
- Chemical Root Control
- Planned Corrective Maintenance
- Maintenance, Engineering, and Quality Assurance

High Velocity Sewer Cleaning is an ongoing process to remove obstructions and deposits in sewers pipeline. Wastewater Collection Systems Technicians utilize several different configurations of High Velocity Sewer Cleaning. Routine maintenance cleaning is started from the east end of the system and continues downstream to the Water Quality Control Plant (WQCP), at the west end of the system.

NASSCO trained Wastewater Collection Systems Technicians use closed-circuit television video (CCTV) to inspect and monitor the sewer lines and manholes. Video inspection also provides real-time investigation within the sewer system so that City Engineers, the Plant Support Systems Manager, and the Collection Systems Supervisor can prioritize maintenance and rehabilitation.

6.4 Rehabilitation and Replacement Plan

A sewer trunk rehabilitation-replacement plan incorporates the findings of a comprehensive inspection of the system and identifies defects utilizing standardized manhole and pipe inspection logs. National Association of Sewer Service Companies (NASSCO) rating system is utilized for rating defects within the pipeline. Each pipe segment and manhole is assigned a facility identification number and once inspected is then assigned a NASSCO rating score that includes factors for the probability of failure and the criticality of the asset risk assessment. Pipes and manholes are categorized in the rehabilitation-replacement plan which evaluates the appropriate action needed, the anticipated cost, and a schedule for implementation.

The information collected through CCTV inspection provides the basis for identifying system needs, develops priorities, and schedules for projects that are incorporated into the City Wastewater Capital Improvement Program.

Sanitation projects represent three categories of capital improvements:

- Facilities replacement
- Sewerline rehabilitation and replacement
- Expansion/upgrade the City sanitation system.

Rehabilitation and replacement projects are financed from Sanitation operation fund revenue from special assessments and sewer service charges collected from sewer customers. Expansion and upgrade projects are financed from connection fee revenue generated by new development. Capital improvement projects costs are projected and each fiscal year funding is authorized by City Council as part of the overall Sanitation Budget.

6.5 Training

All Employees are trained to maintain their skills and leadership roles necessary to properly maintain the wastewater collection system. Newly hired employees will be provided on-the-job training as well as other formal training, as needed.

Employee Safety:

- Hold weekly safety tailgate meetings and maintain sign-in log.
- Present safe practice reminder at all meetings.
- Hold monthly wastewater safety committee meetings.
- Comply with OSHA safety rules and standards.
- Stock all vehicles with a fully functional gas detector.
- Review Safety Data sheets (SDS) for all chemicals used in daily operations.

Employee Certification and Training:

- Employees to receive and renew job specific certifications for DMV, CPR, CWEA, and First Aid, as required.
- Employees shall be trained, tested, and demonstrate a working knowledge of the Confined Space Policy, required annually.
- Employees shall be trained, tested, and demonstrate a working knowledge of the Gas Detector Policy, required annually.

6.6 Equipment and Critical Replacement Parts

Equipment and Parts Inventory:

The Public Works Department, Fleet Maintenance Section maintains the high velocity jet-rodder, the combination-vactor, and the CCTV inspection vehicles. Critical pipe line and pump station parts, and equipment inventory are maintained by the Collection System Section and updated monthly.

6.7 Appendix D – Operation and Maintenance Program Documents

SEWER SYSTEM MANAGEMENT PLAN

7. OVERFLOW EMERGENCY RESPONSE PLAN

7.1 WDR/SSMP Overflow Emergency Response Plan

The WDR/SSMP Overflow Emergency Response Plan specifies that each Enrollee shall develop and implement an Overflow Emergency Response Plan (OERP) that identifies measures to protect public health and the environment. This plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure an appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

7.2 Notification Procedures

The Sanitation Services Division's SSO notification procedures are as follows:

SSO notification procedures are contained in the Sanitation Services Division's Sanitary Sewer Overflow SOP with copies in all emergency response vehicles. The procedures are available to all personnel responsible for responding to SSOs, mitigating SSOs, and reporting SSOs. The SSO notification chart and emergency response procedure including names and contact information are located in Appendix F. Figure 7-1 illustrates the Sanitation Services Division's SSO notification procedures.

CATEGORY	SSO DECRIPTION (In Gallons)	REGULATORY AGENCY NOTIFICATION	Emergency Contact Phone (Work Hours)	Emergency Contact Phone (After Hours)
3	SSO < 500G	CAT 3: Contact the Following Agencies:		
		° Ventura County Environmental Health	(805) 654-2813	
		° Ventura County Environmental Help Division	(805) 320-6244	
		° Ventura County Environmental Pager	(805) 655-9181	
		° Watershed Protection District	(805) 654-5051	
		° Fish and Wildlife (if spill affects aquatic life)	(805) 644-1766	(888) 334-2258
		° Metrolink (access to train right-of-way)	(213) 452-0256	(888) 446-9721
		° Union Pacific Railroad (UPRR)		(888) 877-7267
2	SSO > 500 < 1,000	CAT 2: Contact all the above plus the following:		
		° LA Regional Water Quality Board	(213) 620-6600	
		° LA Regional Water Quality Board (Fax)	(213) 576-6640	
		° Augustine Anijielo	(213)-576-6657	
1	SSO > 1,000 or Any SSO Entering Storm Drain is a Category 1	CAT 1: Contact all of the above plus the following:		
		° California Emergency Management Agency (CEMA)		
		° Office of Emergency Services (OES)	(916) 845-8500	
		° OES requires immediate verbal notification for Category 1 spills		
		° Make sure to get a (CEMA) log number for Prop 65 form		
		° Contact PSC Dispatch to notify ECD Supervisor		

Figure: 7-1. Regulatory Agency Notification

7.3 Response Program

The Sanitation Services Division establishes and implements the following SSO response plan: These procedures ensure that all SSO responses are handled efficiently and effectively, that all regulatory requirements are met, and response procedures are summarized in Figure 7-2 below.

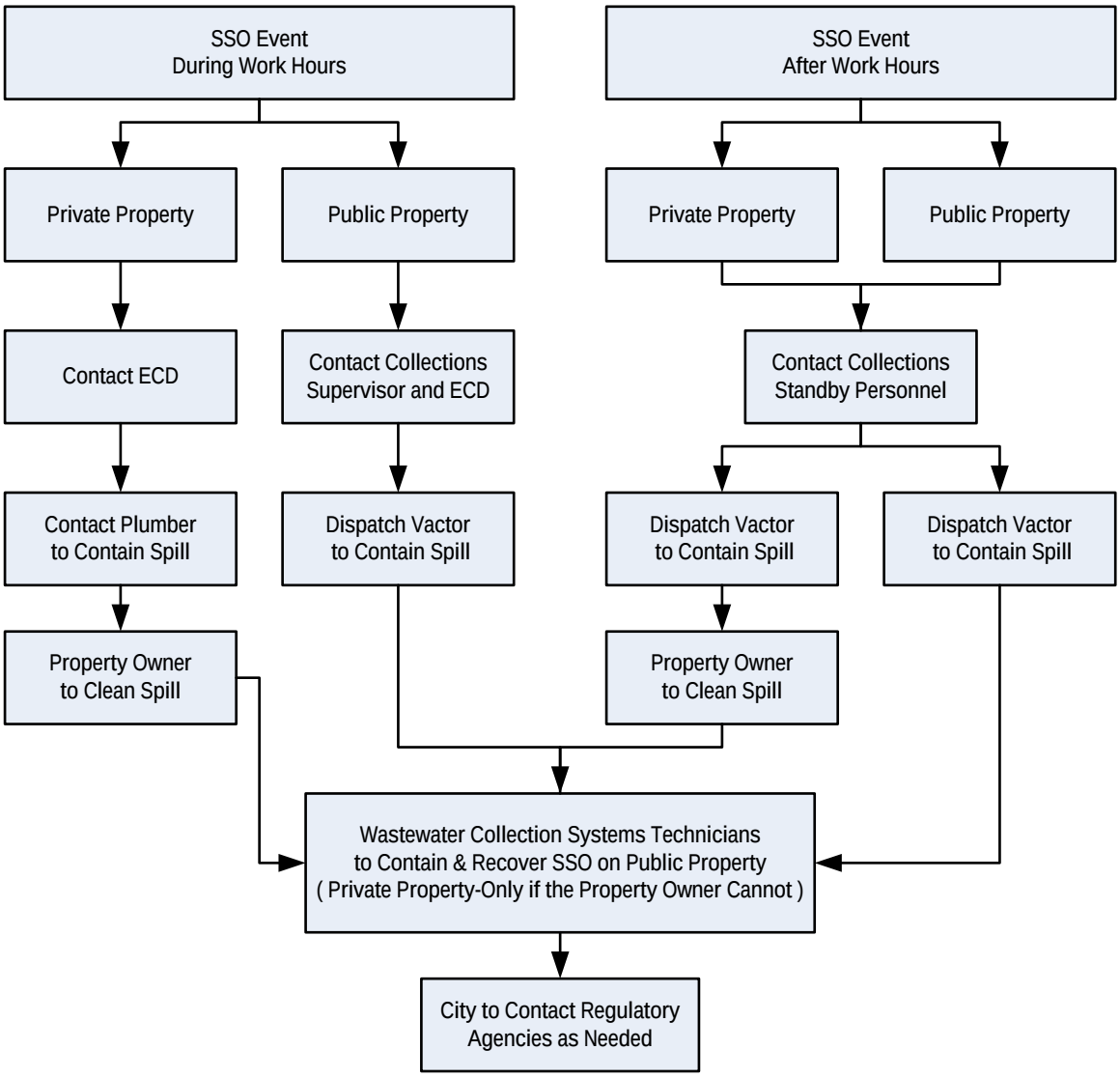


Figure: 7-2. SSO Emergency Response Plan

7.4 Regulatory Notification Procedure

The Sanitation Services Division has established and implemented the following notification procedures:

The Plant Support System Manager is the appointed Legally Responsible Official (LRO) for the SSMP reporting program and certifying all final SSO reports.

The Plant Support Services Manager is responsible for SSMP compliance and recommends modification as needed to ensure compliance.

The Collection Systems Supervisor manages SSO response, mitigation, and cleanup.

7.5 Staff and Contractors Training

The Sanitation Division has established and implemented the following SSO response training:

Sanitation Division employees are required to complete SSO response procedures training. Periodically spill response is covered in the weekly safety tailgate meetings.

Contractors are provided with the City's wastewater collection system policy and procedures. Contractors are required to train all of their employees on the City's wastewater collection system policy and procedures prior to performing work on the City's wastewater collection and conveyance system.

7.6 Emergency Response Coordination

Environmental Compliance Division Staff is required to complete an annual, 8-hour, refresher training course for Hazardous Waste Operations for General Site Worker which covers the required HazWoper and First Responder Awareness course materials and reviews the Incident Command System (ICS).

7.7 Spill Mitigation and Containment Procedure

The Sanitation Services Division has written an Overflow Emergency Response Plan (OERP) and has created a SOP for spill mitigation and containment that is described in Figure 7-2 SSO Procedures Flow Chart.

7.8 Appendix E - Overflow Emergency Response Plan Documents

SEWER SYSTEM MANAGEMENT PLAN

8. FOG CONTROL PROGRAM

8.1 WDR/SSMP – FOG Control Program Requirement

The FOG Control Program specifies and implements an environmental compliance program to reduce the amount of fats, oils, and grease (FOG) discharged to the City's sanitary sewer system. This plan includes the following:

- Implement and schedule public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG 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 FOG;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, Best Management Practice (BMP) requirements, record keeping, and reporting requirements;
- Authority to inspect grease producing facilities;
- An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- Development and implementation of environmental compliance measures for all sources of FOG discharged to the sanitary sewer system for each section identified above.

8.2 Public Education Plan

The Environmental Compliance Division (ECD) performs the following public education outreach plan:

An outreach program to the residential and commercial community on the proper disposal of FOG: This program includes school handouts, flyers, grease scrapers, and site visits to food service establishments.

Educate residents and food service establishments on the proper disposal of FOG to meet the FOG Control Program requirements set in this Plan.

Conduct a multi-media public awareness and marketing campaign to meet objectives by targeting Simi Valley residents and food service establishments.

The residential campaign provides Best Management Practices (BMPs) for FOG disposal.

The food service establishment campaign provides specific FOG reduction information needed to comply with WDR. The messages in this campaign are distributed directly during site visits.

8.3 FOG Disposal Plan

The Sewer Use Ordinance No. 1170 provides the following FOG disposal criteria for grease interceptors:

The Permittee shall be required to keep all manifests, receipts, and invoices of all cleaning, maintenance, and grease removal from the grease control device, disposal carrier, and disposal site location for no less than three years.

Persons hauling liquid wastes removed from interceptors shall be registered to do so by the State of California. An interceptor shall not be considered properly maintained if solids, fats, oil, and grease accumulations total more than twenty-five percent (25%) of the operative fluid capacity of the final chamber.

8.4 Record Keeping Requirements

The Sewer Use Ordinance provides the following record keeping requirements:

All Industrial Users are subject to the Federal Pretreatment Requirements and the Sewer Use Ordinance and are required to retain records of waste manifests, monitoring results, or related wastewater generation, and pretreatment activities, for a minimum period of three (3) years. Records shall be made available for inspection. The period of retention shall be extended

during the course of unresolved litigation regarding the discharger or the City or upon request of the Public Works Director.

All locations required to use and maintain a grease interceptor shall keep a record of every cleaning/maintenance event. This record shall include the date, the name of the company or person who cleaned it, and the disposal site of the waste. This record may be reviewed by the City at its option.

8.5 Legal Authority to Prohibit FOG Discharges to the System

The Sewer Use Ordinance provides the following authority to require grease interceptors:

All food service facilities discharging grease waste that may have the potential to cause or threaten to cause stoppage, shall be required to install an appropriately sized and approved grease interceptor and to regularly maintain it so as to prevent excessive discharges of fats, oil, grease, and solids into the sewerage system.

8.6 Grease Removal Devices, Design Standards, Recordkeeping, and Reporting Requirements

Grease interceptors shall meet or exceed a minimum size standard of 750-gallon capacity, except when a written variance is granted by the City. Facilities may apply for a sizing variance on a case by case basis to a minimum 70-pound capacity grease trap in accordance with this Section. The design of such installations shall be completed and stamped by a civil engineer registered in the State of California. Such installation shall not relieve the owner or proprietor of responsibility for keeping grease, oil, and solids out of the sewer. If the interceptor or other pretreatment device is not adequate under the conditions of use, one shall be constructed which is effective in accomplishing the intended purpose.

8.7 Inspection and Enforcement Authority – FOG Producers

All food service establishments, or other similar establishments, discharging grease are required to install appropriately sized and approved grease and oil interceptor shall be easily accessible for inspection by the City.

Inspection Reports are completed by the Environmental Compliance Inspectors in the field. The Inspection Report is a permanent record of the meeting between Environmental Compliance

staff and the business representative. All relevant information should be documented on the Report, for example, location of grease interceptor, cleaning schedules, BMPs discussed, etc. Inspectors use the report for routine inspections, as well as to issue warnings, violation notices, requirements, and follow-up inspection dates.

Maintenance of Interceptors: Any interceptor required by this Section shall be readily accessible for inspection and properly maintained to assure that the accumulations of solids, fats, oil, and/or grease do not impair the efficiency of the interceptor or escape with the effluent. All locations required to use and maintain a grease interceptor shall keep a record of every cleaning/maintenance event. This record shall include the date, the name of the company or person who cleaned it, and disposal site of the waste. This record may be reviewed by the City at its option. Persons hauling liquid wastes removed from interceptors shall be registered to do so by the State of California. An interceptor shall not be considered properly maintained if solids, fats, oil, and grease accumulations total twenty-five percent (25%) or more of the operative fluid capacity of the final chamber. The City will inspect all grease interceptors periodically. If it is found that an interceptor is improperly maintained or adequate records are not being kept, a warning will be issued to the owner and/or user of the property. If on subsequent inspections, it is found that one of the above conditions continues to exist, additional enforcement actions may be taken as outlined in Article 9 of the Sewer Use Ordinance 1170 and in the Enforcement Response Plan.

8.8 FOG Maintenance and Quarterly Problem Areas

FOG assessment is prepared annually by the Environmental Compliance Division to identify the commercial and industrial establishments discharging grease waste that could cause or threaten to cause stoppage or grease accumulation in the downstream sewer system.

The Environmental Compliance Division prepares the FOG dischargers summary form located in Appendix F-1; this information is provided to the Wastewater Collections staff to be analyzed along with sewer pipe segments that have low flow or sags and have a greater potential to accumulate debris and FOG. The sewer pipe segments are included on a hot spot cleaning schedule to be cleaned on a quarterly basis or more often as needed.

FOG hot spot location data and cleaning schedule is maintained by the Collection Systems Supervisor. Collection system maintenance work orders are issued and completed to ensure that hot spot areas do not have excess grease accumulation that may create SSOs.

8.9 FOG Control Program Measures

The Sewer Use Ordinance provides the following FOG Waste Discharge Permit conditions/requirements:

- Limits on discharge of FOG and other priority pollutants.
- Requirements for proper O&M of grease interceptors and other grease control devices.
- Grease interceptor maintenance frequency and schedule.
- Requirements for implementation of BMPs.
- Requirements for maintaining and reporting status of BMPs.
- Requirements for maintaining logs and records, including waste-hauling records and waste manifests.
- Requirements to self-monitor.
- Requirements for the restaurants to construct, operate, and maintain, at their own expense, FOG control device and sampling facilities.
- Additional requirements as otherwise determined to be reasonably appropriate by the Deputy Public Works Director (Environmental Compliance) to protect the City's system or as specified by other Regulatory Agencies.
- Other terms and conditions, which may be reasonably applicable to ensure compliance with this ordinance.

8.10 Appendix F – FOG Control Program Documents

SEWER SYSTEM MANAGEMENT PLAN

9. DESIGN AND PERFORMANCE PROVISIONS

9.1 WDR/SSMP - Design and Performance Provisions

The City requires that all projects shall be:

- Designed and constructed in conformance with City standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer system; and
- Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances; and for rehabilitation and repair projects.

9.2 Sanitary Sewer Design and Specifications

The City's Manual and Standard Plans for the Design and Construction of Sanitary Sewerage Facilities is available on the City's website and at the City Engineer's office. The City of Simi Valley (City), Department of Public Works, establishes uniform policies and procedures for the design and construction of sanitary sewerage facilities within City right-of-way and on projects subject to approval by the City, including areas outside the City limits that are within the Sanitation service area.

The Manual and Standard Plans is not a textbook or a substitute for engineering knowledge, experience or judgment. The methods and procedures contained therein shall be reviewed by the engineer using them to assure they are applicable to the project under design or construction. The engineer may request a variance, in writing, from standards as provided in the manual. Amendments to this publication may be issued; the users of this publication should check with the City to insure that they have the current edition of each page.

The following publications have been adopted by the City for regulating the design and construction of sanitary sewer systems. If there is a conflict between or among these documents, the document of highest precedence shall control. The precedence shall be:

First: City Sewerage Design and Construction Manual & Standard Plans for the Design Construction of Sanitary Sewerage Facilities, latest edition.

Second: Standard Specifications for Public Works Construction (SSPWC), latest edition.

The scope of each publication is contained within each respective publication. The City Sewerage Manual shall be used as the general requirements in the design and construction of sewerage systems.

9.3 Sanitary Sewer System Construction and Performance Provisions

The City's Manual and Standard Plans for the Design and Construction of Sanitary Sewerage Facilities address procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

9.4 Acceptance of Public Sewer System

The City will inspect all sewer installations. Prior to acceptance of sewer improvements the developer/property owner shall pay for all permits and connection fees and procure a City issued Sewer Will-Serve Letter. After completion, the developer must provide video inspection and testing for corrections to deficient items and provide original record drawings.

9.5 Applicable Codes and Policy

Ordinances, requirements, and applicable standards of governmental agencies having jurisdiction within the City service area shall be observed in the design and construction of sewers. Such requirements include but are not limited to the latest edition of the following:

- Uniform Building Code as amended by the local authorities
- Uniform Plumbing Code as amended by the local authorities
- Road Encroachment Regulations of the City and the County of Ventura.
- Standard Specifications - State of California Business and Transportation Agency, Department of Transportation Standard Specifications, current edition (CALTRANS).
- Manual & Standard Plans for the Design Construction of Sanitary Sewerage Facilities, Latest Edition.
- City and the County of Ventura Road Standards.
- Standard Specifications for Public Works Construction.

- City of Simi Valley "Suggested BMPs for Erosion and Sedimentation Control."
- Recycled Water Standards, Simi Valley Waterworks District No. 8.
- Water Standards, Simi Valley Waterworks District No. 8.

9.6 Appendix G – Design and Performance Provisions Documents

SEWER SYSTEM MANAGEMENT PLAN

10. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

10.1 WDR/SSMP - System Evaluation and Capacity Assurance Plan Requirement

A System Evaluation and Capacity Assurance Plan and Study was prepared for implementation of a Capital Improvement Plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. This plan seeks to establish goals and objectives to minimize the number and impact of SSOs by providing sewer capacity to accommodate design flows. The plan includes:

- **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity), and the major sources that contribute to the peak flows associated with overflow events;
- **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- **Capacity Enhancement Measures:** The steps needed to establish a short and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

- **Schedule:** Develop a schedule of completion dates for all portions of the CIP developed by the fore-mentioned criteria above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements.

10.2 Evaluation Process – Capacity Enhancement Projects

The evaluation is used to determine wet weather design criteria for the evaluation of existing collection system components and sizing of new collection system facilities in the Simi Valley Sanitary Sewer System Evaluation Project. A tributary area-based approach is used to determine maximum flows through the sewer system. Method 1 uses land use-based flow factors to determine sanitary sewer flow generation, and Method 2 uses equivalent dwelling units (EDU). Whichever method produces the highest average dry weather flow is then applied against the City's Average Flow – Peak Flow Graph and the resulting peak flow is routed through the system to determine deficient pipes. Included in this process is the development of wastewater flow generation factors based on water use records and flow monitoring data in the City.

Capacities of key system components are evaluated for several parameters, including depth/Diameter (d/D) ratios and velocities for pipes, while cycles per hour and total station capacity are used for pumps/wet wells. Source flows contributing to deficient areas are traced back to the point of entry based on a parcel-level analysis for evaluation. Flow capacities of deficient areas are tracked by the use of a sanitary sewer system hydraulic model, which is also used to help predict future deficiencies and identify possible solutions.

10.3 Design Criteria

Wastewater Capacities, Hydraulics, and Sizes

- **Quantity of Flow:** Sewage flows shall be determined from maximum potential sewage generation of the tributary area. Average flow rates shall be determined using the designated land use or number of equivalent dwelling units (EDU) assigned. The method which produces the greater rate of flow shall be used as the governing factor. The peak flow rate at any point shall be the average flow of all tributary areas times the peak factor using the Average Flow Peak Flow Graph (Standard Plan No. SV 40-310).

Sample Calculation:

Using the **Average Flow - Peak Flow Graph, (Standard Plan No. SV 40-310),** determine the peak sewage flow from an average flow, by projecting the average flow value on the ordinate to the flow curve and read the peak sewage flow on the abscissa. To determine the peak factor, project the average flow value to the factor curve and read the peak factor on the abscissa.

Example:

A local sewer with an average flow of 2.5 cfs is to discharge into an interceptor where the average flow is 5.4 cfs.

Find:

The peak flow in the interceptor sewer below the confluence point:

Average Flows:

2.5 cfs
+ 5.4 cfs
7.9 cfs

The resulting flow below the confluence point is 7.9 cfs average, which converts to 17 cfs peak by use of the Average Flow - Peak Flow Graph. All flow computations should be made with average flows and converted to peak flow only for final results.

- **Hydraulics:** Sewers shall be designed to accommodate future tributary flows, in addition to those from the project. Pipe capacities shall be determined from peak flow rates by Manning's Formula using an "n" value of 0.011 (or higher when appropriate) for all pipelines. Sewers less than 12 inches in diameter shall be designed to flow half full at peak flow rates. Sewers 12 inches and larger shall be designed to flow two-thirds full at peak flow rate.

  When the design involves non-uniform flow, backwater calculations shall be made to the extent necessary to locate hydraulic jumps, to assure that the design depth of flow is not exceeded, and to assure that flow conditions meet all preceding design requirements for the conduit and structures.

The invert drop across junction (confluence) and transition structures shall be calculated and not arbitrarily established. Where calculations indicate a rise of the invert across the structure from the inlet to outlet, the structure shall be designed with the invert level. An additional amount for infiltration shall be added when a sewer is to be constructed below the ground water level. This amount must first be approved by the City.

- **Velocity:** A main line sewer shall be designed to provide a mean velocity of not less than 2.5 feet per second flowing one-half full. Where there is conflict between design by velocity and design using minimum slopes, the design resulting in the steepest slope shall be used.

- **Inverted Siphons:** Inverted siphons are not allowed. If an exception is to be considered, the following minimum conditions must be met:

  1. Maintaining an adequate scouring velocity for at least several hours each day. A minimum velocity of 3 fps is recommended to provide adequate scouring.

  2. Limiting the rising slope of the downstream leg to a maximum of 0.15 foot per foot.

  3. Providing a sufficient number of barrels to ensure flexibility for operation under varying flow conditions.

  Gate Structures: The inlet and outlet structures shall be smoothly transitioned to prevent excessive head loss and turbulence. Inverts of all barrels at the inlet or outlet shall be the same elevation. Under no circumstances shall steps be provided in the inverts. The protection of the exposed concrete or mortar from a corrosive sewer atmosphere must be provided.

  The Siphon: Vertical curves shall be used for all changes of slope. Maximum radius of curvature should be sought.

  Air-Lines: The necessity for a conduit between the inlet and outlet structures of the siphon to provide for movement of a corrosive or offensive sewer atmosphere must be analyzed. If

an air-line is required, it shall have a cross sectional area at least equal to one-half the cross sectional area of the inlet sewer.

Air-lines shall be constructed of corrosion resistant pipe or fully lined pipe approved by the Engineer. The air line shall be laid on as straight an alignment and profile as practicable. Sufficient slope or slopes shall be provided to drain the water from condensation or infiltration.

- **Over Sizing and Extra Depth:** Over sizing of certain tract sewers may be required where such sewers can logically serve an upstream tributary area.

- **Minimum Diameter:** The minimum diameter for wastewater main shall be 8 inches.

10.4 Capacity Enhancement Measures

The City includes the identification of short and long-term Capital Improvement Projects (CIP) for interceptor pipelines 8 inches in diameter and greater as part of the "Sewer Collection System Asset Evaluation and Rehabilitation Plan". This was a condition-based CIP project, but the City has budgeted to supplement that with a capacity-based CIP evaluation also. Based on historical SSO performance the City does not anticipate capacity failures will drive improvements as much as condition-based, given the age and material of pipe in the network.

10.5 Capital Improvement Program Schedule

The City has established a condition-based CIP schedule based on the "Sewer Collection System Asset Evaluation and Rehabilitation Plan".

The condition-based CIP schedule is divided into 5 categories:

- Immediate
- 3-5 years
- 5-10 years
- 10-20 years
- > 20 years

The plan includes identification of defects utilizing standardized manhole and pipe inspection logs. The National Association of Sewer Service Companies (NASSCO) rating system is used for rating of defects. Rehabilitation and repair costs are based largely on the unit costs for recently executed projects utilizing applicable rehabilitation techniques and from other miscellaneous cost indices.

10.6 Appendix H - System Evaluation and Capacity Assurance Plan Documents

SEWER SYSTEM MANAGEMENT PLAN

11. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATION

11.1 WDR/SSMP – Monitoring, Measurement, and Program Modification Requirement

Monitoring, Measurement, and Program Modification specify the following:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventative maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

11.2 Utility Metrics to Prioritize SSMP Activities

Four categories of metrics have been established to monitor and measure the effectiveness of the various elements. The metrics include the following information:

- System
- Financial
- Sewer Maintenance
- Performance Measures

11.3 Metrics to Monitor Effectiveness of SSMP

The SSMP implementation schedule assigns individual staff responsibility for each SSMP element and defines the frequency that each element must be monitored and updated to ensure that the goals of this SSMP are achieved. This schedule is included in Appendix I-1.

11.4 Metrics to Assess Preventative Maintenance Program

The Sanitation Division uses sewer maintenance metrics to monitor and measure and adjust maintenance program activities. These metrics are maintained in the CMMS and monitored on a monthly, quarterly, semi-annual, and annual basis.

The goal of the Sanitation Division is to reduce the number and volume of SSOs identified in the Historical Summary of Sanitary Sewer Overflows in Appendix I-3, Table 1.

Simi Valley Sanitary Sewer System Metrics: (2018)

Table 11.1 Sanitary Sewer System Metrics	
Actual Sewer Line Cleaned (miles per year)	230
Manhole Inspections (per year)	675
Chemical Root Treatment (miles per year)	3.3
Mechanical Root Control (miles per year)	N/A
CCTV Inspection (miles per year)	25
High Velocity Cleaning Average (feet per crew per day)	5500
Average cost of chemical root treatment (per foot)	$1.39
CCTV Inspection Cost (per foot)	$0.88

11.5 SSMP Performance Monitoring and Update Process

The Sanitation Division has established the following monitoring process:

The Sanitation Division's SSMP implementation schedule assigns individual staff responsibility for each SSMP element and defines the frequency that each element must be monitored and updated to ensure that the goals of this SSMP are achieved.

11.6 SSO Trends – Frequency, Location and Volume

The Sanitation Division has established the following performance monitoring process:

The Sanitation Division uses performance metrics to monitor and measure and adjust maintenance program activities. These metrics are maintained in the CMMS and monitored on a monthly, quarterly, semi-annual, and annual basis.

Simi Valley Sanitary Sewer System Performance Metrics: (2018)

Table 11.2 Sanitary Sewer System Performance Metrics	
Total Number of Spills (per year)	2
Total Volume of Spills (gal. per year)	500
Total Number of Wet Weather Spills (per year)	0
Total Volume of Wet Weather Spills (per year)	0
Spills caused by FOG (% volume per year)	0
Spills Caused by Roots (% volume per year)	1.0%
Spills Caused by Vandalism (% volume per year)	0
Number Spills (repeated within 2 years)	0
Spills caused by Contractor (% volume per year)	0

Table 11.2 Sanitary Sewer System Performance Metrics (cont.)	
Sewer Caused Odor Complaints	5
Pump/Lift Station Failures with SSO (per year)	0
Sewer Line Failures with SSO (per year)	1
Average Response Time (minutes)	30
Number of Claims (per year)	0
Cost of Claims (per year)	N/A
Total Work Orders Issued (per year)	52
Work Orders Completed - Emergency or Corrective (per year)	12
Work Orders Completed - Preventative Maintenance (per year)	40
Sewer Line Emergency Repairs (miles per year)	0
Sewer Line Rehabilitation or Replacement (miles per year)	1.4
New Sewer Line Constructed (miles per year)	1-2

11.7 Appendix I - Monitoring, Measurement, and Program Modifications Documents

SEWER SYSTEM MANAGEMENT PLAN

12. PROGRAM AUDIT AND ANNUAL REPORT

12.1 WDR/SSMP - SSMP Program Audits Requirement

The WDR/SSMP Program conducts periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness and compliance of the SSMP including identification of any deficiencies in the SSMP and steps to correct them.

12.2 Audit Procedures, Roles and Responsibilities

The Principal Engineer (Sanitation) assigns engineering staff to conduct periodic internal audits to determine the effectiveness of each element of the SSMP.

The Principal Engineer will generate the following information and system metrics on monthly, quarterly, semi-annual, and annual bases for the purpose of tracking, monitoring, and adjusting the performance of the SSMP activities.

- System Information
- Financial Information
- Sewer Maintenance
- Performance Measures

A primary focus in the evaluation of information and system metrics will be the elimination of preventable SSO and reduction of the impact of SSOs that do occur.

Audit schedules are as follows:

- Annually for the first two years following the adoption and approval of the SSMP.
- Every two years thereafter the adoption and approval of this SSMP.

- SSMP shall be updated every five years from the date of adoption and approval and will include all significant program changes that have occurred following the last City Council adoption.

12.3 SSMP Program Modification/Update Process

Principal Engineer shall monitor and review sewer performance metrics on a monthly basis and the status of each element of the SSMP on an annual basis for the first two years following the adoption of this SSMP. Formal SSMP audits will be conducted every two years following the adoption of this SSMP. The Plant Support Systems Manager will initiate/direct corrective action to be taken when and if SSMP deficiencies are identified between/during periodic internal audits.

When significant changes are made to the SSMP that require re-certification, the Plant Support Systems Manager will enter the data in the online SSO database and mail the form to the State Water Board.

12.4 Appendix J - SSMP Program Audit Documents

SEWER SYSTEM MANAGEMENT PLAN

13. COMMUNICATION PROGRAM

13.1 WDR/SSMP - Communication Program Requirement

The Staff shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input and feedback to the program.

The City shall also create a plan of communication with systems that are tributary and/or satellite to the City sanitary sewer system.

The program must provide a means for public input and feedback regarding the status of the City's SSMP.

13.2 SSMP Awareness Communication

A Waste Discharge Requirement and Sewer System Management Awareness Power Point presentation to educate the City Council, staff, and the public is available, and provides an overview of the SWRCB WDR/SSMP requirements and the Simi Valley's responsibility to comply with the Statewide WDR order No. 2006-0003.

13.3 Stakeholder Communication – Residential, Commercial, and Industrial

The educational materials for public outreach include flyers, mailers, and computer-based presentations at the following:

- The City website
- City Offices - public counters
- Neighborhood Council
- Outreach Events (Expo, Street Fair, School Fairs)
- FOG outreach program to residents, food establishments, and the plumbing community on the proper disposal of FOG, to include television spots, flyers, and direct mail
- ECD Inspection site visits to food service establishments and industrial dischargers

13.4 Tributary/Satellite Communication

The City does not serve any satellite wastewater collection systems.

13.5 Appendix K - Communication Program Documents

APPENDIX A:

SSMP

DEVELOPMENT PLAN

AND

SCHEDULE

CITY OF SIMI VALLEY
SEWER SYSTEM MANAGEMENT PLAN
DEVELOPMENT PLAN AND IMPLEMENTATION SCHEDULE

The City of Simi Valley (City) Public Works Department Division's Principal Engineer Michael Kang initiated a preliminary Sewer System Management Plan (SSMP) assessment to evaluate how well the Division was positioned to comply with the State Water Resources Control Board (SWRCB) order No. 2006-0003 Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems issued May 2, 2006.

Brown and Caldwell (BC) conducted a cursory interview with City staff on February 8, 2008 using an electronic scorecard called the SSMP Readiness Assessment Tool. The results were tentative and will be refined during the SSMP development project. A graphical presentation of the SSMP readiness assessment is presented in Figure A-1.1. The status of the City's existing SSMP program at this time is comparable to most sewer agencies of similar size and will require additional work to bring the City into full compliance with the statewide WDR.

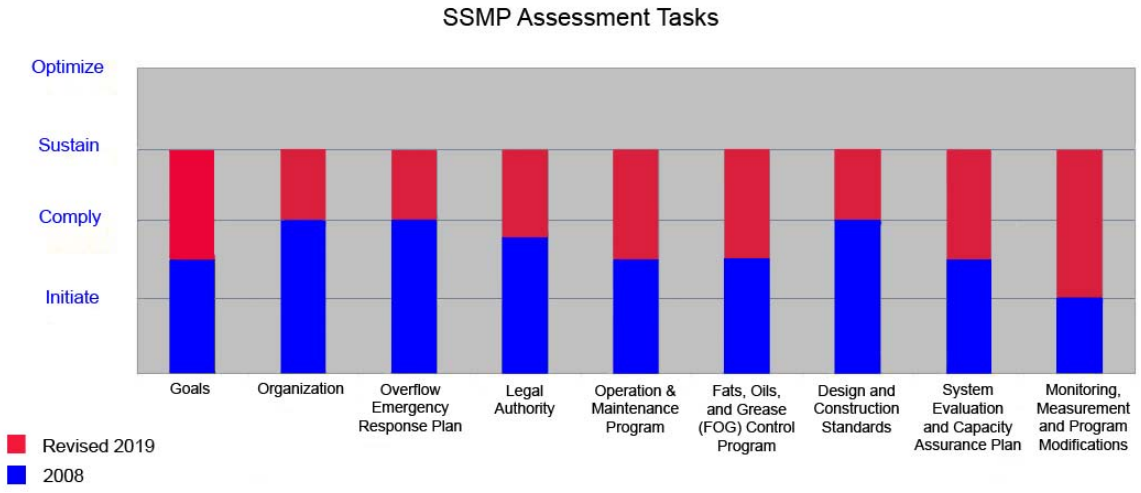


Figure A-1.1 - SSMP Readiness Assessment – Rev.2019

This cursory review revealed that nearly all of the SSMP elements have been initiated but many of them fall short of full compliance with statewide requirements due to the newness of the statewide program. The results of Brown and Caldwell's SSMP readiness assessment indicated:

- The City is beyond compliance in three of the required SSMP elements.
- The City has a Fats, Oils and Grease (FOG) program.
- The City will have to developed collection system metrics to monitor and measure the success of various SSMP programs.
- The City will need to review documents, policies/procedures that are associated with various SSMP elements to ensure that they are adequate.

The City hired Brown and Caldwell to perform a comprehensive needs assessment and write the city's SSMP. The needs assessment identified several improvement opportunities and confirmed which policies, procedures and programs were in compliance with the WDR and identified those that were not. Several new or enhanced policies, procedures, and programs were recommended to achieve WDR compliance including the following:

- New goals that focus the wastewater utility efforts on the reduction and prevention of preventable sanitary sewer overflows' (SSO). ***(In Compliance - rev.2019)***

- New organizational chart specifically identifying personnel classification and their roles and responsibilities for implementing and maintaining the eleven elements of Simi Valley's SSMP. ***(In Compliance - rev.2019)***

- Create a written document that describes the City's Operation and Maintenance program in terms of: ***(In Compliance - rev.2019)***
  - Mapping & computerized maintenance management system
  - Routine and preventative maintenance (chemical root control etc.), hot spot cleaning & repair schedule.
  - Mandatory training and required frequency
  - Create critical system & equipment spare part inventory

- Enhance the SSO plan and procedures: ***(In Compliance - rev.2019)***
  - Create SSO flow chart from start to finish identifying each step necessary to resolve and report the occurrence.
  - Create notification guide
  - Create easily updated three ring SSO response plan & procedure binders for each employee assigned to those responsibilities.

- Environmental Compliance Division should expand use of City's website to communicate Best Management Practices for FOG. ***(In Compliance - rev.2019)***

- The City should expand its use of website to inform and communicate with stakeholders about their responsibility to comply with the State Water Resources Control Board's New WDR & SSMP requirements. ***(In Compliance - rev.2019)***

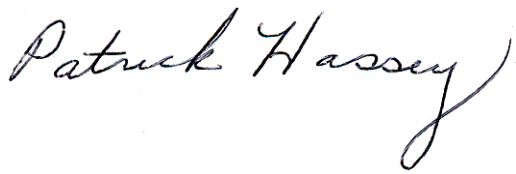
- Create four categories of Public Works Department Sanitation Division's collection system metrics to monitor and measure the effectiveness of the City SSMP and its success in terms of meeting its goals. These metrics should address: ***(In Compliance - rev.2019)***

  - System Information
  - Financial Information
  - Sewer Maintenance
  - Performance Measures

In May 2008, Brown and Caldwell completed the City's SSMP comprehensive needs assessment. The Public Works Department Sanitation Division will make the necessary improvements/enhancements to existing policies, programs and procedures to achieve compliance with the SWRCB WDR/SSMP requirements. The SSMP will address and include the following: ***(In Compliance - rev.2019)***

- Provide an introduction summary of the City's sewer collection system.
- Provide organizational structure identifying SSMP responsibilities, job classifications, contact information and location of SSMP documents.
- Describe policies, procedures and programs the City has in place or will have in place for each element of the SSMP to achieve compliance with the SWRCB WDR.
- Include a living appendix for contact personnel, job descriptions, policies, procedures, and programs subject to being updated and/or modified. Documents that are too large to be placed in the appendix will have a short narrative description in the appendix and state where they are located for review.
- One complete SSMP and associated documents will be available for review by the SWRCB, RWQCB and public stakeholders at all times.

This document, including Attachment A is the City of Simi Valley's SSMP development plan and implementation schedule.



F. Patrick Hassey
Brown and Caldwell
Business Consulting Practice
Attachments:

(A) SSMP Implementation Schedule

(In Compliance - rev.2019)

Appendix A-2
SSMP Development Plan Implementation Scheule
Attachment A

SSMP Development	Completed Yes / No	Completion %	Completion Date	Document Location	Responsible Person	Revision Schedule	Revision Date	SWRCB Compliance Date
Development Plan & Implementation Schedule	Yes	100	08/02/2007	SSMP Appendix	Plant Support Sytems Manager	Quarterly	2019	
Collection System Management Goal	Yes	100	11/02/2007	SSMP & Office of Assistant Public Works Director	Plant Support Sytems Manager	Annually	2019	
Organizational Chart: Roles & Responsibility List	Yes	100	11/02/2008	SSMP & Office of Plant Support Sytems Manager	Plant Support Sytems Manager	Annually	2019	
Overflow Emergency Response Plan	Yes	100	11/02/2008	SSMP & Office of Plant Support Sytems Manager	Plant Support Sytems Manager	Annually	2019	
Legal Authority: Code, Ordinances & Service Agreement	Yes	100	11/02/2008	City Website	City Attorney	Annually	2019	
Program: Operation & Maintenance	Yes	100	11/02/2008	SSMP & Office of Plant Support Sytems Manager	Plant Support Sytems Manager	Semi-Annually	2019	
Environmental Compliance: FOG Control Program	Yes	100	11/02/2008	City Website	Deputy Public Works Director (Environmental Compliance)	Annually	2019	
Engineering: Design & Construction Standards	Yes	100	08/28/2006	City Website	Principal Engineer (Sanitation)	Every 5 Years	2019	
System Evaluation & Capacity Assurance Plan	Yes	100	08/13/2010	SSMP & Office of Princpal Engineer	Principal Engineer (Sanitation)	Every 5 Years	TBD	
Program: Monitoring, Measurement, & Modification	Yes	100	04/20/2014	SSMP & Office of Princpal Engineer	Principal Engineer (Sanitation)	Annually	2019	
Internal Management Audits	Yes	100	03/02/2017	SSMP Appendix	City Manager	Annually	2019	
Program: Communications	Yes	100	04/20/2014	City Website	Enviromental Compliance Program Cordinator	Annually	2019	

Note: The City Council / Board will be apprised of any changes to this implementation schedule that delay the achievement of SWRCB compliance dates

Appendix A-3
SSMP Readiness Assessment

Sewer System Management Assessment

Agency: City of Simi Valley
Owner: City of Simi Valley
Population: 128,000
Phone: (805) 583-6809
Date: 2019
Email: mkang@simivalley.org

	Status*				Documented**		Compliance
	Initiated	Comply	Sustain	Optimize	Yes	No	Date/Rev.
1. Preparedness Audit			x		x		03/02/2017
2. Development Plan and Implementation Schedule			x		x		08/02/2007
3. Goals			x		x		11/02/2007
a. Create/develop a management, operation and maintenance plan and schedule to reduce preventable SSO.			x		x		04/01/2019
b. Mitigate all SSOs discharging from agency's collection system.			x		x		04/01/2019
c. Ensure adequate system capacity for the current and future needs of agency's service area.			x		x		04/01/2019
d. Establish measurable performance indicators and manage assets at lowest life cycle costs.			x		x		04/01/2019
4. Organization			x		x		11/02/2007
a. Have a current organizational chart with responsibilities identified?			x		x		04/01/2019
b. Identify chain of communication for reporting SSOs.			x		x		04/01/2019
5. Overflow Emergency Response Plan			x		x		11/02/2007
a. Develop and implement a plan to respond to SSOs.			x		x		04/01/2019
b. Establish & maintain internal and external SSO notification procedures that include regulators and the general public.			x		x		04/01/2019
c. Provide written SSO response procedure to; investigate & assess, contain, correct cause, estimate volume, cleanup, sample receiving waters if necessary, incident documentation & notification & reporting requirements			x		x		04/01/2019
d. Train employees on SSO response procedures and SSO monitoring and reporting program.			x		x		04/01/2019
6. Legal Authority- Define authority in sewer ordinances, service agreements, or other legally binding procedures			x		x		11/02/2008
a. Prevent illicit discharges into its wastewater collection system.			x		x		04/01/2019
b. Require that sewers and connections be properly designed and constructed.			x		x		04/01/2019
c. Ensure access for maintenance, inspection, and repairs of the lateral owned or maintained by the Public Agency.			x		x		04/01/2019
d. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages.			x		x		04/01/2019
e. Enforce any violation of agency's sewer use ordinances.			x		x		04/01/2019

Appendix A-3
SSMP Readiness Assessment

Sewer System Management Assessment

Agency: City of Simi Valley
Owner: City of Simi Valley

Population: 128,000
Phone: (805) 583-6809

Date: 2019
Email: mkang@simivalley.org

	Status*				Documented**		Compliance
	Initiated	Comply	Sustain	Optimize	Yes	No	Date/Rev.
7. Operation and Maintenance Program			x		x		**11/02/2008**
a. Maintain an up-to-date map of the collection system.			x		x		**04/01/2019**
b. Have a proactive maintenance program?			x		x		**04/01/2019**
c. Prioritize corrective and preventive maintenance activities.			x		x		**04/01/2019**
d. An inspection program to identify and prioritize structural deficiencies and implement short-term and long-term rehabilitation actions to address them.			x		x		**04/01/2019**
e. Assess the current capacity of the collection system.			x		x		**04/01/2019**
f. Provide equipment and replacement parts inventories for critical equipment.			x		x		**04/01/2019**
g. Provide training on a regular basis for staff in collection system operation and maintenance.			x		x		**04/01/2019**
h. Implement a sustainable information management system to track & trend the frequency and volume of SSOs.			x		x		**04/01/2019**
8. Fats, Oils, and Grease (FOG) Control Program			x		x		**11/02/2008**
Prepare and implement a fats, oil, and grease (FOG) source control program to reduce the amount of these substances discharged to the sanitary sewer system.			x		x		**04/01/2019**
a. Identify sections of the sewer system subject to grease blockages and establish a cleaning maintenance schedule for each section.			x		x		**04/01/2019**
b. Develop and implement source control measures for all known sources of grease and fats that may be discharged to the sewer system.			x		x		**04/01/2019**
c. Authority to inspect grease producing facilities, enforcement authorities.			x		x		**04/01/2019**
d. Legal authority to prohibit discharges into the collection system, including grease removal devices (traps and interceptors), design standards for removal devices, maintenance requirements, best management practices (BMP), record keeping and reporting			x		x		**04/01/2019**
9. Design and Construction Standards			x		x		**08/28/2006**
a. Develop design and construction standards for the installation of new sewers & for rehabilitation and repair of existing sewers.			x		x		**04/01/2019**
b. Develop standards & procedures for inspection & testing for new, repaired & rehabilitated sewers, pumps and other appurtenances.			x		x		**04/01/2019**

Appendix A-3
SSMP Readiness Assessment

Sewer System Management Assessment

Agency: City of Simi Valley
Owner: City of Simi Valley

Population: 128,000
Phone: (805) 583-6809

Date: 2019
Email: mkang@simivalley.org

	Status*				Documented**		Compliance
	Initiated	Comply	Sustain	Optimize	Yes	No	Date/Rev.
10. System Evaluations and Capacity Assurance Plan			x		x		08/13/2010
Prepare and implement a capital improvement plan to provide hydraulic capacity of key sewer system elements under peak flow conditions. The recommended elements of the Plan are:			x		x		04/01/2019
a. Evaluate portions of the collection system experiencing SSOs due to hydraulic deficiency.			x		x		04/01/2019
b. Establish a short- and long-term capital improvement program to address identified hydraulic deficiencies.			x		x		04/01/2019
c. Update the plan on a regular basis.			x		x		04/01/2019
11. Monitoring, Measurement and Program Modifications			x		x		04/20/2014
Evaluate collection system management, operations and maintenance to identify program effectiveness and seek improvement:			x		x		04/01/2019
a. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.			x		x		04/01/2019
b. Update program elements, as appropriate, based on monitoring or performance evaluations.			x		x		04/01/2019
c. Monitor, measure, and adjust maintenance program and activities to reduce SSOs.			x		x		04/01/2019
12. Internal Management Audits			x		x		03/02/2017
a. Conduct periodic internal audits appropriate to the size of the system and the number of overflows. This audit should focus on evaluating the effectiveness of the management program and its compliance with the general waste discharge requirements, including			x		x		04/01/2019
13. Communications Program			x		x		04/20/2014
a. Communicate on a regular basis with the public regarding the development, implementation, and performance of its sanitary sewer system.			x		x		04/01/2019
b. The communication program shall provide the public the opportunity to provide input to the Agency as the SSMP program is developed and implemented.			x		x		04/01/2019
c. Permitted agencies with Satellite systems must create a plan for communication with Satellite systems that are tributary to the Permittee's sanitary sewer collection system.	N/A		N/A		N/A		N/A

(rev.2019)

* *• Initiate - Minimum effort to comply with SSMP*
• Comply - SSMP Compliance while implementing certain elements
• Sustain - Implementing & Sustaining SSMP
• Optimize - Continual improvement of SSMP elements

** *• Yes - Information available for audit review*
• No - No Information is available

APPENDIX B:

ORGANIZATION

DOCUMENTS

Appendix B-1
Contact List- Personnel Responsible for SSMP Elements

Classification	Name	Phone (Work)	Phone (Cell)
Mayor	Keith Mashburn	(805) 583-6703	
Mayor Pro Tem	Dee Dee Cavanaugh	(805) 583-6703	
Council Member	Mike Judge	(805) 583-6703	
Council Member	Ruth Luevanos	(805) 583-6703	
Council Member	Elaine Lister	(805) 583-6703	
Interim City Manager	Brian P. Gabler	(805) 583-6701	
City Attorney	Lonnie Eldridge	(805) 583-6715	
Public Works Director	Ron Fuchiwaki	(805) 583-6808	(818) 439-9596
Assistant Public Works Director	Joe Deakin	(805) 583-6401	(805) 223-6381
Administrative Services Director	Joseph Toney	(805) 583-6700	
Deputy Administrative Services Director (Support Services)	TBD	(805) 583-6700	
Deputy Public Works Director (Sanitation)	Alan Krieger	(805) 583-6447	(805) 479-1364
Plant Support Systems Manager	Frank Hernandez	(805) 583-6455	(805) 428-2757
Princpal Engineer (Sanitation)	Michael Kang	(805) 583-6809	
Senior Engineer (Sanitation)	Michelle Elorde	(805) 583-6767	
Senior Engineering Technician (Sanitation/Waterworks)	Ramona Mejia	(805) 583-6795	
Deputy Public Works Director (Environmental Compliance)	Al Sexton	(805) 583-6462	
Environmental Compliance Program Coordinator	Mag Mora	(805) 583-6426	
Wastewater Collection Systems Supervisor	Paul Gonzalez	(805) 583-6442	(805) 279-9162
Wastewater Collection Systems Technician (Crew Leader)	Randy Adams	(805) 583-6082	(805) 338-5782
Wastewater Collection Systems Technician (Crew Leader)	Chip Marquardt	(805) 583-6082	(818) 970-1654
Wastewater Collection Systems Technician	Rob Pratt	(805) 583-6082	(805) 660-8026
Wastewater Collection Systems Technician	Luis Villanueva	(805) 583-6082	(805) 300-2706
Wastewater Collection Systems Technician	Noah Fowler	(805) 583-6082	(805) 832-9026
Wastewater Collection Systems Technician	Wyatt Santos	(805) 583-6082	(805) 300-7320
Wastewater Collection Systems Technician	Cody Cain	(805) 583-6082	(805) 416-6548
Wastewater Collection Systems Technician	Steve Torres	(805) 583-6082	(805) 766-1217

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Appendix B-2
Contact List- Personnel Responsible for Reporting

Sanitation Services Agency Notification			
Classification	**Name**	**Phone (Work)**	**Phone (Cell)**
Office Specialist II (Dispatch)	Joyce Goodwin	(805) 583-6400	
After Hours Emergency Dispatch	Alert Service	(805) 583-1564	
Deputy Public Works Director (Sanitation)	Alan Krieger	(805) 583-6447	(805) 479-1364
Plant Support Systems Manager	Frank Hernandez	(805) 583-6455	(805) 297-6107
Deputy Public Works Director (Environmental Compliance)	TBD	(805) 583-6462	
Wastewater Collection Systems Supervisor	Paul Gonzalez	(805) 583-6442	(805) 279-9162
Wastewater Collection Systems Technician (CL)	Randy Adams	(805) 583-6082	(805) 338-5782
Wastewater Collection Systems Technician (CL)	Chip Marquardt	(805) 583-6082	(818) 970-1654
Wastewater Collection Systems Technician	Rob Pratt	(805) 583-6082	(805) 660-8026
Wastewater Collection Systems Technician	Luis Villanueva	(805) 583-6082	(805) 300-2706
Wastewater Collection Systems Technician	Noah Fowler	(805) 583-6082	(805) 832-9026
Wastewater Collection Systems Technician	Wyatt Santos	(805) 583-6082	(805) 300-7320
Wastewater Collection Systems Technician	Cody Cain	(805) 583-6082	(805) 416-6548
Wastewater Collection Systems Technician	Steve Torres	(805) 583-6082	(805) 766-1217

Regulatory Agency Notification			
Agency	**Contact**	**Phone (Work)**	**Phone (Cell)**
LARWQCB	Augustine Anijielo	(213) 576-6657	
VCEHD	Staff	(805) 654-2813	(805) 655-9181
VCWPD	Eric Bravo	(805) 378-3033	
VCCSD	Staff	(805) 320-6244	(24 hrs)
OES	Staff	(800) 852-7550	(24 hrs)
		(916) 845-8510	(24 hrs)

Appendix B-3
Weekly Stand-by List for SSO Clean-up Response

CITY OF SIMI VALLEY • MEMORANDUM

DATE: January 1, 2019

TO: PAUL GONZALEZ / COLLECTION SYSTEM SUPERVISOR

FROM: COLLECTION SYSTEM TECHNICIAN II CREW LEADER

SUBJECT: LINE MAINTENANCE STAND-BY SCHEDULE

Contact Phone Numbers:

Line Maintenance Weekend:	(805) 861-3188
Line Maintenance Weeklong:	(805) 297-6100
Paul Gonzalez Work Cell:	(805) 297-6111
Frank Hernandez/Manager:	(805) 428-2757

Randy Adams	(805) 338-5782
Chip Marquardt	(818) 970-1654
Rob Pratt	(805) 660-8026
Luis Villanueva	(805) 300-2706
Steve Torres	(805) 766-1217
Nick Fowler	(805) 832-9026
Wyatt Santos	(805) 300-7320
Cody Cain	(805) 416-6548

2019 Stand-by Schedule

January		February		March	
Date	**Crew**	**Date**	**Crew**	**Date**	**Crew**
01 – 06	Wyatt	**4 – 10**	Randy	**04 – 10**	Randy
07 – 13	Randy	**11 – 18 Holiday**	Luis/Chip (G)	**11 – 17**	Luis/Chip (G)
14 – 21 Holiday	Luis/Chip (G)	**19 – 24**	Rob/Steve (G)	**18 – 24**	Rob/Steve (G)
22 – 27	Rob/Steve (G)	**25 - 03**	Wyatt	**25 – 31**	Wyatt
28 - 03	Wyatt				
April		**May**		**June**	
Date	**Crew**	**Date**	**Crew**	**Date**	**Crew**
1 – 07	Randy	**06 – 12**	Luis/Chip (G)	**03 – 09**	Luis/Chip (G)
08 – 14	Luis/Chip (G)	**13 – 19**	Rob/Steve (G)	**10 – 16**	Rob/Steve (G)
15 – 21	Rob/Steve (G)	**20 – 27 Holiday**	Wyatt	**17 – 23**	Wyatt
22 - 28	Wyatt	**28 – 02**	Randy	**24 – 30**	Randy
29 - 05	Randy				

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Appendix B-3
Weekly Stand-by List for SSO Clean-up Response

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Paul Gonzalez Work Cell:	(805) 297-6111	Rob Pratt	(805) 660-8026
Frank Hernandez/Manager:	(805) 428-2757	Luis Villanueva	(805) 300-2706
		Steve Torres	(805) 766-1217
		Nick Fowler	(805) 832-9026
		Wyatt Santos	(805) 300-7320
		Cody Cain	(805) 416-6548

2019 Stand-by Schedule

July		August		September	
Date	**Crew**	**Date**	**Crew**	**Date**	**Crew**
1-7 Holiday	Luis/Chip	**5-11**	Rob/Steve (G)	**3-8**	Rob/Steve (G)
8-14	Rob/Steve (G)	**12-18**	Wyatt	**9-15**	Wyatt
15-21	Wyatt	**19-25**	Randy	**16-22**	Randy
22-28	Randy	**26-2 Holiday**	Luis/Chip	**23-29**	Luis/Chip
29-4	Luis/Chip				

October		November		December	
Date	**Crew**	**Date**	**Crew**	**Date**	**Crew**
30-6	Rob/Steve (G)	**4-11 Holiday**	Wyatt	**2-8**	Wyatt
7-13	Wyatt	**12-17**	Randy	**9-15**	Randy
14-20	Randy	**18-24**	Luis/Chip	**16-22**	Luis
21-27	Luis/Chip	**25-1 Holiday**	Rob/Steve (G)	**23-29 Holiday**	Rob/Steve (G)
28-3	Rob/Steve (G)			**30-5 Holiday**	Luis/Chip

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APPENDIX C:

LEGAL AUTHORITY

DOCUMENTS

DEPARTMENT OF PUBLIC WORKS

ENVIRONMENTAL COMPLIANCE DIVISION

ENFORCEMENT RESPONSE PLAN

March 2008

CITY OF SIMI VALLEY
ENVIRONMENTAL COMPLIANCE DIVISION

ENFORCEMENT RESPONSE PLAN

Table of Contents

SECTION 1

IDENTIFICATION OF APPROPRIATE PERSONNEL

City Manager:	Highest level of appeal.
City Attorney:	Review all escalated actions. Makes determination of criminal or civil filings. Obtains Temporary Restraining Order and injunctive relief. Review Termination of Service Orders in all situations for potential injunctive support or criminal complaint.
Director of Public Works:	Issue Administrative Compliance Orders, Cease and Desist Notices, Demand for Payment of Penalties up to $1,000 not specifically designated in the City's Schedule of Sanitation Fees and Charges and order. Issues Suspension/Revocation of Discharge Permit.
Deputy Director/Environmental Compliance:	Conduct Compliance Meetings; issue Administrative Compliance Orders with or without a Compliance Schedule; issue Consent Orders.
Environmental Compliance Program Coordinator:	Establish compliance deadlines, conduct Informal Compliance Meetings
Environmental Compliance Inspector:	Perform inspections and sampling of discharger facilities. Issue Warnings, Initial Notice of Violations, Notice of Violations, and issue verbal Cease and Desist Orders.
Management Analyst:	Follow up on delinquent permit fees and applications
Program Analyst:	Process BTC applications.
Account Clerk:	Data entry of inspection reports, tracking of inspection due dates, issues routine permits.
Secretary:	Prints and mails invoices for permit fees, mails Compliance/Non-compliance notices, sends second and third notices for non-payment.

SECTION 2

INDUSTRIAL USER INVENTORY REVIEWS

The General Pretreatment Regulations (40 CFR 403) require an annual update of all industrial users within the City's jurisdiction. This update is reported through the Pretreatment Program's Annual Report.

The Environmental Compliance Division uses the following mechanisms to identify new and increased contributions to the sanitary sewer system.

1. Business Tax Receipt Listing through the City of Simi Valley Administrative Services Department. Environmental Compliance staff routinely reviews this list.

2. Business Tenancy Certification Application process through the City of Simi Valley hazardous materials section of the Environmental Compliance Division. The Environmental Compliance Program Coordinator/Hazardous Materials, Environmental Compliance Program Analyst, and Management Analyst review applications for new businesses on a regular basis.

3. Zoning Clearance Process through the City of Simi Valley Planning Division. Environmental Compliance Inspectors and/or Coordinators review all industrial, commercial, or institutional applications that are routed through the Environmental Compliance Office.

4. Plan Check Process through the City of Simi Valley Building and Safety Division. The Environmental Compliance Inspectors review all new and existing tenant improvements for industrial, commercial, and institutional projects.

5. Water & Sewer Account Listing through the City of Simi Valley's Utilities Billing Division. Review is conducted periodically by the Environmental Compliance Program Coordinator/Pretreatment.

6. Canvassing and inspection of new and existing commercial and industrial areas. This type of activity is conducted by the Environmental Compliance Inspectors as an on-going routine activity.

7. Periodic Update of Wastewater Discharge Permit Applications on the following time table:

    - Significant Industrial Users – Twice per Year
    - Class II and III – Annually
    - Class II Non Monitoring – Every Three (3) Years
    - Class III Non Monitoring – Every Five (5) Years
    - All Dischargers making changes affecting wastewater quantity or quality – within Ten (10) Working Days of Change
    - Class VI and VI HM (Dry Commercial/Industrial Sources) – Every Five (5) Years

8. Routine Inspection/Sampling Program verifies existing contribution and changes in operation which could impact wastewater quantity or quality. See Section 3 for detailed information.

SECTION 3

COMPLIANCE MONITORING PROCEDURES

The Environmental Compliance Division collects routine monitoring data through the following mechanisms:

Inspection Program

Inspections may be conducted by the Environmental Compliance Inspectors or Program Coordinators. Other City staff authorized to conduct inspections may include the Deputy Director/Environmental Compliance, City Engineers, Assistant Director of Public Works, or the Director of Public Works. In addition, the Division may contract with consulting services for the purpose of evaluating the industrial users' processes, discharges or compliance efforts. In such cases, the consultant shall be deemed an authorized representative of the City of Simi Valley. Inspections shall be conducted in accordance with the procedure defined in the City of Simi Valley's Environmental Compliance Manual under separate cover.

1. Minimum of two inspections per year for Significant Industrial Users (SIUs).
2. Annual inspection for all Class II and Class III Dischargers.
3. One inspection every three (3) years for all Class II Non Monitoring Dischargers.
4. One inspection every five (5) years for all Class III Non Monitoring Dischargers.
5. Increased surveillance/inspections for dischargers in violation, as needed.

Sampling Program

Collection of routine samples is conducted by Environmental Compliance Inspectors for monitoring of Dischargers or other City staff when required for non-routine sampling events. Environmental Compliance Inspectors will do on site visual testing for grease and oil limits in grease traps/interceptors. All sample analysis not done by the Inspector or the City's laboratory will be sent to a contracted laboratory for analysis. All annual, routine, and emergency sampling will be coordinated by the Environmental Compliance Inspector assigned to the Discharger whenever possible. All samples, except those done in the field, must be recorded on a Chain of Custody Record following approved procedures to guarantee the integrity of the sample. Samples are recorded in the Lab Sample Log Book. All sample results are recorded on a City Sample Analysis form.

1. Minimum of two full screenings of each SIU per year. Compliance with Federal Categorical Standards shall be determined through the use of composite sampling methods, except where deemed infeasible and with the methods described in 40 CFR 136 for sampling and preservation methods.
2. Random annual sampling will be done for all Class II and Class III dischargers. Grab samples shall be used to determine compliance with Local Limits.
3. Follow-up sampling shall be completed within thirty (30) days of each violation. Where a visual inspection for fats, oil, and grease has been done, violations will be re-sampled seven (7) days after violation.

Industrial User Self Monitoring and Compliance Report Data

This requirement has been indefinitely suspended for Significant Industrial Users. Should the Deputy Director/Environmental Compliance, or designee, determine its necessity for any or all SIUs the Self Monitoring requirement will be reinstated.

Regulatory Referral Mechanisms

Referral mechanisms have been established with the County agencies of the Fire Prevention District, Air Pollution Control District and Environmental Health Department that conduct inspections within the City's jurisdiction. Internal referrals to other City division include Building and Safety, Planning and Code Enforcement Division. Additional referrals from these agencies, follow-up inspections, and sampling are conducted by the Environmental Compliance Inspectors.

SECTION 4

COMPLIANCE MONITORING DATA SCREENING PROCEDURES

Inspection Reports

Inspection Reports are completed by the Environmental Compliance Inspectors in the field. The Inspection Report is a permanent record of the meeting between Environmental Compliance staff and the business representative. All relevant information should be documented on the Report, for example, location of grease interceptor, cleaning schedules, BMPs discussed, etc. Inspectors use the report for routine inspections, as well as to issue warnings, violation notices, requirements and follow-up inspection dates. The original copy is left with the business, the canary copy is given to the Environmental Compliance Program Coordinator/Stormwater for review, and the pink copy is used for data entry into the Environmental Compliance Database, then reviewed by the Environmental Compliance Program Coordinator/Pretreatment, and filed in the business's file.

Sampling Data

The Environmental Compliance Inspector will take samples from all Class I, Class II, and Class III businesses as required by their permits. Inspectors can perform a visual Fat, Oil and Grease inspection for those facilities that have a grease trap/interceptor. When a visual FOG inspection is done the results will be written on the Inspection Report. A City Analysis form will be completed, attached to an Environmental Compliance Enforcement/Compliance Tracking Form and given to the Secretary to process the Failure/Compliance letter. The tracking form, letter, and Analysis form are routed through the appropriate staff for review.

Baseline Monitoring Reports/Wastewater Discharge Permit Applications

Baseline Monitoring Reports and Industrial Wastewater Discharge Permit applications are submitted during the Plan check process or with a Business Tenancy Certificate application, depending on the mechanism triggering submission. If further information is required the contact person will be called or if no phone number is available a written request for information will be mailed. Applications must be completed and fees paid sixty (60) days in advance of discharging to the sewer or the expiration date of the existing permit.

Periodic Compliance Reports (Self-Monitoring)

This requirement has been indefinitely suspended for Significant Industrial Users. Should the Deputy Director/Environmental Compliance, or designee, determine its necessity for any or all SIUs the Self Monitoring requirement will be reinstated. Should this requirement be reinstated the reports are submitted directly to the Environmental Compliance Program Coordinator for review. The reports are reviewed within fifteen (15) working days following receipt.

Permit Conditions and Compliance Schedules

Compliance Schedules issued by the City require follow up compliance reporting by the discharger. These reports are required within 14 days of the milestone due dates in the schedule and are reviewed by the Environmental Compliance Program Coordinator. Independent of the Industrial User Milestone reporting, follow up reports are generated through the Environmental Compliance Database showing follow up due dates. These reports are printed weekly and distributed to the Program Coordinators and Inspectors.

The reports are also available anytime through the Environmental Compliance Database.

SECTION 5

ENFORCEMENT RESPONSE MECHANISMS

Compliance Letters

A Compliance Letter is mailed to Dischargers following the annual inspection and sampling to notify them whether the facility was compliant or not.

Initial Notice of Violation (INOV)/Warning Notice

The INOV is an initial tool to be issued by the Environmental Compliance Inspectors when inspection, screening or sampling indicate a minor or borderline violation is present. Minor is defined as a sample result that is less than 5% above the City's local limit. An INOV may also be issued for first time violations, pretreatment maintenance, delinquent reports or other administrative violations. The notice is issued either immediately at the site during an inspection using an Inspection Report form or by sending by certified mail a written INOV within five (5) working days of City staff's first awareness of the violation. Due to laboratory turn around times for analysis results, this period may be up to six (6) weeks.

In the case of visual Fats, Oil and Grease sample the INOV is issued at the time the visual sample is done. The discharger is notified to correct the situation immediately and advised another visual Fats, Oil and Grease inspection will be done in seven (7) days.

The discharger is allowed to review processes and make corrections prior to a follow up inspection or sampling by the City on a time schedule to be determined on an individual basis, but in no case to exceed thirty (30) days from the issue date of the INOV. The notice shall give the discharger the option to split the sample for outside laboratory verification of the violation. If the discharger requests a split sample be taken the sample will be collected from the waste stream immediately. If a spilt sample is taken it will be the sample that is used to determine whether the business is compliant or in violation. More severe or repeated violations will immediately escalate enforcement to a Notice of Violation or other action suitable to the situation as discussed below.

INOVs carry no penalty assessments in themselves; however, the Notice may contain reference to penalties which may be assessed if compliance is not reached within the required time frame.

Notice of Violation (NOV)

If the discharger fails to come into compliance within the time frame established by the Initial Notice of Violation, a Notice of Violation is issued by the Environmental Compliance Inspector, Program Coordinator, or other City representative. A NOV may also be issued directly for more serious violations or when the discharger's compliance history is marginal (repeated violations of any magnitude). The NOV may include a demand for payment for outside laboratory costs (if any), sampling costs, inspection costs, any other City costs associated with the violation, fines and/or any administrative liabilities accumulated from the due date established in the INOV. Where no prior INOV was issued, a date for permanent correction of the violation will be established. The

NOV shall also require immediate action to correct the violation on an interim basis until permanent measures can be instituted by the discharger.

The NOV is to be hand carried or sent by certified mail to the discharger within five (5) days of receiving verification of the continuation of the violation(s). The Environmental Compliance Inspector will conduct re-sampling within thirty (30) days.

The monthly average for Significant Industrial Users will be taken according to the standards set forth in 40 CFR 136 to determine compliance.

In the case of visual Fats, Oil & Grease sample the NOV is issued at the time the visual sample is done. The discharger is notified to correct the situation immediately and advised the facility will be re-sampled in seven (7) days. If the second sampling event results in another violation a penalty will be assessed upon the discharger for the second violation and any subsequent violations until the facility is brought into compliance. The penalty fee for an improperly maintained grease trap/interceptor is set in the City's Schedule of Sanitation Fees and Charges, which is updated annually.

If the second sample reveals non-compliance, the Director may proceed with one of the following actions:

- Require the discharger to attend an Informal Compliance Meeting to consider alternatives and solutions.
- Amend the existing permit through a Compliance Schedule
- Issue a Cease and Desist Order
- Issue an Administrative Compliance Order
- Commence any enforcement action authorized by Simi Valley Municipal Code Title 6, Chapter 13

Informal Compliance Meeting

At the discretion of the Deputy Director/Environmental Compliance an informal compliance meeting may be scheduled to discuss the continued non-compliance of the business.

The informal Compliance meeting shall include at a minimum the Environmental Compliance Coordinator/Pretreatment, Environmental Compliance Inspector, and the owner or representative of the business. During this meeting the City's expectations for resolving the continued non-compliance will be outlined with specific steps to bring the facility into compliance.

Compliance Schedule

A Compliance Schedule may be issued when it is determined that the Industrial User must install new or modified pretreatment equipment or when a User is required to develop a waste management plan, slug control plan, solvent management plan, or other related plans. Direct authority to issue Compliance Schedules is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.905.

Consent Order

When a violation has not been corrected within the designated time frame, or the discharger's compliance history demonstrates difficulty in maintaining compliance, the discharger may be issued a Consent Order to assure voluntary compliance with the requirements issued to correct the non-compliance. Such orders shall include specific actions to be taken by the Industrial User to correct the non-compliance within a time period also specified by the Order. The Deputy Director/Environmental Compliance will be authorized to enter into an agreement with the discharger to correct the non-compliance. Direct authority to issue Consent Orders is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.906.

Cease and Desist Notice

A Cease and Desist Notice may be issued to any business found in "Significant Non-compliance" as defined in Simi Valley Municipal Code Title 6, Chapter 13. In addition, any business who does not have a permit to discharge and is found discharging or is determined to have the potential, either alone or in conjunction with other discharges, to cause upset, interference, or pass-through at the POTW or cause any damage or blockage whatsoever to collection systems, including impacts on City employee health and safety, discharges hazardous wastes, or has not demonstrated good faith efforts to comply, will be immediately required to cease discharging the wastestream in violation until such time as compliance with the City's Ordinance or permit conditions can be demonstrated by the discharger.

A Cease and Desist Notice may be issued by an Environmental Compliance Inspector, Environmental Compliance Program Coordinator, or Deputy Director/Environmental Compliance. The Inspection Report form will be used to write the Cease and Desist Notice with the original copy being given to the responsible party at the business.

Any business issued a Cease and Desist Notice may request reconsideration within fifteen (15) days of the Notice, and further action will be stayed until a determination by the Director of Public Works, or designee, is made.

Administrative Compliance Order

When a business has violated or continues to violate the Ordinance, discharge permit or an order issued, the City may issue an order to the business responsible for the discharge directing that, following a specified time period, sewer service shall be discontinued unless adequate treatment facilities, devices or other related appurtenances have been installed and are properly operated. Orders may also contain other requirements as might be reasonably necessary and appropriate to address the non-compliance, including but not limited to, the installation of pretreatment technology, additional self-monitoring, and management practices. A Compliance Schedule may be a component of the Administrative Compliance Order to ensure compliance is met in a timely manner. The Director of Public Works or Deputy Director/Environmental Compliance may issue the Administrative Compliance Order.

This order may include a demand to collect administrative liabilities and/or monitoring costs associated with the increased enforcement activity and/or additional maintenance or replacement costs for damage to the treatment facilities or collection systems. This option may be exercised in conjunction with other actions at this level. Fees will be assessed according to the City's Schedule of Sanitation Fees and Charges and actual

costs of treatment, maintenance, repair, or enforcement actions. Fees must be paid within thirty (30) calendar days of receiving notice to do so. In addition, administrative penalties will be assessed anytime a violation of the terms of any administrative order occurs.

Suspension of Discharge Permit

A Wastewater Discharge Permit may be suspended when such suspension is necessary in order to stop any discharge that presents an imminent hazard to the public health, safety or welfare, to the local environment, or which either individually or by interaction with other discharges, is an imminent hazard to the City's sewerage facilities, the storm drain system, or the Waters of the State, or places the City in violation of its NPDES Permit. If the discharger does not comply voluntarily with the Suspension Order, the City may take reasonably necessary steps to ensure compliance. These include, but are not limited to, immediate blockage or disconnection of the discharger's connection to the public sewer. Direct authority to issue suspensions is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.910.

Revocation of Discharge Permit

A Wastewater Discharge Permit may be revoked when it becomes necessary to stop any discharge that presents an imminent hazard to the public health, safety or welfare, to the local environment, or which either individually or by interaction with other discharges, is an imminent hazard to the City's sewerage facilities, the storm drain system, or the Waters of the State, or places the City in violation of its NPDES Permit. No revocation shall be ordered until a notice and hearing on the matter has been held by the Director of Public Works.

Any discharger whose Wastewater Discharge Permit has been revoked shall immediately cease and desist all discharge of any wastewater covered by the permit. The City may disconnect or permanently block the discharger's connection if such action is necessary to ensure compliance with the order of revocation. Direct authority to issue revocations is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.911.

Civil Actions

In addition to the provisions for suspension and revocation of a Wastewater Discharge Permit, the Director of Public Works is authorized to begin civil actions for appropriate relief, including civil liabilities, injunctive relief, or administrative proceedings against any dischargers for any violation of the Ordinance.

Any civil action brought by the Director for enforcement of the provisions of Simi Valley Municipal Code Title 6, Chapter 13 shall, upon a finding by the court of liability, subject the violator to a civil liability of no less than one thousand dollars ($1,000) and no more than twenty-five thousand dollars ($25,000) per day for each violation. In determining the amount, the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

Direct authority to seek civil actions against a discharger is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.916.

Criminal Actions

Any person/discharger who negligently or knowingly violates any of the provisions of Simi Valley Municipal Code Title 6, Chapter 13 is guilty of a misdemeanor punishable by fines and/or imprisonment as provided by law.

Any person/discharger who negligently or knowingly introduces into a public sewer any pollutant or hazardous substance which such person knew or reasonably should have known could cause personal injury or property damage or, other than in compliance with all applicable Federal, State or local requirements or permits, which causes the sewage treatment plant to violate any effluent limitation of condition in a permit issued to the City under the Clean Water Act, shall be punishable by a fine of not less than one thousand dollars ($1,000) per day of violation or by imprisonment for not more than one (1) year or by both.

Any person/discharger who knowingly makes a false material statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this Ordinance or who knowingly falsifies, tampers with or renders inaccurate any monitoring device or method required to be maintained under this Ordinance is guilty of a misdemeanor punishable by fines and/or imprisonment as provided by law.

Direct authority to seek criminal actions against a discharger is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.918.

Administrative Liability

Whenever, on the basis of any information available, the Director finds that any person/discharger has violated any of the provisions of Simi Valley Municipal Code Title 6, Chapter 13 or any permit condition or limitation of any permit issued, the Director is empowered to assess administrative liabilities as established in the Schedule of Sanitation Fees and Charges adopted by separate Ordinance. Direct authority to assess administrative liabilities on a discharger is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.917.

Lien on Property

Any fees or liabilities imposed on a discharger in accordance with Simi Valley Municipal Code Title 6, Chapter 13 that remain unpaid for a period exceeding 60 days, may become a lien against the property that is subject to the fees and liabilities. The County Tax Collector will be sent a notice of lien on the property and the unpaid balance will be subject to interest of 10% per year if not paid.

Additional Emergency Remedial Measures

In the event a discharge presents an imminent hazard to the public health, safety or welfare, or is an imminent hazard to the City's sewerage facilities, or places the City in violation of its NPDES Permit, the Director, or designee, has the full power and authority to take any necessary precautions to protect life and/or property, or prevent further damage resulting from the discharge. Direct authority to take emergency remedial measures against a discharger is incorporated into Simi Valley Municipal Code Title 6, Chapter 13, Section 6-13.913.

SECTION 6

SEWER USE ORDINANCE EVALUATION

This section of the Enforcement Response Plan evaluates the enforcement authority and responses authorized by the Simi Valley Municipal Code. A companion Ordinance, Schedule of Sanitation Fees and Charges, is revised and adopted yearly by the City Council.

Table 1 discloses the current authority, penalties, and constraints of the enforcement response mechanisms currently in use by the City of Simi Valley.

TABLE 1

EVALUATION OF CURRENT ENFORCEMENT RESPONSES

MECHANISM	**AUTHORITY**	**PENALTY LIMIT**	**COMMENTS**
Initial Notice of Violation	6-13.903	No Penalty Fees	Initial violations, borderline or insignificant violations
Notice of Violation	6-13.903	See current Schedule Sanitation of Fees	Repeated or severe violations.
Informal Compliance Meeting	6-13.904	No Penalty Fees	Defines steps/actions needed to become compliant
Compliance Schedule	6-13.905	No Penalty Fees	Used to amend the permit for compliance schedule or as a first step in civil liability clause
Consent Order	6-13.906	No Penalty Fees	Requires specific actions be taken by discharger
Cease & Desist	6-13.907	No Penalty Fees in itself, but may be used in conjunction with other penalties or cost recovery	Voluntary compliance is required
Administrative Compliance Order	6-13.908	No Penalty Fees	Issues requirements on the discharger
Suspension of Permit	6-13.910	No Penalty Fees	Imminent hazard must be present. Subject to request for Hearing and appeals to Director of Public Works
Revocation of Permit	6-13.911	No Penalty Fees	Imminent hazard must be present. Subject to request for Hearing and appeals to Director of Public Works.
Administrative Liability	6-13.917	See current Schedule Sanitation of Fees	May be used in conjunction with other mechanisms

MECHANISM	AUTHORITY	PENALTY LIMIT	COMMENTS
Civil Liability	6-13.916	$1,000 to $25,000 per day for each violation. Appropriate relief, i.e. injunction relief, civil liabilities.	Requires order by the Director of Public Works and the City Attorney. Requires allowance for correction of violation by notice within specified time frame.
Criminal Violations	6-13.918	Punishable by fines and/or imprisonment as provided by law.	Must demonstrate person knew or reasonably should have known discharge could cause personal injury or property damage and causes violation of NPDES permit. Or that a false statement or misrepresentation was made or tampers with monitoring device.
Lien on Property	6-13.919	Subject to 10% interest rate for outstanding fees, penalties.	Requires assessment through the assessor and tax collector, for delinquent fees only.
Emergency Remedial Measures	6-13.913	Cost of actions. Termination of sewer service as needed.	Imminent hazard must be present, used to prevent property damage or when City's permit is violated.

ENFORCEMENT RESPONSE GUIDE			
NON-COMPLIANCE	**NATURE OF THE VIOLATION**	**ENFORCEMENT RESPONSES**	**RESPONSIBILITY**
UNAUTHORIZED DISCHARGES			
1. Unpermitted discharge without knowledge or intent (no permit)	IU unaware of requirement; no harm to POTW/environment	Inspection, issue Warning with application requirement.	Inspector, Coordinator
(with or without permit)	IU unaware of requirement; harm to POTW	On-site verbal Cease and Desist Notice	Inspector
		Cease and Desist with Administrative Liability, cost recovery	Coordinator, Deputy Director
		Civil Action	City Attorney
		Intended Order of Suspension	Director of PW
2. Unpermitted discharge with intent, negligence or knowledge (failure to renew permit)	IU has not submitted application or fees within 60 calendar days of expiration date.	Failure to Submit Notice	Inspector, Management Analyst
	Within 30 calendar days of expiration date IU has not submitted application or fees.	Second Notice of Failure to Submit	Inspector, Management Analyst
	IU has not submitted application and fees by the expiration date.	Third Notice of Failure to Submit	Inspector, Management Analyst
	Failure to apply continues to permit expiration date	Phone Call, Site Visit	Inspector, Management Analyst
	Ignores all requests/demands of POTW for compliance	On-site verbal Cease and Desist Notice and/or	Inspector
		Formal Cease and Desist Notice and/or	Deputy Director, Director of PW,
		Civil Action, or	City Attorney
		Criminal Investigation, or	
		Terminate Service	Director of PW
IU RESPONSES			
1. Request for reconsideration to Director of Public Works		Action upheld or denied	Director of PW
2. Appeal to City Manager		Action upheld or denied	City Manager

NON-COMPLIANCE	NATURE OF THE VIOLATION	ENFORCEMENT RESPONSES	RESPONSIBILITY
DISCHARGE LIMIT VIOLATION			
1. Exceed local limit	Isolated; not significant	Initial Notice of Violation	Inspector
	Isolated; significant (no harm)	Notice of Violation, or Administrative Order to develop spill prevention plan and Administrative Liability	Inspector, Coordinator
	Isolated; harm to POTW and/or environment	Cease and Desist Notice and Admin Liability, or Order to Appear for Hearing, or Civil Action	Inspector, Coordinator, Deputy Director, Director of PW, City Attorney
	Recurring; no harm to POTW and/or environment	Notice Violation with Administrative Liability, or Cease and Desist Notice, or Administrative Order with Compliance Schedule	Deputy Director, Coordinator
	Recurring; significant – harm to POTW and/or environment	Administrative Order with Administrative Liability, or Intended Order of Suspension, or Civil Action, or Terminate Service	Deputy Director, Director of PW, City Attorney
2. Exceed Federal limit	Isolated; not significant	Notice of Violation	Inspector
	Isolated; significant (no harm)	Notice of Violation with Administrative Liability	Coordinator
	Isolated; harm to POTW and/or environment	Cease and Desist Notice with Admin Liability, or Order to Appear for Hearing, or Civil Action	Inspector, Coordinator, Deputy Director, Director of PW, City Attorney
	Recurring; no harm to POTW and/or environment	Notice Violation with Administrative Liability, or Cease and Desist Notice, or Administrative Order with Compliance Schedule	Deputy Director, Coordinator
	Recurring; significant – harm to POTW and/or environment	Cease and Desist Notice and Admin Liability, or Intended Order of Suspension, or Civil Action, or Terminate Service	Deputy Director, Director of PW, City Attorney

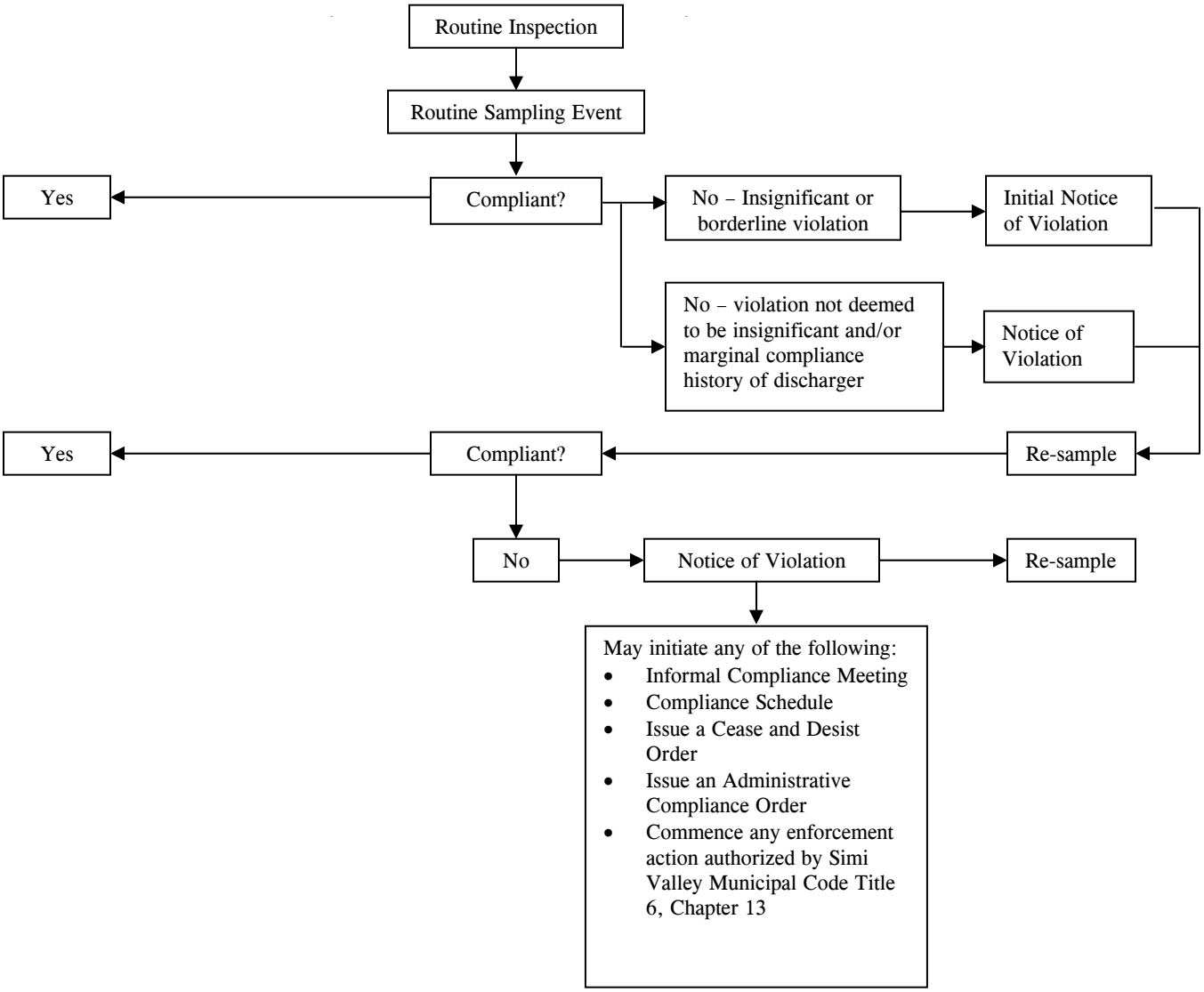
NON-COMPLIANCE	NATURE OF THE VIOLATION	ENFORCEMENT RESPONSES	RESPONSIBILITY
IU RESPONSES			
1. Request for reconsideration to Director of Public Works		Action upheld or denied	Director of PW
2. Appeal to City Manager		Action upheld or denied	City Manager
MONITORING AND REPORTING VIOLATIONS			
1. Reporting violation	Report is improperly signed or certified	Phone call or Warning Notice	Inspector
	Report is improperly signed or certified after notice by POTW	Administrative Order with Administrative Liability	Deputy Director
	Isolated; no significant (e.g. 5 days late)	Phone call; written notice	Inspector, Coordinator
	Significant (e.g., report 30 days or more late)	Administrative Order to submit with Administrative Liability for each additional day late	Deputy Director
	Reports are late or no reports submitted	Administrative Order with Administrative Liability, or Order to Appear for Hearing, or Civil Action	Deputy Director, Director of PW, City Attorney
	Failure to report spill or changed discharge (no harm to POTW and/or environment)	Warning Notice, or Notice of Violation	Inspector, Coordinator
	Failure to report spill or changed discharge (harm to POTW and/or environment)	Administrative Order with Administrative Liability and cost recovery, or Civil Action	Deputy Director, Director of PW, City Attorney
	Repeated failure to report spills	Cease and Desist Notice and Administrative Liability, or Civil Action	Deputy Director, Director of PW, City Attorney
	Falsification	Criminal investigation Terminate service	Deputy Director, Director of PW
2. Failure to monitor correctly	Failure to monitor all pollutants as required by permit	Phone call, Warning Notice, or Notice of Violation	Inspector, Coordinator
	Recurring failure to monitor	Administrative Order with Administrative Liability Civil Action	Deputy Director, Director of PW, City Attorney

NON-COMPLIANCE	NATURE OF THE VIOLATION	ENFORCEMENT RESPONSES	RESPONSIBILITY
MONITORING AND REPORTING VIOLATIONS (Continued)			
3. Improper sampling	Evidence of intent	Notice of Violation with Administrative Liability Criminal investigation Terminate service	Coordinator, Deputy Director, Director of PW, City Attorney
4. Failure to install monitoring equipment	Delay of less than 30 days	Warning Notice Notice of Violation with Administrative Liability	Inspector, Coordinator, Deputy Director
	Delay of 30 days or more	Administrative Order to install with Administrative Liability for each additional day late	Coordinator, Deputy Director
	Recurring, violation of Administrative Order	Civil Action Criminal investigation Terminate service	Deputy Director, Director of PW, City Attorney
5. Compliance Schedules (in permit)	Missed milestone by less than 30 calendar days, or will not affect final milestone	Notice of Violation with Administrative Liability	Inspector, Coordinator
	Missed milestone by more than 30 calendar days, or will affect final milestone (with good cause for delay)	Administrative Order with Administrative Liability	Coordinator, Deputy Director
	Missed milestone by more than 30 calendar days, or will affect final milestone (without good cause for delay)	Order to Appear for Hearing Civil Action Terminate service	Deputy Director, Director of PW, City Attorney
	Recurring violation of permit deadline or violation of schedule in Administrative Order	Civil Action Criminal investigation Terminate service	Deputy Director, Director of PW, City Attorney
IU RESPONSES			
3. Request for reconsideration to Director of Public Works		Action upheld or denied	Director of PW
4. Appeal to City Manager		Action upheld or denied	City Manager

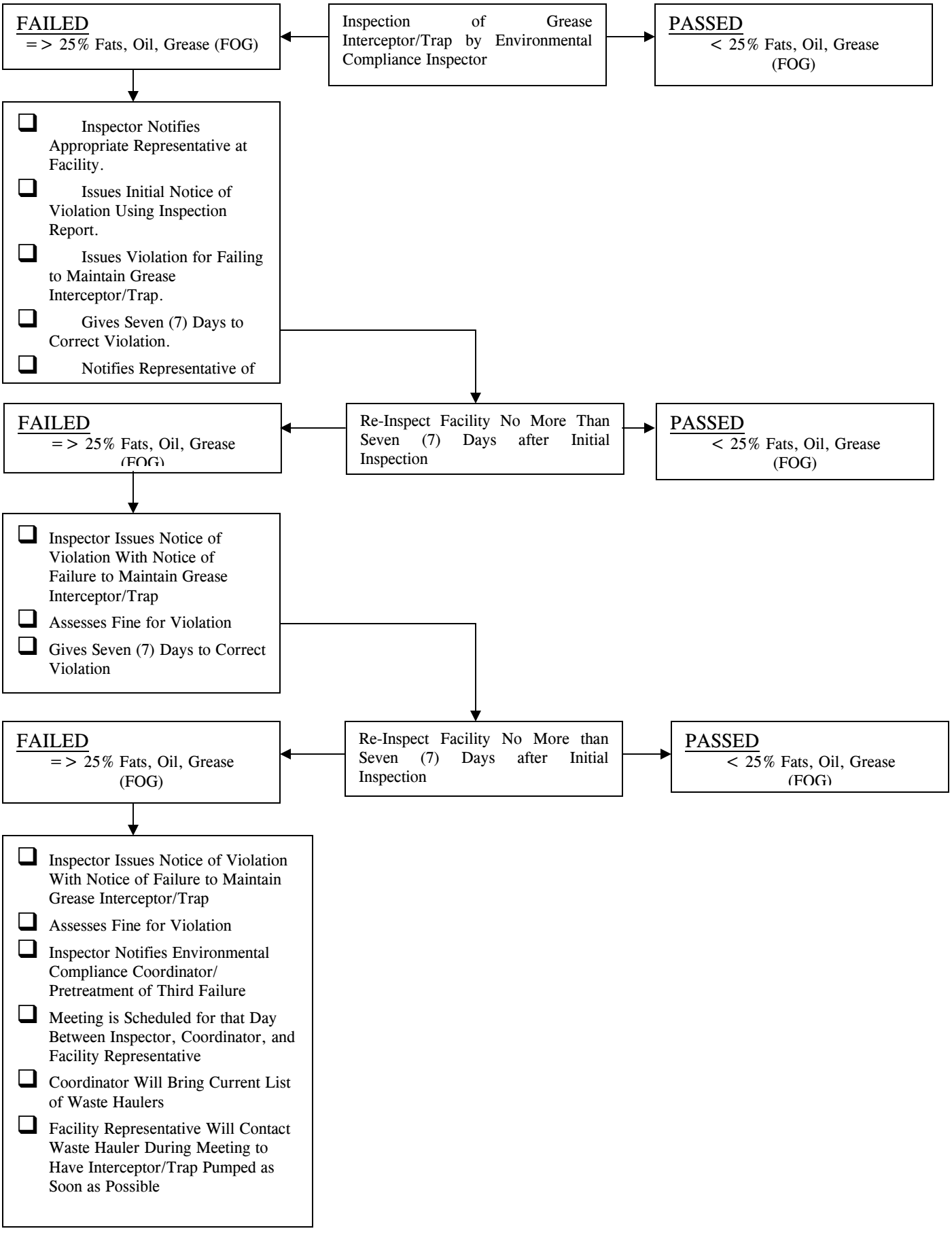
NON-COMPLIANCE	NATURE OF THE VIOLATION	ENFORCEMENT RESPONSES	RESPONSIBILITY
OTHER PERMIT VIOLATIONS			
1. Wastestreams are diluted in lieu of treatment	Initial violation	Notice of Violation Administrative Order with Administrative Liability	Inspector, Coordinator, Deputy Director
	Recurring	Order to Appear for Hearing Terminate service	Deputy Director, Director of PW
2. Failure to mitigate non-compliance or halt production	Does not result in harm to POTW and/or environment	Notice of Violation with Administrative Liability	Inspector, Coordinator
	Does result in harm to POTW and/or environment	Cease and Desist Notice with Admin Liability, or Intended Order of Suspension, or Civil Action	Coordinator, Deputy Director, Director of PW City Attorney
	Recurring after Notice	Terminate service, or Civil Action, or Criminal investigation	Deputy Director, Director of PW, City Attorney
3. Failure to properly operate and maintain pretreatment facility	Does not result in harm to POTW and/or environment	Notice of Violation with Administrative Liability	Inspector, Coordinator, Deputy Director
	Does result in harm to POTW and/or environment	Cease and Desist Notice with Admin Liability, or Intended Order of Suspension, or Civil Action	Coordinator, Deputy Director, Director of PW, City Attorney
	Recurring after Notice	Terminate service, or Civil Action, or Criminal investigation	Deputy Director, Director of PW, City Attorney

NON-COMPLIANCE	NATURE OF THE VIOLATION	ENFORCEMENT RESPONSES	RESPONSIBILITY
VIOLATIONS DETECTED DURING SITE VISITS			
1. Entry denial	Entry denied or consent withdrawn, copies of record denied		
	IU not under permit, no illegal activity suspected	Warning Notice Notice of Violation with Administrative Liability	Inspector, Coordinator, Deputy Director
	IU not under permit, illegal activity suspected	Obtain Warrant, or Cease and Desist Notice	Inspector, Coordinator, Deputy Director
	IU not under permit, illegal activity suspected	Obtain Warrant, or Administrative Order with Administrative Liability Criminal investigation	Inspector, Coordinator, Deputy Director, Director of PW, City Attorney
2. Illegal discharge	No harm to POTW and/or environment	Administrative Order with Administrative Liability Order to Appear for Hearing to Suspend Permit	Inspector, Coordinator, Deputy Director
	Discharge causes harm to POTW and/or environment or evidence of intent/negligence	Cease and Desist Notice with Administrative Liability Civil Action Criminal investigation	Coordinator, Deputy Director, Director of PW, City Attorney
	Recurring violations of Administrative Order	Terminate service	Coordinator, Deputy Director, Director of PW, City Attorney
IU RESPONSES			
5. Request for reconsideration to Director of Public Works		Action upheld or denied	Director of PW
6. Appeal to City Manager		Action upheld or denied	City Manager

ENFORCEMENT FLOW CHART



VISUAL FATS, OIL AND GREASE INSPECTION FLOW CHART



CITY OF SIMI VALLEY
DEPARTMENT OF PUBLIC WORKS
SANITATION ENGINEERING SECTION

MANUAL & STANDARD PLANS FOR THE DESIGN AND CONSTRUCTION OF SANITARY SEWERAGE FACILITIES

DATE: TBD

MANUAL & STANDARD PLANS
FOR THE DESIGN AND CONSTRUCTION
OF SANITARY SEWERAGE FACILITIES

DATE: TBD

UPDATED BY:

Ramona Mejia
Sr. Engineering Technician/Sanitation
Department of Public Works

REVIEWED BY:

Michelle Elorde, PE
Senior Engineer/Sanitation
Department of Public Works

RECOMMENDED BY:

Michael Kang, P.E.
Principal Engineer/Sanitation
Department of Public Works

APPROVED BY:

Joe Deakin, P.E.
Assistant Director
Public Works/Utilities
Department of Public Works

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Purpose:

The City of Simi Valley (City), Department of Public Works, establishes uniform policies and procedures for the design and construction of sanitary sewerage facilities within City right-of-way and on projects subject to approval by the City, including areas outside the City limits that are within the Sanitation service area.

It is not the intent of this manual that any standard of conduct or duty toward the public be created or imposed by the publication of this manual. **The manual is not a textbook or a substitute for engineering knowledge, experience, or judgment.** The methods and procedures contained herein shall be reviewed by the engineer using them to assure they are applicable to the project under design or construction. The engineer may request a variance, in writing, from standards as provided in the manual. Amendments to this publication may be issued; the users of this publication should check with the City to insure that they have the current edition of each page.

The following publications have been adopted by the City for regulating the design and construction of sanitary sewer systems. If there is a conflict between or among these documents, the document of highest precedence shall control.
The order of precedence shall be as follows:

1. City Sewerage Design and Construction Standards (Manual)
2. Ventura County Sewerage Manual (VCSM)
3. Standard Specifications for Public Works Construction (SSPWC), latest edition

The scope of each publication is contained within each respective publication. The City Sewerage Manual shall be used as the general requirement in the design and construction of sewerage systems within the City of Simi Valley. With the City's approval, materials in VCSM and SSPWC may be referenced in plans and specifications and used to supplement the requirements of this manual.

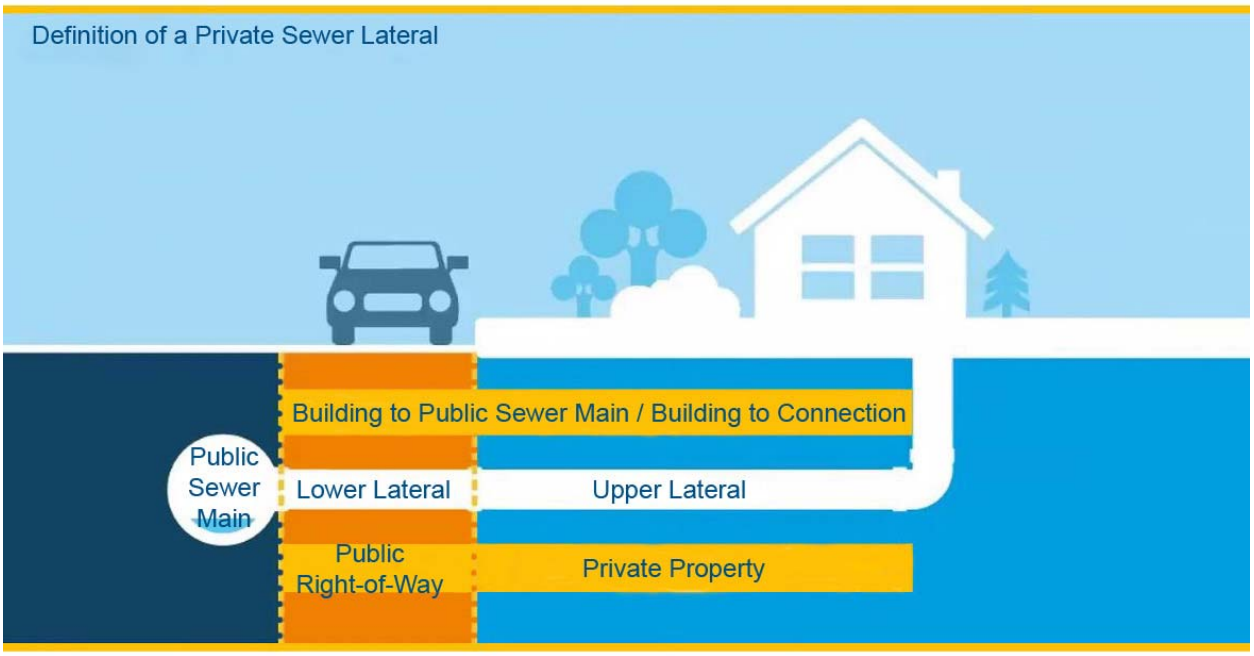
REVISIONS

When revisions are made and approved to the manual, they will be issued to registered holders of this manual who have paid the fee for keeping the manual up-to-date. Each time a revision is made, the revision index sheet will be reissued showing the date of the currently active pages in the book.

Page No.	*Rev. 1 Date Approved*	*Rev. 2 Date Approved*	*Rev. 3 Date Approved*	*Rev. 4 Date Approved*	*Rev. 5 Date Approved*	*Rev. 6 Date Approved*

This Sewer Lateral Policy establishes various criteria and verification procedures necessary for the City to ascertain whether plumbing expenses for the sewer lateral line repairs are reimbursable to the property owner.

The main public sewer line in the street is owned and maintained by the City. However, the connecting sewer lateral line running from the house/building to the main sewer line in the street is owned and maintained by the property owner. It is the responsibility of the property owner to properly maintain the sewer lateral line. Internal problems in the sewer lateral line, such as internal blockages, misalignments, or deterioration, are the property owner's responsibility.



Tree roots themselves are not generally able to penetrate a properly maintained sewer lateral line without a pre-existing entryway. Inferior materials, poor installation and/or maintenance may cause the sewer lateral line and/or seals to decay, disintegrate or otherwise deteriorate, loosen joints, develop fissures, spaces, openings, and/or other potential entryways for tree roots: such entryways may leak and discharge sewage into the ground, in violation of the City of Simi Valley Municipal Code, Section 6-6.06.

If a property owner believes that roots from a City-owned tree may have caused damage to a properly maintained and sealed private sewer lateral line, and wishes to be reimbursed for the necessary repair/replacement work, the property owner must complete the following steps so that the City may investigate, verify the facts, and evaluate the circumstances:

1. Whether the private sewer line lateral repair or replacement work is to be done within private property (Upper Lateral) or public right-of-way (Lower Lateral), the property owner or contractor must contact the City of Simi Valley Sanitation Division at (805) 583-

6440, 24-hours prior to any work, for the City's inspection of the roots and sewer lateral line. **If this step is not followed, the City's staff will be unable to confirm the cause of the problem, and the property owner will not receive reimbursement consideration**.

2. If sewer lateral line repair/replacement work is to be done within the public right-of-way, the property owner's A-licensed contractor must first obtain an Encroachment Permit from the Public Works Department by calling (805) 583-6786.

3. All sewer lateral line work must follow the City's guidelines for evacuation, including the City's "Procedures for Trenching or Construction Near Trees" available through the Public Works Department.

4. The property owner's contractor must, in the presence of the City Inspector(s), uncover the sewer lateral line, not removing it or any roots, in order to allow for proper inspection and tracing of tree roots. The City Inspector(s) will check the sewer lateral line for its condition; including whether improperly sealed or failed joints, pipe damage or deterioration have caused root entryways. The inspection will also include review of the type and age of pipe materials, the proper installation and maintenance, and whether earthquake movement may have damaged the sewer lateral line or otherwise caused root entryways, as the City is not responsible for the consequences of earthquakes or sewer lateral line deterioration.

5. In the event that the City Inspector determines that a City-owned tree has caused damage to an otherwise properly maintained and sealed sewer lateral line, the City will request a reasonable cost estimate from a qualified and appropriately licensed, insured, and bonded contractor, for the repair work. The City will consider reimbursement for only that portion of the sewer lateral line repair work damaged by City property.

WHERE THERE IS NO INSPECTION, THERE IS NO REIMBURSEMENT!

However none of the above is intended to preclude the property owner or contractor/plumber from cleaning the sewer lateral line to reestablish drainage. Should you have any questions or need further assistance, please call (805) 583-6440.

I have received a copy of the City of Simi Valley Sewer Lateral Policy:

SIGNATURE: RESIDENT/PROPERTY OWNER	ADDRESS	PHONE NUMBER
DATE	ISSUED BY	DATE

ORDINANCE NO. 1170

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIMI VALLEY ADDING CHAPTER 13 TO TITLE 6 OF THE SIMI VALLEY MUNICIPAL CODE REGULATING SEWER USE AND REPEALING ORDINANCE SD-47

WHEREAS, this ordinance sets forth uniform requirements for Users of the City of Simi Valley's Publicly Owned Treatment Works and enables the City to comply with all applicable State and Federal laws, including the Clean Water Act of 1977 and the General Pretreatment Regulations (40 CFR Part 403); and

WHEREAS, in the exercise of its legal authority, the City Council is required to establish regulatory and informational procedures to protect the publicly owned treatment works, the public, and the environment as provided by State and Federal law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIMI VALLEY DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 13 is hereby added to Title 6 of the Simi Valley Municipal Code to read as follows:

Article 1. General Provisions

Sec. 6-13.101. Purpose.

This Chapter sets forth uniform requirements for direct and indirect use of the Wastewater collection and treatment system of the City to comply with all applicable Federal and State standards required by the Clean Water Act of 1977, and all related and applicable Federal, State, or local regulations and grant conditions, as they are now constituted, or as they may hereafter be amended or recodified.

Sec. 6-13.102. Objectives.

The objectives of this Chapter are:

(a) To prevent the introduction of Pollutants into the Publicly Owned Treatment Works (POTW) that will interfere with its operation;

(b) To prevent the introduction of Pollutants into the POTW that will pass through the POTW, inadequately treated, into Receiving Waters, or otherwise be incompatible with the POTW;

(c) To protect both POTW personnel, who may be affected by Wastewater and sludge in the course of their employment, and the public;

(d) To promote reuse and recycling of Industrial Wastewater and sludge from the POTW;

(e) To provide for equitable distribution of the total cost of the City's Sewerage System and all related programs through the establishment of fair and equitable fees, charges, and penalties;

(f) To regulate direct and indirect Users of the City's Sewerage System through the issuance of Permits to certain nondomestic Users and through enforcement of general requirements for all other Users;

(g) To provide for monitoring and enforcement activities; and

(h) To enable the City to comply with its National Pollutant Discharge Elimination System (NPDES) Permit, sludge and/or biosolids use and disposal requirements, and any other Federal, State, or local laws to which the POTW is subject.

Sec. 6-13.103. Policy.

The City protects the health, welfare, and safety of the local residents, City employees, and the environment by constructing, operating, and maintaining a system of local Sewers, Trunk Sewers and interceptors, and Liquid Waste treatment and disposal facilities that service the homes, industries, and commercial establishments throughout the City and surrounding environments as required by Federal, State, and local law. The following basic policies apply to Sanitary Sewage, Liquid Waste, and Industrial and Process Wastewater discharged into the Sewerage System and disposal works of the City.

(a) The highest priority and best use of the Sewerage System is the collection, treatment, and reclamation or disposal of Sanitary Sewage. The use of the Sewerage System for Industrial and Process Wastewater Discharges is subject to regulation by the City.

(b) In accordance with the policies and goals of the Pollution Prevention Act of 1990 (42 USC 13101 et seq.) and the Hazardous Waste Source Reduction and Management Review Act of 1989 (California Health and Safety Code Section 25244.12, et seq.), industry is urged to seek source reduction, waste minimization, pollution prevention, and/or recovery and reuse procedures to meet the limitations set on Industrial and Process Wastewater Discharges rather than those procedures designed solely to meet Discharge limitations.

(c) The City is committed to a policy of Wastewater reclamation and reuse in order to provide an alternate source of water supply and to reduce overall costs of Wastewater treatment and disposal. The reclamation of Wastewater through Wastewater treatment processes may necessitate more stringent quality requirements on Industrial and Process Wastewater Discharges as the demand for reclaimed water increases. Optimum use of City facilities may require the Discharge of Wastewaters during periods of low flow in the Sewerage System as established by the City.

(d) Provisions are made in this Chapter to regulate Industrial and Process Wastewater Discharges, to comply with Federal and State government requirements and policies and to meet increasingly higher standards of treatment plant Effluent quality and environmental considerations. This Chapter establishes quantity and quality limitations on Sanitary Sewage, Liquid Waste, and Industrial and Process Wastewater Discharges where such Discharges may adversely affect the Sewerage System or the Effluent quality. It is the intent of these limitations to improve the quality of Wastewater being received for treatment and to encourage water conservation by all Users connected to a Public Sewer. It is the City's policy to discourage an increase in the quantity or mass emission of waste Pollutants being discharged. This Chapter also provides for regulation of the degree of Wastewater Pretreatment required, the issuance of Permits for Industrial and Process Wastewater Discharge, connections, and other miscellaneous Permits and the establishment of penalties for violations of the Chapter.

(e) Cost recovery methods are established where Industrial and Process Wastewater Discharges impose collection system treatment or disposal costs on the City, which are unfair and/or inequitable to all Users of the system.

Sec. 6-13.104. Availability of Sewerage Facilities.

If Sewerage capacity is not available, the Director may restrict Discharge until sufficient capacity can be made available. When requested, the Director may advise Industrial Wastewater Users desiring to locate new facilities as to the areas where Wastewater of their quantity and quality can be received by available Sewerage facilities. The Director may refuse immediate service to new facilities where their proposed quantity or quality of Wastewater would not meet the standards of this Chapter.

Sec. 6-13.105. Sampling Requirements.

All Wastewater analysis is to be performed by a State Department of Public Health approved laboratory by the appropriate procedures set forth in 40 CFR 136.

Sec. 6-13.106. General Record Keeping Requirements.

All Users subject to the reporting requirements of this Chapter must retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this Chapter, any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements, and documentation associated with BMPs. Records must include the date, exact place, method, and time of sampling, 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 must remain available for a period of at least three (3) 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 Director.

Sec. 6-13.107. Notices to Employees.

In order that employees of Users are informed of City requirements, Users must make available to their employees copies of this Chapter and other Wastewater and pollution prevention information and notices, which were furnished by the City. A legible, understandable, and conspicuously placed notice must be permanently posted on the User's bulletin board or other prominent place advising employees to notify the Director immediately in the event of an Uncontrolled Discharge and to provide the information listed below. In the event a majority of the User's employees use a language other than English as a primary language, the User must have the notice worded in both English and the primary language(s) involved. The notice must set forth the current phone number of the Director and must identify the following as the minimum necessary information that is to be provided to the Director:

(a) Time, location, type, concentration, volume, and cause, if known, of the Discharge.

(b) Corrective action taken.

Employers must advise all employees in a position to cause or allow an Uncontrolled Discharge to occur of all notification requirements.

Sec. 6-13.108. Definitions.

Whenever in this Chapter the following terms are used, they shall have the meaning respectively assigned to them in this Chapter unless another meaning for the word is apparent from the context. The definitions in this Chapter are included for reference purposes and are not intended to narrow the scope of the definitions set forth in Federal, State, or local laws or regulations.

(a) “Act” means the Federal Water Pollution Control Act, also known as the Clean Water Act of 1977, as amended 33 USC 1251 et seq.

(b) “Approval Authority” means the EPA, the California State Water Resources Control Board, or the Los Angeles Regional Water Quality Control Board.

(c) “Authorized Representative of the User” means:

(1) If the User is a corporation:

(i) The president, secretary, treasurer, or a 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 operating facilities, provided:

a) The manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations;

b) The manager must be authorized to initiate and direct other comprehensive measures to assure long-term compliance with environmental laws and regulations;

c) The manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for Permit requirements; and

d) The manager has been assigned or delegated authority to sign documents in accordance with corporate procedures.

(2) If the User is a partnership, a general partner.

(3) If the User is a sole proprietorship, the proprietor.

(4) If the User is a Federal, State, or local governmental facility, a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(5) The individuals described above may designate an Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the Discharge originates or has overall responsibility for environmental matters for the company, and the written authorization is submitted to the Director.

(d) "Available Sewer" means an existing Public Sewer line within 200 feet of a property line, which has been determined by the Director to have the capacity to accept the proposed Discharge.

(e) "Biohazardous Waste" means waste as defined in California Health and Safety Code 117635.

(f) "Bleedoff" means the circulating water in the cooling tower that is discharged to help keep the dissolved solids concentration of the water below a maximum allowable limit.

(g) "Blowdown" means the discharge of water with high concentrations of accumulated solids from boilers or condensate.

(h) "BMPs" means Best Management Practices, which are defined as schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in this Chapter. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

(i) "BOD" means Biochemical Oxygen Demand, which is defined as the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20 degrees Celsius.

(j) "Bypass" means the intentional diversion of a waste stream from any portion of a User's Pretreatment Facility.

(k) "Categorical Pretreatment Standard" means any regulation containing Pollutant Discharge limits promulgated by EPA in accordance with 33 USC 1317 Sections 307(b) and (c) that apply to a specific category of Users and which appear in 40 CFR 405-471.

(l) "CCR" means the California Code of Regulations that is defined as a publication of the State of California government containing finalized State regulations.

(m) "Cesspool" means any device for the treatment of Sanitary Sewage, which discharges treated or untreated Sanitary Sewage into the surrounding ground.

(n) "CFR" means Code of Federal Regulations, which is defined as a publication of the United States government that contains finalized Federal regulations. "CFR" means Code of Federal Regulations, which is defined as a publication of the United States government that contains finalized Federal regulations.

(o) "Chemical Toilet" means a portable, self-contained toilet containing a chemical solution to deodorize the waste.

(p) "Chronic Violation" means a violation of the Wastewater Discharge limits in which 66 percent (66%) or more of all of the Wastewater measurements taken for the same Pollutant parameter during a 6-month period exceed, by any magnitude, a numeric Pretreatment Standard, Pretreatment Requirement, or Instantaneous Limits.

(q) "City" means the City of Simi Valley.

(r) "City Manager" means the City Manager of the City of Simi Valley or designee.

(s) "COD" means Chemical Oxygen Demand, which is defined as a measure of the oxygen required to oxidize compounds, both organic and inorganic, in water.

(t) "Compliance Schedule" means the time period allowed by the City for the User to comply with Permit conditions or Discharge requirements.

(u) "Composite Samples" means a combination of individual samples of Wastewater taken at selected intervals, in time or volume, to minimize the variability of the individual sample.

(v) "Contamination" means an alteration of the quality of the water by Pollutants to a degree that creates a hazard to the public health or environment.

(w) "Control Authority" means the City.

(x) "Council" means the City Council of the City of Simi Valley.

(y) "County" means the County of Ventura, State of California.

(z) "Deputy Director/Environmental Compliance" means the manager of the Environmental Compliance Division of the City, or designee.

(aa) "Director" means the Director of Public Works of the City, or designee.

(bb) "Discharge" means the introduction of Wastewater into a POTW from any non-domestic source.

(cc) "Discharger" means any person or entity that discharges or causes a Discharge of Wastewater to the Sewerage System of the City.

(dd) "Domestic" means Wastewater that is comprised of Sanitary Sewage from a residential source.

(ee) "Effluent" means the Wastewater or other liquid, untreated, partially treated, or completely treated, flowing to a reservoir, basin, treatment process, collection system, treatment plant, or receiving stream.

(ff) "EPA" means the United States Environmental Protection Agency.

(gg) "Equivalent Dwelling Unit" means the unit of measure, which is based on the flow characteristics of an average single-family residence in terms of Sanitary Sewage quantity and Pollutant quality.

(hh) "Existing Source" means any source of Discharge that is not a "New Source".

(ii) "Grab Sample" means a single sample taken from a waste stream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.

(jj) "Gravity Separation Interceptor" means a tank or basin in which Wastewater is held for a period of time during which the heavier solids settle to the bottom and the lighter materials will float to the water surface. Gravity Separation Interceptor shall also mean a settling tank or sedimentation basin that is designed to treat the Pollutant(s) of concern.

(kk) "Grease Interceptor" means a plumbing device designed to separate and retain most fats, oils, greases, and solids, excluding sanitary wastes, before entering the Sewerage System. Smaller versions of Grease Interceptors are commonly known as grease traps.

(ll) "Hazardous Waste" means a waste that meets any of the criteria for the identification of a Hazardous Waste adopted by any Federal or State agency, whichever criteria is most stringent.

(mm) "HM" means Hazardous Materials.

(nn) "Industrial Waste(s)" means any solid, radioactive or gaseous waste substance discharged or permitted to escape from any producing, manufacturing, processing, institutional, commercial, agricultural, or other operation, or from the development, recovery, or processing of any material resource which will enter into the Public Sewers.

(oo) "Industrial Wastewater" means any Liquid Waste substance discharged, flowing or permitted to escape from any producing, manufacturing, processing, institutional, commercial, agricultural, or other operation, or from the development, recovery, or processing of any material resource which will enter into the Public Sewers. Industrial Wastewater shall include Process Wastewater.

(pp) "INOV" means Initial Notice of Violation.

(qq) "Instantaneous Limit" means the maximum concentration of a Pollutant allowed to be discharged at any time, determined from the analysis of any Grab or Composited Sample collected, independent of the industrial flow rate and the duration of the sampling event.

(rr) "Interference" means a Discharge which, alone or in conjunction with a Discharge or Discharges from other sources, both inhibits or disrupts the POTW, its treatment processes, operations, or its sludge processes, use or disposal, and therefore, is a cause of a violation of the POTW's NPDES permit, including an increase in the magnitude or duration of a violation, or the prevention of sewage sludge use or disposal in compliance with any more stringent State or local regulations as further defined in 40 CFR 403.3(k).

(ss) "Liquid Waste(s)" means the same as Industrial Waste(s).

(tt) "Local Limit(s)" means specific Discharge limits developed and enforced by the City upon industrial or commercial facilities to implement the general and specific Discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).

(uu) "Lower Explosive Limit" means the point where the concentration of a gas in air is sufficient to result in an explosion if an ignition source is present.

(vv) "May" is permissive.

(ww) Medical Waste" means isolation wastes, infectious agents, human blood and blood products, pathological wastes, Sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

(xx) "MM" means minimally monitored.

(yy) "Must" is mandatory.

(zz) "NAICS" means North American Industry Classification System, which is the standard classification system used by Federal statistical agencies in classifying business establishments.

(aaa) "New Source" means:

(1) Any building, structure, facility, or installation from which there is or may be the Discharge of Pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under section 307(c) of the Act that will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that:

(i) The building, structure, facility, or installation is constructed at a site at which no other source is located; or

(ii) The building, structure, facility, or installation totally replaces the process or production equipment that causes the Discharge of Pollutants at an Existing Source; or

(iii) The production or Wastewater generating processes of the building, structure, facility, or installation are substantially independent of an Existing Source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the Existing Source, should be considered.

(2) Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new building, structure, facility, or installation meeting the criteria of (1)(ii) or (iii) above but otherwise alters, replaces, or adds to existing process or production equipment.

(3) Construction of a New Source as defined under this subsection has commenced if the Owner or operator has:

(i) Begun, or caused to begin, as part of a continuous onsite construction program:

a) Any placement, assembly, or installation of facilities or equipment; or

b) Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of New Source facilities or equipment; or

(ii) Entered into a binding contractual obligation for the purchase of facilities or equipment that are intended to be used in its operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

(bbb) "Noncontact Cooling Water" means water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

(ccc) "NOV" means Notice of Violation.

(ddd) "NPDES Permit" means a National Pollutant Discharge Elimination System Permit, which is the regulatory document issued by the State of California as authorized by the EPA.

(eee) "Owner" means any part owner, joint owner, tenant, tenant in common, or joint tenant of the whole or a part of a building or property.

(fff) "Pass Through" means a Discharge which exits the POTW into Waters of the United States in quantities or concentrations which, alone or in conjunction with a Discharge or Discharges from other sources, is a cause of a violation of any requirement of the City's NPDES Permit, including an increase in the magnitude or duration of a violation.

(ggg) "Permit" means any classification of permit issued for the Discharge of Wastewater into the City's POTW.

(hhh) "Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.

(iii) "pH" means a measure of the acidity or alkalinity of a solution, expressed in standard units.

(jjj) "Pollutant" means dredged spoil, solid waste, incinerator residue, filter backwash, Sanitary 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.

(kkk) "POTW" means Publicly Owned Treatment Works, which is defined as a treatment works, as defined by 33 USC 1292 Section 212. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of Sanitary Sewage or Industrial Wastes of a liquid nature and any conveyances, which convey Wastewater to a treatment plant.

(lll) "Pretreatment" means the reduction of the amount of Pollutants, the elimination of Pollutants, or the alteration of the nature of Pollutant properties in Wastewater prior to, or in lieu of, introducing such Pollutants into the POTW.

(mmm) "Pretreatment Facility" means any Industrial Wastewater treatment system consisting of one or more treatment devices designed to remove sufficient Pollutants from waste streams to allow a User to comply with Effluent limits.

(nnn) "Pretreatment Requirement" means any substantial or procedural requirement related to Pretreatment, other than a Pretreatment Standard, imposed on a User.

(ooo) "Pretreatment Standard" means Prohibited Discharge Standards, Categorical Pretreatment Standards, and Local Limits.

(ppp) "Process Wastewater" means any water, which during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, by-product, or waste product from any industrial, commercial, institutional, or agricultural source.

(qqq) "Prohibited Discharge Standards" means absolute prohibitions against the Discharge of certain substances, as specified in this Chapter.

(rrr) "Publicly Owned Treatment Plant" means that portion of the POTW which is designed to provide treatment of municipal Sanitary Sewage and Industrial Wastewater.

(sss) "Public Sewer" means any Sewer dedicated to and accepted for public use and is directly controlled by a public authority.

(ttt) "RCRA" means Resource Conservation and Recovery Act which is defined in 42 USC 6901 et seq.

(uuu) "Receiving Water" means a stream, lake, river, ocean, stormdrain, or other surface or groundwater into which treated or untreated Wastewater is discharged.

(vvv) "Sampling Well" means an approved device attached to a privately owned Sewer for the purpose of sampling and flow measurement.

(www) "Sand and Oil Interceptor" means a device used to separate petroleum based waste, sand, and inert solids from Wastewater, also known as a sand and oil separator.

(xxx) "Sanitary Sewage" means human biological waste and gray water from residential showers, sinks, and laundry operations.

(yyy) "Secondary Containment" means a second barrier or an outer wall of a double enclosure, which is designed to contain any leak or spill from a storage container.

(zzz) "Seepage Pit" means any pit used for the leaching of treated or untreated Sanitary Sewage into the surrounding ground.

(aaaa) "Septic Tank" means a small scale sewage treatment system, common in areas with no connection to main sewage pipes, which is constructed so as to separate solids from the liquid, digest organic matter through a period of detention, and allow the liquid to discharge into the soil outside the tank, Cesspool, or Seepage Pit.

(bbbb) "Settleable Solids" means solids that will settle out of a liquid in a specific time interval as determined by appropriate procedures set forth in 40 CFR 136.

(cccc) "Severe Property Damage" means substantial physical damage to property, damage to the Pretreatment Facilities that causes them to become inoperable, or substantial and permanent loss of natural resources.

(dddd) "Sewer" means a pipe or conduit together with appurtenances for carrying Wastewater.

(eeee) "Sewerage" means any system of Sewers and appurtenances for the collection, treatment, pumping, and disposing of Wastewater.

(ffff) "Sewerage System" means all facilities used for the collection, pumping, transportation, treatment and final disposal of Wastewater.

(gggg) "Shall" is mandatory.

(hhhh) "Sharps" means hypodermic needles, hypodermic syringes, blades, slides, root canal files, orthodontic wires, acupuncture needles, broken glass, and any devices, instruments, or other objects that have acute rigid corners, edges, or protuberances.

(iiii) "SIC" means Standard Industrial Classification, which is the system of classifying industries as identified in the SIC Manual, 1972, Office of Management and Budget and as may be amended.

(jjjj) "SIU" means Significant Industrial User. An SIU is any User who:

(1) Has a waste Discharge subject to Categorical Pretreatment Standards; or

(2) Has an average Discharge flow of 25,000 gallons or more per day of Process Wastewater to the POTW, excluding sanitary, Noncontact Cooling and boiler Blowdown Wastewater; or

(3) Contributes a process wastestream that makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the Publicly Owned Treatment Plant; or

(4) Is designated by the City on the basis that the User:

(i) Has a reasonable potential, either individually or in combination with other contributing industries, for adversely affecting the POTW operation or the quality of Effluent from the treatment works; or

(ii) May cause or threaten to cause the City to violate its NPDES Permit; or

(iii) Has a reasonable potential to violate any Pretreatment Standard; or

(iv) Has in its waste Discharge a Toxic Pollutant.

(kkkk) "Slug" means any Discharge of water, Wastewater or Industrial Waste released in a Discharge at a flow rate and/or Pollutant concentration that has a reasonable potential to cause Interference or Pass Through or cause a violation of the POTW's regulations, Local Limits, or the Prohibited Discharge Standards in the General Pretreatment Regulations.

(llll) "Slug Discharge Control Plan" means a plan designed to prevent the Uncontrolled Discharge of raw Pollutants into the POTW.

(mmmm) "Storm Drain System" means a conveyance structure or system of conveyances including streets, gutters, channels, natural or artificial drains, lined diversion structures, wash areas, inlets, outlets or other facilities, which are part of a tributary to a watercourse or drains directly to an ocean, which is operated, maintained, or controlled by a City, and used for the purpose of collecting, storing, conveying, or disposing of stormwater to Waters of the United States.

(nnnn) "Stormwater" means any surface flow, runoff, or drainage associated with rainstorm events or snowmelt.

(oooo) "TDS" means Total Dissolved Solids, which is defined as the solid matter in solution in Wastewater and shall be determined by evaporation of a Wastewater sample from which all suspended matter has been removed by filtration as determined by the appropriate procedures set forth in 40 CFR 136.

(pppp) "Toxic Pollutant" means those Pollutants, or combination of Pollutants, including disease-causing agents, which after discharge and upon exposure, ingestion, inhalation, or assimilation into any organism either directly from the environment or indirectly by ingestion through the food chain, will, on the basis of information available to the Administrator of the EPA, cause death, disease, behavioral abnormalities, cancer, genetic mutations, physiological malfunctions, or malfunctions in reproduction or physical deformations in such organisms or their offspring. Such Pollutants that have been identified as toxic are listed in 40 CFR 122, Appendix D.

(qqqq) "TRC" means Technical Review Criteria which is defined as a violation in which 33 percent (33%) or more of all of the Wastewater measurements taken for the same

Pollutant parameter during a 6-month period equal or exceed the product of the numeric Pretreatment Standard or Pretreatment Requirement including Instantaneous Limits, multiplied by the applicable criteria. TRC=1.4 for BOD, TSS, fats, oil, and grease, and 1.2 for all other Pollutants except pH.

(rrrr) "Trunk Sewer" means a Sewer maintained and operated by the City that conveys Wastewater to the City treatment facilities.

(ssss) "TSS" means Total Suspended Solids which is defined as the solid matter suspended in Wastewater as determined by appropriate procedures set forth in 40 CFR 136.

(tttt) "Uncontaminated Water" means any water not contaminated or polluted and which is suitable for discharge to the stormwater drainage system.

(uuuu) "Uncontrolled Discharge" means Slug.

(vvvv) "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with Discharge limitations as specified in the User's Permit or this Chapter because of factors beyond the reasonable control of the User.

(wwww) "USC" means United States Code, which is defined as the codification by subject matter of the general and permanent laws of the United States.

(xxxx) "User" means any Person or business that introduces Pollutants into the POTW.

(yyyy) "Waste" means any material or substance, including Wastewater and any other liquid, solid, gaseous, or radioactive materials or substances, associated with human habitation, of human or animal origin, or from any business, commercial, or industrial operation.

(zzzz) "Waste Hauler" means a Person or business that cleans out Septic Tanks, Chemical Toilets, Cesspools, and Sewage Seepage Pits and transports that Waste to a disposal facility.

(aaaaa) "Wastewater" means liquid and water-carried Wastes and Sanitary Sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(bbbbb) "Waters of the United States" means bodies of water as defined in 40 CFR 230.3(s).

Article 2. Use of Sewers: Private Disposal

Sec. 6-13.201. Treatment of Wastewater Required.

It is unlawful for any Person to Discharge or permit to be discharged any Waste, Wastewater or Industrial Wastewater, or substance that results in pollution, contamination or

nuisance to any public or private property, or to any natural outlet or watercourse, except where suitable treatment has been provided in accordance with the provisions of this Chapter, Regional Water Quality Control Board Regulations, and the Act.

Sec. 6-13.202. Private Wastewater Disposal Systems.

It is unlawful to use, construct, or maintain any private Wastewater disposal system including privies, privy vaults, Septic Tanks, Cesspools, Seepage Pits, or any other facility intended or used for the disposal of Wastewater except as allowed for by Federal, State, or local law.

Sec. 6-13.203. New Private Wastewater Disposal Systems.

New private Wastewater disposal systems may be used, constructed, and maintained where no available Sewer exists subject to compliance with this chapter. The type, location, layout, and capacity of the private Wastewater disposal system must meet all requirements and recommendations of the State Department of Public Health, Regional Water Quality Control Board, County Health Department, and the City.

Sec, 6-13.204. Maintenance of Private Wastewater Disposal Systems.

The Owners of private Wastewater disposal systems must operate and maintain those systems to comply with all applicable health regulations.

Sec. 6-13.205. Hazardous or Nuisance Systems.

Whenever State or County health authorities or the City declare an individual private disposal system, or the systems in the area, to be a health hazard or to be creating a public nuisance, the Owners must connect to an available Public Sewer within sixty (60) days. If no available Sewer exists, abative and corrective measures must be accomplished in a timely manner.

Sec. 6-13.206. Separate Industrial Sewers.

The City may establish separate Industrial Wastewater collection systems and may require any User to Discharge its Wastewater only to such designated Sewers. The City may further require any User to separate its Sanitary Sewage from its Industrial Wastewater and deliver each separately to Sewers as designated by the Director.

Article 3. Construction and Maintenance of Sewers

Sec. 6-13.301. Standard Specifications.

All Sewers must be constructed in accordance with the City of Simi Valley's Sewerage Design and Construction Standards. These Standards address jurisdiction, applicable codes, policy, and responsibility and are available through the City's Department of Public Works.

Article 4. Administration

Sec. 6-13.401 Industrial Classifications.

The Director may classify Users by industrial categories and impose an Industrial Wastewater treatment surcharge based upon flow quality and quantity.

Sec. 6-13.402 Public Access to Information and Confidentiality.

Information and data on a User obtained from reports, surveys, Wastewater Discharge Permit applications, individual Wastewater Discharge Permits, and monitoring programs, and from the Director'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 Director, 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 that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes will not be made available for inspection by the public. Any and all information deemed confidential will 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(s) furnishing the report. Wastewater Pollutants and characteristics and other Effluent data, as defined at 40 CFR 2.302, shall not be recognized as confidential information and must be available to the public without restriction.

Sec. 6-13.403. Notice of Noncompliance.

The City will comply with the public participation requirements of 40 CFR 403.8(f)(2)(viii) in the enforcement of National Pretreatment Standards. These procedures must include provisions for no less than annual public notification in a newspaper(s) of general circulation within the jurisdiction(s) served by the POTW of Users, which, at any time during the previous twelve (12) months, were in Significant Noncompliance with applicable Pretreatment Standards or other Pretreatment Requirements.

A User is in Significant Noncompliance if one or more of the following occur:

(a) Chronic Violation of Wastewater Discharge limits;

(b) Technical Review Criteria violations;

(c) Any other violation of a Pretreatment Standard or Pretreatment Requirement that the Director determines has caused, alone or in combination with other Discharges, Interference or Pass Through or endangerment to the health of POTW personnel or the 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 exercise of the Director's emergency authority to halt or prevent such Discharge;

(e) Failure to meet, within ninety (90) days 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, within 45 days after the due date, reports as required in this Chapter;

(g) Failure to accurately report noncompliance; or

(h) Any other violation or group of violations, which may include a violation of BMPs, which the Director determines will adversely affect the operation of the POTW or implementation of the local Pretreatment Program.

Article 5. Prohibitions and Discharge Limitations

Sec. 6-13.501. Prohibited Waste Discharges.

No User shall introduce or cause to be introduced into the POTW any Pollutant or Wastewater that causes Pass Through or Interference. These general prohibitions apply to all Users of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other Federal, State, or local Pretreatment Standards or Pretreatment Requirements. Except as expressly allowed in a Permit, no Person shall Discharge the following to the City's Sewerage facilities, the stormdrain system, or Waters of the United States:

(a) Pollutants which create a fire or explosion hazard in the POTW or its collection system, or wastestreams with a closed cup flashpoint of less than 140° Fahrenheit (60° Celsius) using the test methods specified in 40 CFR 261.21;

(b) Any Wastewater having a pH less than 5 or more than 10 or Wastewater having any other corrosive property capable of causing damage or hazard to persons, structures, or equipment;

(c) Any solid or viscous substances in amounts that will cause obstruction to the flow or cause Interference to the operation of the POTW and in no case solids greater than ½ inch in any dimension;

(d) Any Pollutants, including oxygen demanding Pollutants, released at a flow rate or Pollutant concentration which will cause or contribute to Interference with the POTW;

(e) Wastewater having a temperature greater than 104° F (40° C), or which will inhibit biological activity in the Publicly Owned Treatment Plant resulting in Interference, but in no case shall Wastewater which causes the temperature at the introduction into the Publicly Owned Treatment Plant to exceed 104° F (40° C);

(f) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;

(g) Any Pollutants or substances that result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause health or safety problems;

(h) Noxious or malodorous liquids, gases, solids, or other Wastewater which, either individually or by interaction with other materials, are sufficient to create a public nuisance, hazard to life, or prevents entry by any person to the Sewers for maintenance and repair;

(i) Any trucked or hauled Pollutants, except at discharge points designated by the POTW;

(j) Any Wastewater containing pigment or color that alters the color of the Receiving Waters or creates a visual contrast with the natural appearance of the Receiving Waters causing the POTW to violate its NPDES permit;

(k) At no time shall two (2) successive readings on an explosion hazard meter at any point in the system be more than five percent (5%) nor any single reading over ten percent (10%) of the Lower Explosive Limit of the meter;

(l) Any liquids, solids, or gases that by reason of their nature or quantity are flammable, reactive, explosive, or corrosive, or by interaction with other materials could result in fire, explosion, or injury;

(m) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable Federal, State, and local regulations;

(n) Fat, wax, grease, or oil concentration of animal or vegetable origin of more than 300 mg/L, whether emulsified or not, or containing substances which may solidify or become viscous;

(o) Any water added for the purpose of diluting wastes that would otherwise exceed applicable maximum concentration limitations;

(p) Any Toxic Pollutants that interfere with any Wastewater treatment process, or constitute a hazard or cause injury to human, animal, or plant life, or exceed any limitation set forth in this Chapter;

(q) Any substance that interferes with any POTW process which renders any product of the POTW unsuitable for reclamation or reuse;

(r) Any substance which causes the POTW to be in noncompliance with sludge use or disposal criteria, guidelines, or regulations in any Federal, State, or local criteria applicable to the sludge management method being used;

(s) Any substance which may cause or threaten to cause the POTW to violate its NPDES Permit, applicable Federal, State, or local statutes, rules or regulations;

(t) Wax, grease, or oil concentration of mineral or petroleum origin of more than 100 mg/L whether emulsified or not;

(u) Single pass cooling water;

(v) Recognizable portions of the human or animal anatomy;

(w) Floatable material that is removable;

(x) Any regeneration wastes from unpermitted water softeners and deionizers;

(y) Any Sharps, Biohazardous Waste, pharmaceuticals, or Medical Waste;

(z) Any direct connection of a Septic Tank or Cesspool with a Public Sewer;

(aa) Any Industrial Waste which does not comply with all applicable Federal, State, or local Pretreatment Standards, Local Limits, and any applicable regulations called for by 40 CFR 403.

Sec. 6-13.502. Local Limits.

The Director is authorized to establish Local Limits pursuant to 40 CFR 403.5(c).

The following Pollutant limits are established to protect against Pass Through and Interference. Except where more restrictive limitations are imposed by Permit or Federal Pretreatment Standards, no Person shall Discharge Wastewater containing in excess of the following Instantaneous Limits:

Pollutant	Maximum Concentration Limitations (mg/L unless noted otherwise)
Ammonia (as N)	250
Arsenic	1.1
Biochemical Oxygen Demand	1,263
Boron	23
Cadmium	0.72
Chemical Oxygen Demand	2,000
Chloride	130
Chromium (Hexavalent)	0.2
Chromium (Total)	10.2
Copper	2.07
Cyanide (Total)	0.08
Lead	4
Mercury	0.044
Methylene Blue Active Substances	161
Molybdenum	400
Nickel	5.3
Oil & Grease (biodegradable living sources)	300

Oil & Grease (non-living sources)	100
pH	6 to 10 units
Selenium	0.0027
Silver	4.1
Sulfate	570
Total Dissolved Solids	1,100
Total Suspended Solids	7,292
Zinc	2.8

The above limits apply at the point where the Wastewater is discharged to the POTW. Local Limits shall be enforced by the use of Grab Samples. All concentrations for metallic substances are for total metal unless indicated otherwise. The Director may impose mass-based limitations in addition to the concentration-based limitations above when necessary to comply with applicable Pretreatment Standards or Pretreatment Regulations.

Sec. 6-13.503. National Categorical Pretreatment Standards.

Users must comply with the Categorical Pretreatment Standards. When Wastewater subject to a Categorical Pretreatment Standard is mixed with Wastewater not regulated by the same Standard, the Director shall impose the combined wastestream formula in accordance with 40 CFR 403.6(e).

Sec. 6-13.504. Malicious Damage to Sewerage Facilities.

Any unauthorized entering, breaking, damaging, destroying, uncovering, defacing, or tampering with any structure, equipment, or appurtenance which is a part of the City Sewerage System shall be a violation of this Chapter and subject to prosecution under any applicable laws.

Sec. 6-13.505. Damage to Sewerage Facilities or Processes by Prohibited Waste or Liquid Waste Discharge.

Any User who allows or causes the Discharge of any prohibited Sanitary Sewage, Liquid Waste, or Industrial Waste which enters the Public Sewer and such Discharge causes damage to City facilities or causes detrimental effects on City treatment processes shall be liable to the City for all damages.

Sec. 6-13.506. Excessive Sewer Maintenance Expense.

No User shall Discharge, or cause to be discharged, to a Public Sewer any waste that creates a stoppage, a blockage, any significant reduction in Sewer capacity, or any damage to Sewers or Sewerage facilities of the City. Any excessive Sewer or Sewerage maintenance expenses or any expenses attributable thereto will be charged to the offending User.

Sec. 6-13.507. Private Sewer Lines

The Owner is responsible for all costs, maintenance and repair of the sewer lines in the facility or building and the sewer lateral line that connects the property to the public sewer. It is a violation of this chapter if the Owner does not maintain these systems in proper working order.

Sec. 6-13.508. Discharge of Stormwater or Uncontaminated Water.

No Person shall Discharge or cause to be discharged any rainwater, stormwater, groundwater, street drainage, subsurface drainage, roof drainage, swimming pool drainage, spa drainage, yard drainage, water from yard fountains, ponds, or lawn sprays, or any other uncontaminated water other than air conditioning condensate into any Sewerage facility owned by the City. Every private or public wash rack, or floor or slab drain, used must be adequately protected against storm or surface inflow. Pursuant to this Chapter, the City may approve the Discharge of such water on a temporary basis only when no alternate method of disposal is reasonably available. Approval may also be given to mitigate an environmental or health hazard with the installation of appropriate rainwater diversion devices or facilities. If a Permit is granted for the Discharge of such water into a Public Sewer, the User must pay the established applicable charges and must meet such other conditions as required.

Sec. 6-13.509. Limitations on Commercial Food Wastes.

(a) No User shall Discharge garbage or food wastes to a Public Sewer except after suitable grinding. The fineness of grind requirements for all types of grinders must pass a ½-inch screen at all times.

(b) Such grinders must shred the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the Public Sewer. Grinders must only be used to grind food products.

(c) No garbage grinder shall be installed with a motor of one and one-half (1-½) horsepower or greater without the approval of the Director.

Sec. 6-13.510. Limitations on Septic Tank and Cesspool Wastes.

A Waste Hauler proposing to Discharge Septic Tank, Cesspool wastes, or other biodegradable material into a City facility must have a City Permit as required by this Chapter. Such Wastewaters must be discharged only at a location specified by the City. No Person shall Discharge Pollutants in excess of those specified in their respective Permit.

Sec. 6-13.511. Limitations on Point of Discharge.

No Person shall Discharge any Wastewater or Waste directly into a manhole unless approved by the Director upon written application.

Sec. 6-13.512. Non-Contact Cooling Waters.

The Blowdown or Bleed Off from cooling towers or other evaporative coolers may be accepted in the Sewerage facilities after a minimum of three (3) passes through the system and when it is expressly authorized in the User's Permit.

Sec. 6-13.513. City's Right of Revision.

The City reserves the right to establish, in individual Permits, more stringent Pretreatment Standards or Pretreatment Requirements on Discharges to the POTW consistent with the purpose of this Chapter.

Sec. 6-13.514. Bypass Notifications.

(a) If a User plans for a Bypass, the User must submit prior notice to the Director at least ten (10) days before the date of the Bypass.

(b) A User shall submit a verbal notice of an unanticipated Bypass that exceeds applicable Pretreatment Standards or Permit limits to the Director within one (1) hour from the time the User becomes aware of the Bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the Bypass. The written submission must contain a description of the Bypass and its cause, and the duration of the Bypass, including exact dates and times. If the Bypass has not been corrected, the anticipated length of time it is expected to continue; and the steps taken or planned to reduce, eliminate, and prevent reoccurrence of the Bypass.

Sec. 6-13.515. Bypass.

(a) Bypass is prohibited. The Director may take enforcement action against a User for a Bypass unless:

(1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

(2) There were no feasible alternatives to the Bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a Bypass which occurred during normal periods of equipment downtime or preventative maintenance; and

(3) The User obtains written approval from the Director prior to the Bypass.

(b) A User may allow a Bypass to occur only if it does not cause violations of Pretreatment Standards, User Permit, or the City's NPDES Permit and is for essential maintenance to assure efficient operation. The Director may approve a planned Bypass after considering its potential adverse effects.

Article 6. Permits

Sec. 6-13.601. Lawful Permit Issuance.

No statement contained in this Chapter shall be construed as preventing the Director from issuing a Permit allowing an Industrial Waste of unusual strength or character or issuing a Discharge Permit allowing mass-based limitations on a case-by-case basis provided that the Discharge does not violate Federal, State, or local Pretreatment Requirements. The User must pay all extra costs incurred by the City connected with treating such Discharge. The Director reserves the right to amend User Permits based on changes to applicable Federal, State, or local regulations.

Sec. 6-13.602. Applications and Fees.

Permits for the use of the City's Sewerage System shall be required as outlined in this Chapter. Permit applications, in a form prescribed by the Director and accompanied by all applicable fees, must be filed with the Director. Application and Permit fees shall be used to defray administrative costs and shall be subject to periodic revisions. In compliance with the Act all costs of Industrial Waste control shall be charged to the contributing industrial connections. Permits may be renewed by payment of fees as set by the City. The cost of laboratory analysis and staff time to establish User compliance with its Discharge limits shall be billed to the industrial facility sampled in accordance with the fees as set by the City.

Sec. 6-13.603. Permit for Industrial Wastewater Discharge.

All Persons proposing to connect or Discharge Industrial Wastewater into any part of the City's POTW must first apply for and obtain a Permit. The Director will deny or condition new or increased contributions of Pollutants or changes in the nature of Pollutants from Users, based on the industry's violations of applicable Pretreatment Standards or the limitations imposed by this Chapter or where such contributions could cause the City's POTW to be inhibited or to violate its NPDES Permit. All existing Users connected to or discharging to any part of the POTW must obtain a Permit, if required by the City, within ninety (90) calendar days after the effective date of this Chapter. In addition, each Permit, upon renewal, or each application for a Permit must be accompanied by the fees as set by the City.

Permits shall be classified as follows:

(a) Class I Significant Industrial User (SIU):

(1) Any User who meets any of the following:

(i) Has a Waste Discharge subject to Categorical Pretreatment Standards;

(ii) Has an average Discharge flow of 25,000 gallons or more per day of Process Wastewater to the POTW, excluding sanitary, Non-contact Cooling, and boiler Blowdown Wastewater;

(iii) Contributes a process wastestream that makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the Publicly Owned Treatment Plant; or

(iv) Is designated by the City on the basis that the User:

a) Has a reasonable potential, either individually or in combination with other contributing industries, for adversely affecting the POTW operation or upon the quality of Effluent from the POTW;

b) May cause or threaten to cause the City to violate its NPDES Permit;

c) Has a reasonable potential to violate any Pretreatment Standard; or

(v) Has in its waste Discharge a Toxic Pollutant.

(2) All Class I Users must be inspected and sampled a minimum of two (2) times each year.

(b) Class I – Non-Significant Categorical Industrial User:

(1) Any User who is subject to Categorical Pretreatment Standards, but never Discharges more than 100 gallons per day of total categorical Wastewater, excluding sanitary, Noncontact Cooling, and boiler Blowdown Wastewater; and

(i) The User has complied with all applicable Categorical Pretreatment Standards and Pretreatment Requirements; and

(ii) The User never Discharges any untreated concentrated Wastewater.

(c) Zero-Discharge Categorical:

(1) Any User who is subject to Categorical Pretreatment Standards, but never discharges Wastewater from a categorical process, excluding sanitary, non-contact cooling, and boiler Blowdown Wastewater and meets the following conditions:

(i) The User has no reasonable potential to adversely affect the POTW's operation.

(ii) The User has no potential for violating any Pretreatment Standard or Pretreatment Requirement due to accidental spills, operational problems, or other causes.

(d) Class II:

(1) Any User who meets any of the following criteria:

(i) Is not required to obtain a Class I Permit;

(ii) Has Discharge characteristics of greater than two (2) Equivalent Dwelling Units;

(iii) Discharges Industrial or commercial Wastewater which may have potential effects on the City's POTW; or

(iv) Has a reasonable potential to violate any Local Limit, Pretreatment Standard or Pretreatment Requirement.

(2) Class II Users may be inspected and sampled on a random basis at least once each year.

(3) Class II MM facilities must demonstrate that the Discharge is of a known quality and quantity without measurable fluctuation during the duration of the Permit. The City may require BMPs in lieu of Pretreatment. Class II MM facilities may be inspected and sampled by the City anytime within the life of their Permit.

(4) Class II MM Permits are issued for a one (1) to three (3) year period, based on the complexity of the operations at the facility.

(e) Class III:

(1) Any User who meets all of the following criteria:

(i) Is not required to obtain a Class I or Class II Permit;

(ii) Has Discharge characteristics of less than or equal to two (2) Equivalent Dwelling Units;

(iii) Has no Toxic Pollutants or Hazardous Wastes in its Wastewater; and

(iv) Is in compliance with all Pretreatment Standards and Pretreatment Requirements.

(2) Class III Users may be inspected and sampled on a random basis at least once each year.

(3) Class III MM facilities must demonstrate that the Discharge is of a known quality and quantity without measurable fluctuation during the duration of the Permit. The City may require BMPs in lieu of Pretreatment. Class III MM facilities may be inspected and sampled by the City anytime within the life of their Permit.

(4) Class III MM Permits are issued for a one (1) to five (5) year period, based on the complexity of the operations at the facility.

(f) Class IV Liquid Waste Hauler:

(1) Persons owning or operating vacuum pump trucks or other Liquid Waste transport vehicles who wish to discharge Chemical Toilets, Septic Tank, Seepage Pit, or Cesspool contents, or Liquid Wastes, generated within the City's boundary, into the City's POTW must first have a valid City Waste Hauler's Discharge Permit. All applicants applying for a Waste Hauler's Discharge Permit must fill out completely the City's Waste Hauler's Discharge Permit application, pay the appropriate fees as set by the City, receive a copy of the City regulations governing Discharge of Liquid Wastes from Liquid Waste transport vehicles, and must agree, in writing, to abide by these regulations.

(2) Discharge of Chemical Toilet, Septic Tank, Seepage Pit, or Cesspool contents, or other wastes containing no Industrial Wastes may be made by a Person holding a valid Waste Hauler's Discharge Permit at a designated location within the City POTW. Truck transported Industrial Wastes must be approved by the Director and discharged only at the locations specified by the City. The City shall require payment for any excessive treatment and disposal costs or may refuse permission to Discharge certain wastes.

(3) The Waste Hauler's Discharge Permit shall be issued for a specified time period, not to exceed five (5) years from date of issuance. Waste Haulers are required to provide a waste tracking form for each load. This form shall include, at a minimum, the name and address of the waste hauler, Permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form must identify the source location, known or suspected waste Pollutants, and whether any wastes are RCRA Hazardous Wastes.

(4) Any Person violating the City requirements for Liquid Waste Discharges from trucks shall be in violation of this Chapter and may have his Permit suspended or revoked by the Director upon five (5) days written notice. Nothing in this Chapter shall be so construed as to conflict with the requirements or enforcement rights set forth in California Health and Safety Code, Sections 117400-117450 or other existing laws, rules and regulations adopted by the State of California.

(g) Class V:

(1) Temporary Dischargers:

(i) A Permit shall be required of all Users granted temporary permission by the City to discharge uncontaminated water, storm drainage, or groundwater directly or indirectly to the City's Sewerage facilities. This Temporary Permit may be granted when no alternate method of disposal is reasonably available.

(ii) Users seeking a Temporary Permit must complete and file with the City, prior to commencing discharge, an application in the form prescribed by the City.

This application must be accompanied by applicable fees, plumbing plans, or other data as required by the City for review.

(iii) The City may specify and make part of each Temporary Permit specific conditions and Pretreatment Requirements.

(iv) All applicable fees, in the amount adopted by the City's Fee Schedule, must be paid prior to issuance of a Permit.

(v) A charge for use to cover costs to the City for providing Sewerage service and monitoring shall be established by the City's Fee Schedule.

(vi) Temporary Permits shall be issued for a period not to exceed one (1) year.

(2) Out-of-City Dischargers:

(i) Permits for Dischargers located outside of the City's service area, but tributary to the City's Sewerage facilities, may be issued by the City in its sole discretion through special agreement. The Director will be authorized to inspect the Discharger's facilities to determine compliance with this Chapter.

(3) Groundwater Reclamation Projects:

(i) Discharge Permits shall be required for any groundwater reclamation projects discharging to the City POTW.

(ii) This Permit may be granted when no alternate method of disposal is reasonably available.

(iii) Users seeking a Permit for groundwater reclamation must complete and file with the City, prior to commencing Discharge, an application in the form prescribed by the City. This application must be accompanied by applicable fees, plans, or other data as required by the City.

(iv) The City may specify and make part of each Groundwater Permit specific conditions and Pretreatment Requirements.

(v) All applicable fees, in the amount adopted by the City's Fee Schedule, must be paid prior to issuance of a Permit.

(vi) A charge for use to cover costs of the City for providing Sewerage service and monitoring shall be established by the City's Fee Schedule.

(4) Mobile Wastewater Generators:

Discharge Permits may be issued for mobile wastewater generators who discharge the captured wastewater to the City Sewer system. Captured wastewater may be discharged to the

Sewer system by way of a recreational vehicle Sanitary Sewage dump station or through a private cleanout with the owner's express permission. All applicable fees, in the amount adopted by the City's Fee Schedule, must be paid prior to issuance of a Permit.

(5) Saltwater Pool Discharge:

(i) Discharge Permits shall be issued for the Discharge from the draining of saltwater pools. The terms and conditions of the Permit may limit the days, times, concentrations, and volumes that may be discharged into the POTW.

(ii) All applicable fees, in the amount adopted by the City's Fee Schedule, must be paid prior to issuance of a Permit.

(iii) A charge for use to cover costs of the City for providing Sewerage service and monitoring shall be established by the City's Fee Schedule.

(h) Class VI facilities are classified as facilities with no Process Wastewater and discharge only Sanitary Sewage to POTW. Class VI HM facilities are classified as Class VI facilities that have hazardous materials on-site.

(i) Class VII facilities are classified as facilities that are not connected to the Sewer system. Class VII HM facilities are classified as Class VII facilities that have hazardous materials on-site.

Sec. 6-13.604. Procedure for Obtaining a Permit for Wastewater Discharge.

Users seeking a Permit must complete and file with the Director an application on the form prescribed by the City. The application must be accompanied by the applicable fee. In support of this application, the User may be required to submit some or all of the following information:

(a) Business name, address, phone number, contact name and title;

(b) SIC and NAICS numbers of applicant;

(c) Volume of Wastewater to be Discharged;

(d) Wastewater Pollutants and characteristics required by the Director as determined by an analysis performed in accordance with the standards set in this Chapter. The User must pay for the cost of such analyses;

(e) Time and duration of Discharge;

(f) Wastewater flow rates, including daily, monthly, and seasonal variations, if any;

(g) Site plans, floor plans, and mechanical and plumbing plans and details to show all Sewers and appurtenances by size, location, and elevation;

(h) Description of activities, facilities, and plant processes on the premises including all materials and types of materials that are, or could be, discharged;

(i) Each product produced by type, amount, and rate of production;

(j) Hours of plant operation;

(k) Number of employees per shift and definition of shifts; and

(l) Certification and signature of an Authorized Representative of the Owner of the building or land that the Owner will accept financial responsibility for cleanup and closure costs of Sewers, Wastewater storage tanks, or Pretreatment Facilities.

(m) The Director will evaluate the data furnished by the User and may require additional information. After evaluation, inspection, and acceptance of the data furnished, the Director may issue a Permit subject to terms and conditions.

Sec. 6-13.605. Permit Conditions.

Permits shall be expressly subject to all provisions of this Chapter and all other regulations, User charges, and fees established by the City. A Permit shall include such conditions that are deemed necessary by the Director to prevent Pass Through or Interference, protect the quality of the water body receiving the POTW's Effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW. The Permit shall also include Effluent limits, including BMPs, based on applicable Pretreatment Standards.

The Director will evaluate the data furnished by the User and may require additional information to determine whether to issue a Permit. The Director may deny any application for a Permit if it does not meet the standards set in this Chapter.

Permit conditions may include some or all of the following:

(a) Limits on the average and maximum Wastewater Pollutants and characteristics;

(b) Limits on the average and/or maximum rate and time of Discharge and/or requirements for flow regulations and equalization;

(c) Limits regarding the Discharge of specific Pollutants;

(d) The unit charge or schedule of User charges and fees for the Wastewater to be discharged to the system;

(e) Requirements for installation and maintenance of inspection and sampling facilities, equipment, and flow measurement devices;

(f) Requirements for containment of Uncontrolled Discharge and installation of Secondary Containment structure(s). The Secondary Containment system must meet the requirements of 40 CFR 264.175 (b);

(g) Requirements for the development and implementation of spill control plans or other special conditions necessary to adequately prevent accidental, unanticipated, or non-routine Discharges;

(h) Requirements, which may include self monitoring, sampling, reporting, notification and recordkeeping requirements, specific sampling locations, frequency of sampling, times of sampling, test standards, reporting schedules, and pre-notification of sampling for self-monitoring programs;

(i) Requirements for the installation of Pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of Pollutants into the POTW;

(j) Requirements for maintaining and submitting technical reports and records relating to Wastewater treatment, Discharges, and disposal;

(k) Requirements on daily average and maximum Discharge rates, or other appropriate conditions when Pollutants subject to limitations and prohibitions are proposed or present in the User's Wastewater Discharge;

(l) Compliance Schedules;

(m) Applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements;

(n) Requirements for Wastewater analyses to be done in accordance with the standards set in this Chapter;

(o) Requirements for maintaining and affording City access to appropriate records;

(p) Requirements for notification to the Director of any new introduction of Wastewater Pollutants or any substantial change in the volume or character of the Wastewater Pollutants;

(q) Requirements for the development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;

(r) Requirements for the control of Slug Discharges;

(s) Requirements for notification of Slug, Upset, or Bypass Discharges;

(t) Requirements for notification of discontinued Discharge and the responsibility of the building and/or landowner for facility cleanup and closure;

(u) Requirements for an amended application to be filed within ten (10) business days if conditions noted in the original application change; and

(v) Other conditions to ensure compliance with this Chapter.

Sec. 6-13.606. Permit Duration.

Permits shall be issued for a specified time period, not to exceed five (5) years from the effective date of the Permit. The Permit must contain a statement that indicates the Permit issuance date, expiration date, and effective date. The User must apply for renewal of the Permit no later than sixty (60) days prior to the expiration of the Permit. After submitting an application for renewal, if the User is not notified by the City thirty (30) days prior to expiration of the Permit, the Permit shall automatically be extended for thirty (30) days or until the Director makes a determination on the application for renewal, whichever occurs first.

Sec. 6-13.607. Permit Modifications.

The User must be informed of any modifications to their Permit at least thirty (30) days prior to the effective date of modification. Any modifications or new conditions in the Permit must be issued in writing and include a reasonable time schedule for compliance.

The City may modify a Permit for any of the following reasons:

(a) To incorporate any new or revised Federal, State, or local Pretreatment Standards or Pretreatment Requirements;

(b) To address significant alterations or additions to the User's operations, processes, or Wastewater volume or character since the time of the Permit issuance;

(c) A change in the POTW that requires either a temporary or permanent reduction or elimination of an authorized Discharge;

(d) Information indicating that the permitted Discharge poses a threat to the City's POTW, personnel, or the Receiving Waters;

(e) Violation of any terms or conditions of the Permit;

(f) Misrepresentations or failure to fully disclose all relevant facts in the permit application or in any required reporting;

(g) Revision of, or a grant of variance from, any Categorical Pretreatment Standard;

(h) To correct typographical or other errors in the Permit; or

(i) To reflect a transfer of the facility ownership or operation to a new User/Owner where requested in accordance with Section 6-13.609.

Sec. 6-13.608. Nontransferability.

Permits are issued to a specific User/Owner for a specific operation at a particular location; Permits must not be reassigned, transferred, or sold without written approval from the Director in
accordance with section 6-13.609.

Sec. 6-13.609. Permit Transfer.

Individual Permits may be transferred to a new User/Owner only if the permittee gives at least sixty (60) days advance notice to the Director and the Director approves the transfer. The notice must include a written certification by the new User/Owner which:

(a) States that the new User/Owner has no 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 individual Permit.

Sec. 6-13.610. Self-Monitoring Requirements.

Self-monitoring, sampling, reporting, notification, and record-keeping requirements must include an identification of Pollutants, or BMPs, to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law.

Sec. 6-13.611. New or Increased Contribution of Pollutants or Change of Wastewater Characteristics.

No Wastewater shall be discharged in which there has been a new or increased contribution of Pollutants or change of characteristics which causes it to be different from that expressly allowed under the Permit issued, without written notification to and approval by the Director at least thirty (30) days prior to Discharge. Upon such notification, the Director may require that a new application be filed and a new Permit obtained before any waste Discharge involving the changed characteristics takes place.

Sec. 6-13.612. Discontinued Discharge.

(a) All permitted Users must notify the Director in writing at least thirty (30) days prior to discontinuing its industrial Process Wastewater Discharge for more than thirty (30) days unless the User can demonstrate to the Director that it could not have known of the discontinued Discharge. The discontinued Discharge may be temporary or permanent.

(b) Within thirty (30) days of the discontinued Discharge, the User must provide the Director with a plan for the removal of all Process Wastewater from the Sewers, Industrial

Wastewater storage tanks, Grease Interceptors, Sand and Oil Interceptors, or Pretreatment Facilities in accordance with all applicable regulations. The contents must not be discharged to a Public Sewer without prior written approval from the Director.

(c) The Director shall have the right to inspect the facilities of the User in accordance with the procedures established in this Chapter.

(d) If the User fails to clean up and remove the contents of its facilities to the satisfaction of the Director, such activities and the costs shall be the responsibility of the Owner of the facility or land.

(e) Failure of the User or Owner to promptly and satisfactorily clean up and remove any contents of the Sewers, Industrial Wastewater storage tanks, or Pretreatment Facilities shall subject the User and Owner of the building and land to any enforcement action authorized in this Chapter.

Sec. 6-13.613. Permit Revocation.

The Director may revoke an individual Permit for any of the following reasons:

(a) Failure to notify the Director of significant changes to the Wastewater prior to the changed Discharge;

(b) Failure to provide prior notification to the Director of changed conditions;

(c) Misrepresentation or failure to fully disclose all relevant facts in the Permit application;

(d) Falsifying self-monitoring reports and certification statements;

(e) Tampering with monitoring equipment;

(f) Refusing to allow the Director timely access to the facility premises and records;

(g) Failure to meet Effluent limitations;

(h) Failure to pay Permit fees, monitoring fees, Sewer charges, or fines;

(i) Failure to meet Compliance Schedules;

(j) Failure to complete a Wastewater survey or the Permit application;

(k) Failure to follow procedures for Permit transfer as provided in Section 6-13.609; or

(l) Violation of any Pretreatment Standard or Pretreatment Requirement, or any terms of the Permit or this Chapter.

Permits shall be void upon cessation of operations or transfer of business ownership except as provided in Section 6-13.609. All Permits issued to a User are void upon the issuance of a new Permit to that User.

Article 7. Facilities Requirements

Sec. 6-13.701. Separation of Sanitary Sewage and Industrial and Process Wastewaters.

All Sanitary Sewage must be kept separate from all Industrial and Process Wastewaters until the Industrial and Process Wastewaters have passed through any required Pretreatment Facility and monitoring device.

Sec. 6-13.702. Pretreatment of Industrial and Process Wastewaters.

The Director may require an Industrial Wastewater Pretreatment Facility or device when it is necessary to restrict or prevent the Discharge to the Sewer of certain waste Pollutants or to accomplish any specific Pretreatment result required by the Director prior to Discharge to the Sewer. The Director may also require a Pretreatment Facility or device when necessary to redistribute any peak Discharges of Industrial Wastewaters over a longer time period. Any facilities necessary for compliance must be provided, operated, and maintained at the User's expense. All Pretreatment Facilities or devices must be approved by the Director, but such approval shall not absolve the User of the responsibility of meeting any required industrial Effluent limitation(s) required. The Director may require construction of Sewer lines by the User to convey certain Industrial Wastes to a specific City Trunk Sewer. All Pretreatment Facilities judged by the City to require engineering design must have plans prepared and signed by an engineer of suitable discipline and licensed in the State of California a minimum of thirty (30) days prior to the commencement of Discharge. Detailed plans showing the Pretreatment Facilities and operating procedures, including accidental Discharge procedures, must be submitted to the Director for review. The review and approval of such plans and operating procedures by the Director will not relieve the User from the responsibility of modifying the facility in the future, as necessary, to produce an Effluent acceptable to the City under the provisions of this Chapter.

A Gravity Separation Interceptor, equalizing tank, neutralization chamber, control manhole, sampling location, or other approved device may be required to remove prohibited settleable and floatable solids, to equalize Wastewater streams varying greatly in quantity or quality, to neutralize low or high pH flows, and to facilitate inspection, flow measurement, and sampling.

Sec. 6-13.703. Dilution.

No User shall ever increase the use of water or in any other manner attempt to dilute a Discharge as a partial or complete substitute for adequate methods for the reduction of

Pollutants to achieve compliance with the Permit or this Chapter unless expressly authorized by an applicable Pretreatment Standard or Pretreatment Requirement.

Sec. 6-13.704. Monitoring Facilities.

(a) Any User, at the discretion of the Director, shall be required to install and maintain monitoring facilities or devices to allow inspection, sampling, or measurements in the facility Sewer or plumbing systems and shall also be required to provide, install, and operate sampling or monitoring equipment at the User's expense. These facilities must be situated on the User's premises. However, the Director may allow monitoring facilities to be constructed off-premises at the User's expense.

(b) All Users making periodic measurements must furnish and install at their own expense at the Sampling Well or other appropriate location a calibrated flume, weir, flow meter, or similar device approved by the Director and suitable to measure the Industrial Wastewater flow rate and total volume. A flow indicator, recorder, or totalizing register may be required by the Director. In lieu of Wastewater flow measurement, the Director may accept records of water usage to determine peak and average flow rates for the specific Industrial Wastewater Discharge. A suitable calibration schedule must be approved by the Director.

(c) When one or more Users Discharge into a common Sewer, the Director may require installation of a separate monitoring facility for each User. Also, when in the judgment of the Director, there is a significant difference in Wastewater Pollutants and characteristics produced by different operations of a single User, the Director may require that separate monitoring facilities be installed for each separate Discharge. A combined waste stream formula may be applied.

(d) If the monitoring facility is inside the User's fences, there must be accommodations to allow access for City personnel. There must be ample operating area in or near such sampling points and equipment to allow accurate sampling and compositing of samples for analysis. The User must assure that access and sampling and measuring equipment are maintained in a safe and proper operating condition.

(e) The sampling and monitoring facilities must be installed in accordance with the City's design requirements and all applicable construction standards, safety devices, and specifications. Construction must be completed within ninety (90) days following written notification from the City.

(f) The User must provide written notification to the Director upon completion of the sampling and monitoring facilities.

(g) Monitoring or metering facilities must be provided with a security closure that can be locked with a City provided lock during sampling or monitoring.

(h) Unrestricted access to monitoring facilities must be available to authorized City personnel at all times.

Sec. 6-13.705. Grease Interceptors for Fats, Oil, Grease, and Solids.

(a) Food Service Facilities: All food service facilities discharging grease wastes which, under the conditions existing in the downstream Sewers, could cause or threaten to cause stoppage or grease accumulations, shall be required to install an appropriately sized and approved Grease Interceptor and to regularly maintain it so as to prevent excessive discharges of fats, oil, grease, and solids into the Sewerage System. A grease interceptor must not have garbage disposals or dishwashers installed that discharge to the grease trap. Any design for installation of any Grease Interceptor must be approved in accordance with the requirements of the Building Code. The Grease Interceptor must be easily accessible for inspection by the Director. Exceptions to the installation of a Grease Interceptor shall be determined on a case-by-case basis by the Director based on the following criteria:

(1) Size of facility;

(2) Number of meals served per day;

(3) Type of food prepared;

(4) Seating capacity;

(5) Location;

(6) Dishwashing activities; and

(7) Garbage facilities.

(b) Existing Grease Interceptors: Grease Interceptors properly installed at a food service facility prior to the effective date of this Chapter shall be acceptable as an alternative to the Grease Interceptor specified in Subsection (a) of this Section provided such Grease Interceptor is effective in removing fats, oil, grease, and solids and is designed and installed so that it can be inspected and properly maintained. If the Director determines that a Grease Interceptor is incapable of retaining adequately the settleable and floatable material in the Wastewater flow from a food service facility, a written notice may be issued requiring that an adequate Grease Interceptor be installed within ninety (90) days.

(c) Variances on Grease Interceptor Sizing: Grease Interceptors must meet or exceed a minimum size standard of 750-gallon capacity, except when a written variance is granted by the Director. Facilities may apply for a sizing variance to a minimum 70-pound capacity Grease Interceptor, commonly known as a grease trap, in accordance with this Chapter. Grease Interceptor sizing variances may be granted by the Director when the following conditions are met:

(1) The User applies for the variance, in writing, and includes the volume of all fixtures; and

(2) The sizing of a Grease Interceptor is calculated based on the total discharge flow rate and must be certified by a qualified engineer registered in the State of California to be sufficient to pre-treat the volume and type of Wastewater.

Sec. 6-13.706. Car Washes, Vehicle Service Facilities and Garages.

All new car washes, vehicle service facilities, and garages that have facilities for the wash down of vehicles must install an appropriate Sand and Oil Interceptor of a size and design approved by the Director. Establishments in existence prior to the effective date of this Chapter must install an appropriate Sand and Oil Interceptor if the establishment has the potential of contributing non-compatible materials to the Sewerage System.

Sec. 6-13.707. Existing Sand and Oil Interceptor.

Sand and Oil Interceptors properly installed at a vehicle service facility, garage, car wash, or similar establishment prior to the effective date of this Chapter shall be acceptable as an alternative to the Sand and Oil Interceptor specified in Section 6-13.706 provided such Sand and Oil Interceptor is effective in removing sand, oil, and solids and is designed and installed so that it can be inspected and properly maintained. If the Director determines that a Sand and Oil Interceptor is incapable of retaining adequately the settleable and floatable material in the Wastewater flow from a vehicle service facility, garage, car wash, or similar establishment, a written notice shall be issued requiring that an adequate Sand and Oil Interceptor be installed within ninety (90) days.

Sec. 6-13.708. Approved Designs.

The City maintains an information file, available for public use, of acceptable designs of Grease Interceptors, and Sand and Oil Interceptors. The installation of a Grease Interceptor or Sand and Oil Interceptor of a design shown in such a file, or of any design meeting the requirements set forth in this Section or any recommendation or requirements made by the City, shall not impute any liability to the City for the adequacy of the Grease Interceptor or Sand and Oil Interceptor under the actual conditions of use. The Director may require the installation of a sample box with the Grease Interceptor or Sand and Oil Interceptor. The design of such installations must be completed and stamped by an engineer of suitable discipline registered in the State of California. Such installation shall not relieve the Owner or proprietor of responsibility for keeping fat, oil, grease, and solids out of the Sewer. If the Grease Interceptor or Sand and Oil Interceptor or other Pretreatment device is not adequate under the conditions of use, one must be constructed which is effective in accomplishing the intended purpose.

Sec. 6-13.709. Maintenance of Grease Interceptors or Sand and Oil Interceptors.

Any Grease Interceptor or Sand and Oil Interceptor required by this Chapter must be readily accessible for inspection and properly maintained to ensure that the accumulations of fats, oil, grease, and solids do not impair the efficiency of the Grease Interceptor or escape with the Effluent. All locations required to use and maintain a Grease Interceptor must keep a record of every cleaning and maintenance event. This record must include the date, the name

of the company or person who cleaned it, and disposal site of the waste. A Grease Interceptor shall not be considered properly maintained if fats, oil, grease, and solids accumulations total twenty-five percent (25%) or more of the operating fluid capacity of the final chamber. The City will inspect all Grease Interceptors and Sand and Oil Interceptors periodically. If a Grease Interceptor or Sand and Oil Interceptor is found to be improperly maintained or adequate records are not being kept, an Initial Notice of Violation will be issued to the Owner and/or User of the property pursuant to Section 6-13.903.

Sec. 6-13.710. Slug Control Plans and Containment of Uncontrolled Discharges.

The Director shall evaluate whether each SIU needs an accidental discharge or Slug Discharge Control Plan or other action to control Slug Discharges. The Director may require any User to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control Slug Discharges. The Director may modify the plan to ensure accidental or Slug Discharges are adequately contained and abated. An accidental Discharge or Slug Discharge Control Plan must address, at a minimum, all of the following:

(a) Description of discharge practices, including non-routine batch Discharges;

(b) Description of stored chemicals;

(c) Procedures to immediately notify the Director of Slug Discharges. This notification must include the location of the Discharge, type of waste, concentration, and volume, if known, and corrective actions taken by the User;

(d) Procedures to prevent adverse impacts from accidental spills, including 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 measures and equipment for emergency response;

(e) Within five (5) days following such Discharge, the User must 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 that might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property, nor shall such notification relieve the User of any fines, penalties, or other liability that may be imposed pursuant to this Chapter; and

(f) Upon written notification by the Director, Users must provide spill containment for Uncontrolled Discharges of material or other substances regulated by this Chapter. Facilities designed to contain spills must be provided and maintained at the User's expense. Users so notified must provide detailed Slug Discharge Control Plans, including facilities and operating procedures, to the Director for review. Such plans must be approved by the Director before commencement of construction of the facility. Construction must be completed within the time period designated by the Director. Review and approval of spill containment plans

and operating procedures shall not relieve the User from the responsibility to modify its facility, as necessary, to meet the requirements of this Chapter.

Sec. 6-13.711. Gas Monitoring and Wastewater Diversion Facilities.

Upon written notification by the Director, Users of toxic or flammable substances or Users subject to Discharges of toxic or flammable substances shall be required to install, operate, and maintain a combustible gas monitoring system and facilities to divert the entire Wastewater flow to a holding tank when the flammable gas, mist, or vapor is in excess of ten percent (10%) of its Lower Explosive Limit. These facilities must be provided and maintained at the User's expense. Users so notified must provide detailed gas monitoring and Wastewater diversion plans, including facilities plans, standard operating procedures, BMPs, emergency response plan, and business plans, to the Director for review. Such plans must be reviewed and approved by the Director before installation or commencement of construction of the facilities. At a minimum, the monitoring facilities must be installed in a field location and have an appropriate indicator, automatic continuous recorder, adjustable two-stage alarm system, calibration for gas detection, and a means for diverting flow to a holding tank.

Sec. 6-13.712. Pollution Prevention, Waste Minimization, Recycling, and Treatment.

All Users must implement a program of waste minimization to reduce the generation of Hazardous Wastes in accordance with Federal, State, and local policies. This program, at a minimum, shall include adequate housekeeping measures and product substitution to less hazardous raw materials as much as economically feasible and recycling of all wastestreams as technically feasible.

Waste minimization must be demonstrated wherever feasible, in the following order of priority, as determined by EPA policy derived from the Pollution Prevention Act of 1990:

(a) Source Reduction: Substitution to less hazardous materials, spill prevention and control measures, proper storage and handling of chemicals and raw materials, or any methods that accomplish source reduction.

(b) Recycling, Recovery, and/or Reuse: Practice recovery, recycling, and reuse for such waste streams as solvents, oils, ethylene glycol, silver, and concentrated bath or spent solutions or other process wastestreams.

(c) Treatment: Treatment techniques designed to render Hazardous Wastes harmless or suitable for proper disposal.

(d) Disposal: Destruction of Hazardous Wastes must take precedence over landfilling, but in any case, all disposal must be in compliance with Federal, State, and local Hazardous Waste disposal laws.

Article 8. Monitoring, Reporting, Inspection, Record Keeping, and Notification Requirements

Sec. 6-13.801. Compliance Monitoring.

All facilities will be subject to periodic measurements of flow rates, flow volumes, and Wastewater characteristics for compliance with any limitations or requirements specified in the Permit or this Chapter.

Sec. 6-13.802. Repeat Sampling and Reporting.

If sampling performed by a User indicates a violation, the User must notify the Director within twenty-four (24) hours of becoming aware of the violation. The User must also repeat the sampling and analysis and submit the results of the repeat analysis to the Director within thirty (30) days after becoming aware of the violation. Where the City has preformed the sampling and analysis in lieu of the User, the City will perform the repeat sampling and analysis. Repeat sampling is not required if:

(a) The City performs sampling at the User's facility at least once a month, and the subsequent sampling results are compliant; or

(b) The City performs sampling at the User's facility between the time when the initial sampling was conducted and the time when the User or the City received the results of this sampling and the subsequent sampling results are compliant.

Sec. 6-13.803. Pre-Notification.

Any User may be required by the Director, by Permit or otherwise, to engage in periodic monitoring and sampling of its Discharge. Where a User is required to monitor or sample, the User must notify the Director by telephone facsimile or by e-mail as specified in the User's Permit at least forty-eight (48) hours in advance of any monitoring or sampling events. Notification must include the date, time, and location of proposed monitoring or sampling. Monitoring and sampling shall be carried out during the User's designated operating hours. Prior to the commencement of any sampling or monitoring, the Director may request that the User furnish to the City a split sample and all supporting data and other pertinent information. The Director reserves the right to refuse any data developed from the monitoring or sampling event if the User fails to comply with the pre-notification procedure.

Each User must submit to the Director, certified under penalty of perjury by the User, its monitoring and sampling report or other requested data.

Sec. 6-13.804. General Monitoring Requirements.

The sampling, analysis, and flow measurement procedures, equipment, and results must be subject at any time to inspection by the Director. Sampling and flow measurement facilities must provide safe access to authorized personnel.

Those Users required by the Director to make periodic measurements of Industrial Wastewater flows and Pollutants must make at least the minimum number of measurements required. The minimum requirement for periodic measurements shall be at least two 24-hour

measurements per year. 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. Representative samples of the Industrial Wastewater shall be obtained at least once each hour over the 24-hour period, or the designated hours of operation for the facility. All samples must be properly refrigerated and preserved, composited according to measured flow rates during the 24-hour period, and analyzed for the specified Wastewater Pollutants. Industrial plants with large fluctuations in quantity or quality of Wastewater may be required to provide continuous sampling and analyses for every working day. When required by the Director, Users must install and maintain, in proper working order, automatic flow-proportional sampling equipment, automatic analysis and recording equipment, or both.

Measurements to verify the quantities of waste flows and waste Pollutants reported by Users will be conducted on a random basis by the Director.

Sec. 6-13.805. Record Keeping Requirements.

All Users must maintain records of all information resulting from any monitoring activities required by applicable regulations. At a minimum the following information must be included:

(a) The date, exact place, method, and time of sampling and the names of the person or persons taking the samples;

(b) The dates analyses were performed;

(c) The identity and addresses of the person(s) who performed the analyses; and

(d) The results of such analyses.

All Users shall be required to retain records of all monitoring activities and results, whether or not required by this Chapter, for a minimum period of three (3) years. The records must be made available for inspection and copying by the Director at any time. This period of retention shall be extended during the course of any unresolved litigation involving the User or the City Sewerage facilities. If a User subject to the reporting requirement in this Section monitors any regulated Pollutant at the appropriate sampling location more frequently than required by the Director, the results of this monitoring must be included in the report.

Sec. 6-13.806. Sampling and Analysis Procedures.

Samples and flow measurement must represent the normal Wastewater flow to the Public Sewer over a twenty-four (24) hour period. Composite Samples shall be collected according to flow or time, with at least one sample collected hourly. Samples may be collected either manually or by automatic integrated sampling equipment approved by the Director. Chain-of-custody logs must be maintained by the User for all samples required by this Chapter.

(a) Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

(b) The sampling, handling, storage, and analysis of all samples taken for the determination of the characteristics of Wastewater Discharges must be performed in accordance with procedures established in 40 CFR 136, unless otherwise specified in an applicable Categorical Pretreatment Standard, by laboratories certified by the State of California, by a laboratory of the User approved by the Director. If 40 CFR 136 does not contain sampling or analytical techniques for the Pollutant in question, or where the EPA determines that Part 136 sampling and analytical techniques are inappropriate for the Pollutant in question, sampling and analyses must be performed by using validated analytical methods or any other applicable sampling and analytical procedures approved by EPA. If performed by City personnel, an appropriate charge shall be paid by the User requesting the tests. Prior to submittal to the Director of data developed in the laboratory of a User, the results must be verified by an Authorized Representative of the User, certified to by a qualified professional, and signed by an Authorized Representative of the User. Any independent laboratory or User performing tests must immediately furnish any required test data or information on the test methods or equipment used upon request by the Director.

(c) Except as indicated in Subsections (d) and (e) below, the User must collect Wastewater samples using 24-hour flow-proportional Composite Sampling techniques, unless time-proportional Composite Sampling or Grab Sampling is authorized by the Director. Where time-proportional Composite Sampling or Grab Sampling is authorized by the Director, the samples must be representative of the Discharge. Using protocols specified in 40 CFR Part 136 and approved EPA procedures, multiple Grab Samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides, the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite Samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the Director. In addition, Grab Samples may be required to show compliance with Instantaneous Limits.

(d) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using Grab Sample techniques.

(e) For sampling required in support of baseline monitoring and 90-day compliance reports a minimum of four (4) Grab Samples must be used for pH, cyanide, total phenols, oil and grease, sulfides, and volatile organic compounds for facilities for which historical sampling data do not exist. For facilities with historical sampling data available, the Director may authorize a lower minimum. For the reports required by Section 6-13.812(d) the User is required to collect the number of Grab Samples necessary to assess and assure compliance with applicable Pretreatment Standards and Pretreatment Requirements.

Sec. 6-13.807. Determination of Pollutants.

The determination or estimation of Pollutants contained in Sanitary Sewage, Liquid Waste, and Industrial Wastewater Discharges must be by one of the following methods:

(a) Sampling and analysis by City personnel;

(b) Sampling and analysis by User personnel or laboratory acceptable to the Director and employed by the User; or

(c) Estimates determined by a study of waste producing operations leading to the Discharge and approved by the Director.

The method selected must be approved by the Director prior to the commencement of sampling. In the event either method (b) or (c) is selected and approved, the Director may determine the accuracy of the results obtained by appropriate sampling and analysis.

Sec. 6-13.808. Determination of Total Flow.

The measurement of total flow of Sanitary Sewage, Liquid Waste, or Industrial Wastewater shall be made by means of a metering device, approved by the Director, purchased, installed, and maintained at the expense of the User or by estimate arrived at from total water used in the area occupied, or by other means acceptable to the Director and the User. The User shall have the option of selecting whether the measurement shall be made by meter, or by estimate, provided that the method of estimating is approved by the Director.

Sec. 6-13.809. Determination of Peak Flow.

The determination of peak flow rate shall be made by means of an Effluent meter approved by the Director and purchased, installed, and maintained at the expense of the User, or by field measurements made by the City. The User shall have the option of selecting the method of determination to be used, provided that in the event the field measurement method is selected, the User will bear all expenses incurred by the City in carrying out the field measurements.

Sec. 6-13.810. Monitoring for Surcharge Determination.

Unless specifically relieved of such obligation in writing by the Director, the Director shall require all Users to take periodic measurements of flow rates, flow volumes, and Wastewater characteristics for use in determining the Industrial Wastewater treatment surcharge.

Sec. 6-13.811. Discrepancies Between Actual and Reported Industrial Wastewater Discharge Quantities.

The User must apply for an amended Permit should measurements or other investigations reveal that the User is discharging at a flow rate, flow quantity, or Pollutant loading in excess of that stated in their Permit or in excess of the quantities reported to the City

by the User. If an Industrial Wastewater treatment surcharge was based upon the reported Discharge quantity or Pollutant loading the User shall be assessed for all delinquent charges together with any penalties and interest that may apply.

Sec. 6-13.812. Baseline Monitoring Report.

Within one hundred eighty (180) days after the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination, whichever is later, existing Users currently discharging, or scheduled to discharge, to the POTW must submit to the Director a report that indicates whether the User meets the Categorical Pretreatment Standard. At least ninety (90) days prior to commencement of their Discharge, New Sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable Categorical Pretreatment Standard, must submit to the Director a report that contains the information listed below. A New Source must report the method of Pretreatment it intends to use to meet applicable Categorical Pretreatment Standards. A New Source also must give estimates of its anticipated flow and quantity of Pollutants to be discharged.

Users described above must submit all of the information below:

(a) Name and address of the facility;

(b) Name of the operator and Owner(s);

(c) A list of any environmental control permits held by or for the facility;

(d) A brief description of the nature, average rate of production, each product produced by type, amount, processes, and rate of production, and SIC and NAICS of the operation(s) carried out by the User. This description must include a schematic process diagram that indicates points of Discharge to the POTW from the regulated processes;

(e) Information showing the measured average and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula, if applicable;

(f) Measurement and reporting of Pollutants:

(1) The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources;

(2) The results of sampling and analysis identifying the nature and concentration or mass, where required by the Pretreatment Standard or by the Director, of regulated Pollutants in the Discharge from each regulated process;

(3) Instantaneous, Daily Maximum, and long-term average concentrations or mass, where required, must be reported;

(4) The sample must be representative of daily operations and analyzed using the techniques set forth in this Chapter. Where the Pretreatment Standard requires

compliance with a BMP or pollution prevention alternative, the User must submit documentation as required by the Director or the applicable Pretreatment Standards to determine compliance with the Pretreatment Standard;

(5) The User must take a minimum of one representative sample to compile that data necessary to comply with the requirements of this Chapter;

(6) Samples should be taken immediately downstream from Pretreatment Facilities if such exist or immediately downstream from the regulated process if no Pretreatment exists;

(7) The Director may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial Pretreatment measures; and

(8) The baseline report must indicate the time, date, and place of sampling and methods of analysis and must certify that such sampling and analysis is representative of normal work cycles and expected Pollutant Discharges to the POTW.

(g) A compliance certification statement must be reviewed and certified by a qualified professional, and signed and approved by an Authorized Representative of the User, indicating whether Pretreatment Standards are being met on a consistent basis and, if not, whether additional operation, maintenance, and/or additional Pretreatment is necessary to meet the Pretreatment Standards and Pretreatment Requirements;

(h) If additional operation, maintenance, and/or Pretreatment will be required to meet the Pretreatment Standards, the shortest Compliance Schedule by which the User will provide such measures must be provided. The completion date in this schedule must not be later than the compliance date established for the applicable Pretreatment Standard; and

(i) All baseline monitoring reports must be signed and certified in accordance with section 6-13.818 of this Chapter.

Sec. 6-13.813. Compliance Schedule Progress Reports.

(a) The Compliance 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.

(b) No increment referred to above shall exceed nine (9) months.

(c) The User must submit a progress report to the Director 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.

(d) In no event shall more than nine (9) months elapse between such progress reports to the Director.

Sec. 6-13.814. 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 POTW, any User subject to Pretreatment Standards and Pretreatment Requirements must submit to the Director a report containing the information described in Section 6-13.812 (d) and (e).

Sec. 6-13.815. Periodic Compliance Reports.

(a) All SIUs must submit at a minimum every June and December reports indicating the nature, 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. In cases where the Pretreatment Standard requires compliance with a BMP or pollution prevention alternative, the User must submit documentation required by the Director or the Pretreatment Standard necessary to determine the compliance status of the User. At the discretion of the Director, the Director may agree to alter the months during which the reports required in this section are to be submitted.

(b) Any User who is not meeting City requirements, Discharge limitations, or Pretreatment Standards and is required to submit a compliance report must do so on the proper form and in compliance with the requirements set in this Chapter or in a Compliance Schedule set by a regulatory agency.

(c) All compliance sampling and monitoring must be performed and completed within the reporting period as defined in the Compliance Schedule.

(d) All Discharges sampled and monitored by the User in excess of the requirements issued by the City must be reported with the compliance report covering the period in which the samples were collected.

(e) All periodic compliance reports must be signed and certified in accordance with section 6-13.818 of this Chapter.

Sec. 6-13.816. Notice of Changed Discharge.

All Users must notify the Director no less than thirty (30) days in advance of any substantial change in the volume or character of Pollutants in their Discharge, including any changes that affect the potential for a Slug Discharge. Modifications to the Permit may be required to accommodate the change. Users must notify the Director of any changes to processes at least ninety (90) days in advance. The Director may require the User to submit such information as necessary to evaluate the changed condition. The Director may issue a Permit or modify an existing Permit in response to changed or anticipated changed conditions.

Sec. 6-13.817. Reports of Potential Problems.

In the case of any Discharge that may cause potential problems for the POTW, the User must immediately notify the Director by telephone of the incident. This notification must include:

(a) The location of the Discharge;

(b) Type of waste, concentration, and volume, if known; and

(c) Any corrective actions taken by the User.

Sec. 6-13.818. Certification of Permit Applications, User Reports, and Initial Monitoring Waiver.

The following certification statement is required to be signed and submitted by Users submitting Permit applications, baseline monitoring reports, compliance reports with Categorical Pretreatment Standard deadlines, periodic compliance reports, and for an initial request to forego sampling of a Pollutant. The following certification statement must be signed by an Authorized Representative:

> *I certify under penalty of perjury 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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those 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 violations.*

Sec. 6-13.819. Reports from Unpermitted Users.

All Users not required to obtain a Permit shall provide appropriate reports to the Director as the Director may require.

Sec. 6-13.820. Right of Entry: Inspection and Sampling.

The Director shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Chapter and any Permit or order issued hereunder. Users must allow the Director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

(a) Where a User has security measures in force that require proper identification and clearance before entry into its premises, the User must make necessary arrangements with its security personnel so that, upon presentation of suitable identification, the Director will be permitted to enter without delay for the purposes of performing specific responsibilities.

(b) The Director shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.

(c) The Director may require the User to install monitoring equipment as necessary. The facility's sampling and monitoring equipment must be maintained at all times in a safe and proper operating condition by the User at the User's expense. All devices used to measure Wastewater flow and quality must be calibrated to ensure their accuracy.

(d) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled must be promptly removed by the User at the written or verbal request of the Director and must not be replaced. The costs of clearing such access shall be born by the User.

(e) Unreasonable delays in allowing the Director access to the User's premises shall be a violation of this Chapter.

Sec. 6-13.821. Hazardous Waste Reporting Requirements for POTWs and Users.

(a) The User must notify the POTW and all appropriate State and Federal Hazardous Waste authorities, in writing, of any Discharge into the POTW of a substance, which, if otherwise disposed of, would be a Hazardous Waste under 40 CFR 261. Such notification must include the name of the Hazardous Waste, the EPA Hazardous Waste number, and the type of Discharge, continuous, batch, or other. If the User Discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification must also contain the following information to the extent such information is known and readily available to the User: An identification of the hazardous Pollutants contained in the wastes; an estimation of the mass and concentration of such Pollutants in the wastestream discharged during that calendar month; and an estimation of the mass of Pollutants in the wastestream expected to be discharged during the following twelve (12) months. All notifications must take place within 180 days of the effective date of this Chapter. Users who commence discharging after the effective date of this Chapter must provide the notification no later than 180 days after the Discharge of the listed or characteristic hazardous waste. Any notification under this paragraph need be submitted only once each calendar year for each Hazardous Waste discharged. However, notifications of changed Discharges must be submitted under 40 CFR 403.12 (j). The notification requirement in this Section does not apply to Pollutants already reported under the self-monitoring requirements of 40 CFR 403.12 (b), (d), and (e).

(b) Users are exempt from the requirements of paragraph (a) of this section 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 et seq. and 261.33(e). Discharge of more than fifteen (15) kilograms of non-acute Hazardous Wastes in a calendar month, or of any quantity of acute Hazardous Wastes as specified in 40 CFR 261.30 et seq. and 261.33(e), requires a one-time notification prior to discharge.

(c) In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of Hazardous Waste or listing any additional substance as a hazardous waste, the User must notify the POTW and all Hazardous Waste authorities required of the Discharge of such substance within ninety (90) days of the effective date of such regulations.

(d) In the case of any notification made under this Section, the User must certify that it has a program in place to reduce the volume and toxicity of Hazardous Wastes generated to the degree it has determined to be economically practical.

Sec. 6-13.822. Notification of Uncontrolled Discharges.

In the event of an Uncontrolled Discharge, the User must immediately notify the Director of the incident by telephone. The notification must include locations of Discharge, type of material, concentration and volume, and corrective actions taken.

Within five (5) days following the Uncontrolled Discharge, the User must submit to the Director a detailed written report describing the cause of the Discharge, corrective action taken, and measures to be taken to prevent future occurrences. Such notification shall not relieve the User of any additional liabilities, fines, and costs incurred as a result of this Uncontrolled Discharge.

Sec. 6-13.823. General Notification Requirements.

Users are required to notify the Director of any event that violates any section of this Chapter. No statement in this Chapter shall be construed as relieving the User from the notification requirements of other Federal, State, or local laws, regulations, or ordinances.

In the event of emergencies, potential risk to public health or safety, potential property damage, or potential health or safety risk to City employees, the User must notify the Director and the City of Simi Valley Police Department. If the Director is unavailable, the User may contact the Assistant Director of Public Works, Deputy Director/Environmental Compliance, Deputy Director/Sanitation, or Principal Engineer/Sanitation.

In no event shall the availability of the Director relieve the User from the time limitations for notifications established in this Chapter.

Article 9. Enforcement

Sec. 6-13.901. Enforcement of Chapter.

The Director shall be responsible to administer, implement, and enforce all the provisions of this Chapter. Any Violation of this chapter shall constitute a public nuisance.

The remedies provided for in this Chapter are not exclusive. The Director may take any, all, or any combination of these actions against a noncompliant User. Enforcement of Pretreatment violations will generally be in accordance with the City's Enforcement Response Plan.

Sec. 6-13.902. Waste Hauler Non-Compliance with Permit Requirements.

If any Permit conditions or requirements are violated or the Effluent of the Waste Hauler is found by the analysis to be in excess of the concentrations specified in this Chapter or the Waste Hauler's Permit and it is from a Septic Tank, Cesspool, or Chemical Toilet, the following shall apply:

(a) First violation, the Waste Hauler will be issued a written Notice of Violation and must identify, in writing, the source(s) of the Discharge.

(b) Second violation, the Director may suspend the Waste Hauler's disposal privileges for up to ten (10) business days and the Waste Hauler must identify, in writing, the source(s) of the Discharge.

(c) Third violation, the Waste Hauler shall pay a non-compliance fee as specified in the City's Fee Schedule and the Director may suspend the Waste Hauler's disposal privileges for a minimum of ten (10) business days but not more than thirty (30) business days.

(d) Fourth violation, the Permit may be revoked.

For those Waste Haulers discharging liquids from industrial, commercial, or other sources, the following shall apply:

(a) First violation, the Waste Hauler will be issued a written Notice of Violation and pay a non-compliance fee as specified in the City's Fee Schedule.

(b) Second violation, the Waste Hauler will be issued a written Notice of Violation and pay a non-compliance fee as specified in the City's Fee Schedule. The Director may suspend the Waste Hauler's disposal privileges for a minimum of ten (10) business days but not more than thirty (30) business days.

(c) Third violation, the Director may revoke the Waste Hauler's Permit.

Sec. 6-13.903. Non-Compliance with Permit Requirements.

Upon discovery by the Director of non-compliance with any Permit requirement, an Initial Notice of Violation (INOV) or Notice of Violation (NOV) shall be issued to the User. The violation notice must indicate the nature of the non-compliance, the required actions to comply, and the time frames in which compliance must be reached. The INOV may be issued for the first minor violation of a User. The NOV will be issued for subsequent violations, violations that are of a more serious nature, or where the User has had repeated violations. Notification does not preclude the Director from taking any other enforcement action authorized by this Chapter.

(a) First Violation: The Director may issue an Initial Notice of Violation.

(b) Second and Subsequent Violations: A User will be issued a NOV for a second and any subsequent violations within a 12-month period and may be punishable by the enforcement actions set forth in this Chapter and a fine or penalty in an amount set forth by resolution adopted by the City. In determining the appropriate level of enforcement action the Director shall take additional factors into consideration. These factors shall include the magnitude of the violation, duration of the violation, effect of the violation on the Receiving Waters, or the POTW and/or its collection systems and worker health and safety, compliance history of the User, and good faith of the User in its compliance efforts.

(c) Upon notification of the violation, immediate action must be implemented by the User to abate Discharge violations. Temporary measures must be instituted while permanent measures are designed and constructed. This may require discontinuance of the Discharge to the Sewer and temporary storage or alternate disposal of the wastestream until permanent measures are instituted.

(d) All instances of non-compliance must be permanently corrected within thirty (30) days unless an approved Compliance Schedule is in effect.

(e) In all instances of non-compliance, upon notification of the violation by the Director, it shall be the responsibility of the User to demonstrate compliance to the Director.

(f) Non-compliance with Discharge requirements of the User's Permit may be determined by an analysis of a Grab or Composite Sample of the Effluent of a User for any Pollutant or condition specified in the User's Permit or this Chapter.

(1) Federal Categorical Standards:

(i) Composite Sampling shall be used to determine non-compliance with Federal Categorical Pretreatment Standards, except where a Grab Sample is required by Federal regulations.

(ii) Grab Sampling may be used whenever collecting a Composite Sample is determined to be infeasible by the Director.

(2) Local Limits:

(i) Grab Sampling may be utilized at any time to determine compliance with Local Limits or whenever an approved sampling station or well is not available for the City's use. Any Local Limit compliance or non-compliance may be determined through a Grab Sample.

(g) A subsequent sample will be taken within thirty (30) days after notification, which will also be subject to non-compliance fees if found to be non-compliant. If the second sample reveals non-compliance, the Director may proceed with one or more of the following:

(1) Require the User to attend a compliance meeting to consider alternatives and solutions;

(2) Issue a Compliance Schedule;

(3) Enter into a Consent Agreement;

(4) Issue a Cease and Desist Order;

(5) Issue a Compliance Order;

(6) Order a Show Cause Hearing;

(7) Suspension or revocation of the Permit; and

(8) Commencement of any other enforcement action authorized by this Chapter.

(h) The payment of non-compliance fees shall not bar the City from undertaking any enforcement actions authorized in this Chapter nor waive the requirement for the User to comply with all Federal, State, or local Pretreatment Standards.

Sec. 6-13.904. Compliance Schedule.

The Director may issue a Compliance Schedule in the User's Permit, or amend the Permit by a Compliance Order to include a Compliance Schedule at any time, whenever it is determined that the User requires installation of new or modified Pretreatment equipment. A Compliance Schedule may also be issued for developing waste management practices, Slug Discharge Control Plans, solvent management plans, or other related plans.

Sec. 6-13.905. Consent Agreement.

The Director may enter into a Consent Agreement, assurances of compliance, or other similar documents establishing an agreement with the User responsible for the non-compliance. Such documents must include specific actions to be taken by the User to correct the non-compliance within a time period also specified by the Agreement. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 6-13.906 and 6-13.907 of this Chapter and shall be judicially enforceable.

Sec. 6-13.906. Compliance Orders.

When the Director finds that a User has violated, or continues to violate, any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement, the Director 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. 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 Standard or Pretreatment Requirement, nor does a Compliance Order relieve the User of liability for any violation, including any continuing violation.

Sec. 6-13.907. Cease and Desist Orders.

When the Director finds that a User has violated, or continues to violate, any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement, or that the User's past violations are likely to recur, the Director may issue an order to the User directing it to cease and desist all such violations and directing the User to:

(a) Immediately comply with all requirements; and

(b) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the Discharge.

Sec. 6-13.908. Show Cause Hearing.

The Director may order a User which has violated, or continues to violate, any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement, to appear before the Director and show cause why the proposed enforcement action should not be taken. Notice must be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail, return receipt requested, at least ten (10) days prior to the hearing. Such notice may be served on any Authorized Representative of the User.

Sec. 6-13.909. Emergency Suspensions.

(a) Any User notified of a Suspension Order of its Discharge must immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the Suspension Order, the Director may take such steps as deemed necessary, including immediate severance of the Sewer connection, to prevent or minimize damage to the POTW, its Receiving Waters, or endangerment to any individuals. The Director may allow the User to recommence its Discharge when the User has demonstrated to the satisfaction of the Director that the period of endangerment has passed, unless the termination proceedings in Section 6-13.910 of this Chapter are initiated against the User.

(b) The Director may immediately suspend a User's Discharge, after informal notice to the User, whenever such Suspension Order 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. The Director may also immediately suspend a User's Discharge that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

(c) A User that is responsible, in whole or in part, for any Discharge presenting imminent endangerment must submit a detailed written statement, describing the causes of the

harmful contribution and the measures taken to prevent any future occurrence, to the Director prior to the date of any Show Cause or Termination of Discharge hearing under Sections 6-13.908 or 6-13.910 of this Chapter.

(d) Nothing in this Chapter shall be interpreted as requiring a hearing prior to any Emergency Suspension Order under this Section.

Sec. 6-13.910. Termination of Discharge.

In addition to the provisions in Section 6-13.613 of this Chapter, any User who violates any of the following conditions is subject to termination of Discharge:

(a) Violation of Permit conditions;

(b) Failure to accurately report the Wastewater Pollutants and characteristics of its Discharge;

(c) Failure to report significant changes in operations or Wastewater volume, Pollutants, 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 this Chapter.

Such User will be notified of the proposed termination of its Discharge and be offered an opportunity to show cause under Section 6-13.908 of this Chapter why the proposed action should not be taken.

Sec. 6-13.911. Injunctive Relief.

When the Director finds that a User has violated, or continues to violate, any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement, the City may seek the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the Permit, order, agreement, 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 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 a User.

Sec. 6-13-912. Administrative Liabilities.

(a) Whenever the Director finds that any Person has violated any of the provisions of this Chapter or any Permit condition or limitation of any Permit issued pursuant to this Chapter, the Director is empowered to assess Administrative Liabilities of not less than one thousand dollars ($1,000) and not more than ten thousand dollars ($10,000) per day for each

day during which the violation continues. Such liabilities shall be assessed on a per violation, per day basis.

(b) After thirty (30) calendar days of nonpayment of fees or fines, a lien against the User or property Owner's property shall be sought for unpaid charges, fines, and penalties.

(c) Users desiring to dispute such liabilities must file a written request for the Director to reconsider the liability along with full payment of the liability amount within ten (10) days of being notified of the liability. The Director may convene a hearing on the matter. In the event the User's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the User. The Director may add the costs of preparing administrative enforcement actions, such as notices and orders, to the Administrative Liability.

Sec. 6-13.913. Civil Penalties.

(a) A User who has violated, or continues to violate, any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement shall be liable to the City for a maximum Civil Penalty of $1,000 per violation, per day.

(b) The City may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the City.

(c) In determining the amount of Civil Penalty, 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 User's violation, corrective actions by the User, the compliance history of the User.

Sec. 6-13.914. Criminal Prosecution.

(a) A User who violates any provision of this Chapter, a Permit, agreement, or order issued hereunder, or any other Pretreatment Standard or Pretreatment Requirement shall be guilty of a misdemeanor or an infraction.

(b) A User who introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor. This penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.

(c) A User who 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, Permit, agreement, or order issued hereunder, or who falsifies, tampers with, or renders inaccurate any monitoring device or method required under this Chapter shall be guilty of a misdemeanor.

Sec. 6-13.915. Remedies Nonexclusive.

The remedies provided for in this Chapter are not exclusive. The Director may take any, all, or any combination of these actions against a noncompliant User. Further, the Director is empowered to take more than one enforcement action against any noncompliant User.

SECTION 2. Ordinance SD-47 is hereby repealed.

SECTION 3. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, unenforceable, or unconstitutional, by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, and said remaining provisions shall remain in full force and effect.

SECTION 4. Effective Date and Implementation. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage. This Ordinance shall be implemented fifteen (15) days after approval is received by the City from the Los Angeles Regional Water Quality Control Board and publication of a Notice of Implementation Date in a newspaper of general circulation published and circulated in the City.

SECTION 5. The City Clerk of the City shall cause a summary of this Ordinance to be published at least once in a newspaper of general circulation published and circulated in the City within fifteen (15) days after its passage, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this Ordinance and shall cause a certified Ordinance together with proof of publication, to be filed in the Office of the Clerk of this City.

PASSED and ADOPTED this 21st day of March 2011.

Attest:

/s/
Wendy K. Green
Assistant City Clerk

/s/
Robert O. Huber, Mayor of the City of
Simi Valley, California

Approved as to Form:

/s/
Tracy M. Noonan, City Attorney

Approved as to Content:

/s/
Mike Sedell, City Manager

/s/
Ronald K. Fuchiwaki, Director
Department of Public Works

SIMI VALLEY MUNICIPAL CODE

Title 1 - GENERAL PROVISIONS

Chapter 2 - PENALTY PROVISIONS*

Appendix C-6

Non-Compliance Violation Form

Ventura County Environmental Health Division - 800 S. Victoria Ave., Ventura CA 93009-1730
TELEPHONE: 805/654-2813 or FAX: 805/654-2480

vcrma.org/divisions/environmental-health

PROPOSITION 65 REPORT FORM

DATE REPORT TAKEN:	TIME REPORT TAKEN (AM/PM):	LOG NUMBER:
NAME OF PERSON TAKING REPORT:		
NAME OF PERSON REPORTING:		JOB TITLE/POSITION:
AGENCY/COMPANY NAME:		AGENCY/COMPANY TELEPHONE NUMBER:
AGENCY/COMPANY STREET ADDRESS, CITY, ZIP:		

DATE OF INCIDENT:	TIME OF INCIDENT: AM PM	AMOUNT: (gallons, barrels, etc.)
NAME/DESCRIPTION OF "SUSPECTED" MATERIAL INVOLVED:		PHYSICAL STATE: Solid _____ Liquid _____ Gas _____ Other *(Specify)*:

HOW DID THIS INCIDENT HAPPEN?

ADDRESS/LOCATION OF INCIDENT (Complete "Line 1" or "Line 2")

LINE 1 Street Address: City:

LINE 2 Location (For example: "Brown Barranca"):

ACTION TAKEN:

FOR EHD OFFICE USE ONLY

Distributed to: _____ Community Services *(Sewage spills only)*:_____

_____ Hazardous Materials *(All other spills)*: _____

APPENDIX D:

OPERATION

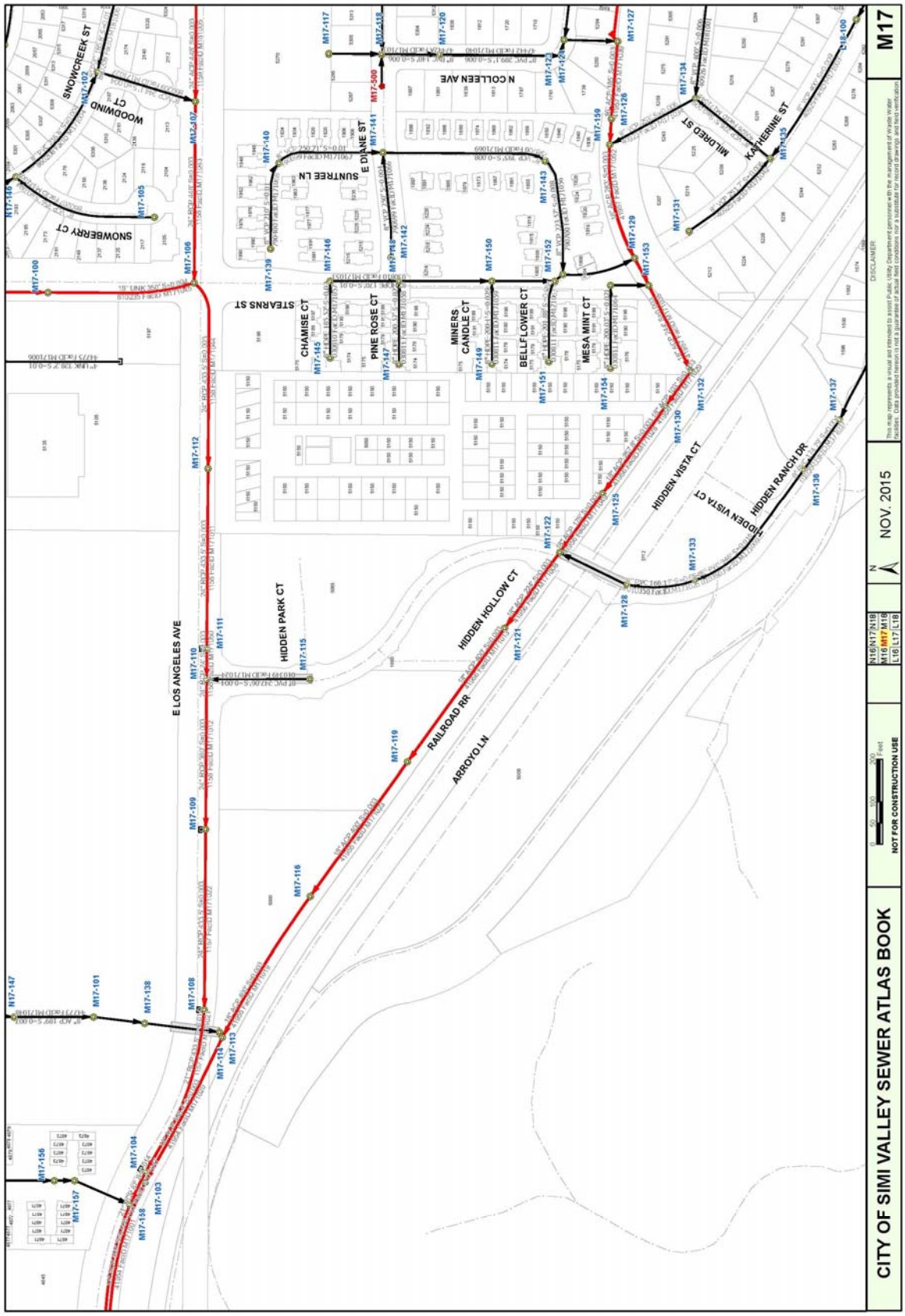
AND

MAINTENANCE

PROGRAM

DOCUMENTS

Appendix D-1
Simi Valley Sewer Atlas



CCTV Inspection Report/Log

The City conducts CCTV inspections of all collections system pipelines ranging from 6-inches to 36-inches. Approximately 25 miles of pipelines were inspected for this reporting period.

CCTV inspection records can be obtained from the Wastewater Collections System Supervisor.

Paul Gonzalez, Collection Supervisor (805) 583-6442

Maintenance Cleaning Schedule

Collections System maintains 380 miles of gravity sewer pipelines ranging in sizes from 6- inches to 36-inches in diameter, including 7,500 manhole structures and three-lift stations (Wood Ranch, Strathearn Place/Arroyo Simi, and Big Sky).

Staff has performed high-velocity cleaning of approximately 75 miles of sewer pipeline for this reporting period, including areas of concern or Hot Spots. Vacuum Combination vehicles and a Hydro-Jetter were utilized to perform line cleaning. A Jetter machine was used along easement areas where vehicles access in restricted. Final CCTV video inspection is performed to verify quality assurance and complete the process.

Cleaning maintenance records can be obtained from the Wastewater Collections System Supervisor.

Paul Gonzalez, Collection Supervisor (805) 583-6442

0.00 TABLE OF CONTENTS

4.00 SAFETY STANDARDS (Procedures)

5.00 GENERAL SAFETY POLICIES

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Safe Work Permit	4011
Air Test Log	4012
Hot Work Permit	4021
Confined Space Entry Permit	4031
Respiratory Fit Test Record	5081

Collection System

Vehicle Equipment Inventory 2019

Vehicle No.	Description	Make	Began Service
570 Line #1	Combination Jetter/Vacuum (1 in.)	Vactor	December 2010
580 Line #2	Combination Jetter/Vacuum (1 in.)	Vactor	January 2012
569 Line #3	Hydro/Rodder (3/4 in.)	Vactor	October 2010
573	Jetter (3/4in.) for Easement Locations	Ramvac Stanley	January 2011
660 Camera #1	Inspection Vehicle	Ford Envirosight	March 2018
599	Emergency Support Vehicle	Chevrolet	July 2012
464	Stand By Vehicle #2	Chevrolet	August 2002

Critical Replacement Parts List

TO BE PREPARED AND INCLUDED BY: 4/1/19

Critical Replacement parts inventory for the new Vactors and Easement machine are located at our fleet maintenance shop (John Willoughby Maintenance Superintendent) 805-583-6489. If large parts are needed local Vactor dealer Haaker Equipment Company located in La Verne, California two hours away.

Parts List:

1. Reel pressure 90
2. Vacuum Hose

Prepared By: _____

Reviewed By: _____

Date: _____

Kennedy/Jenks Consultants

1000 Hill Road, Suite 200

Ventura, California 93003

805-658-0607

805-650-1522 (Fax)

City of Simi Valley

Sewer Collection System
Asset Evaluation and Rehabilitation Plan
Final Report Volume 1

Sewer Collection System Asset Evaluation and Rehabilitation Plan
Final Report Volume 1

Executive Summary

Kennedy/Jenks Consultants (Kennedy/Jenks) has reviewed and coded defects according to the Pipeline Assessment Certification Program (PACP) guidelines for nearly 50 miles of video footage. The near 50 miles of video comprises only 13 percent of the City of Simi Valley's (City's) main collection system. However, the footage includes the larger pipelines in the main collection system and thus constitutes a substantial portion of the estimated cost for rehabilitation of the entire system (Figure 1-1). It also contains many of the older pipes that were constructed of asbestos cement or concrete pipe. These pipes are more susceptible to corrosion than new PVC piping systems.

The County started constructing the sanitary sewer system in 1961 and the City, after incorporation in 1969, continued expanding the system. Today the City has approximately 360 miles of mainline sanitary sewer piping according the City's GIS database. As the pipelines age, the risk of pipe failure increases. The City experienced one such failure located along Los Angeles Avenue. Pipeline failures, such as this, require emergency response and are costly to repair. They also often lead to sanitary sewer overflows (SSOs) which have both public health and environmental implications. The Los Angeles Avenue failure cost the City over $1 million and took over one month to repair. Pipeline failures and SSOs can often be prevented with proactive, rather than reactive, sewer pipeline rehabilitation.

Approaching improvements from a proactive perspective requires detailed knowledge of the existing pipelines accomplished by internal closed-circuit television (CCTV) inspections. These internal inspections record pipeline defects such as cracks, joint problems, and surface deterioration, which can lead to pipe failures. The internal inspections also identify maintenance concerns, such as intruding roots or grease build-up, that if corrected can prevent pipeline blockage and an SSO event. In the United States over the last 10 years, the approach to internal pipeline inspections has become standardized through the PACP.

After reviewing the internal CCTV footage, all sewer sections were ranked according to the PACP defect coding, pipe diameters and materials of construction. Priority ranking was also given to each area based on a criticality evaluation (discussed in detail in Appendix A), including each area's proximity to major roadways, the railroad, known businesses, and tourist destinations. Volume 2 of this report includes a detailed schedule for sewer rehabilitation, indicating a range of years in which specific areas of concern are recommended for rehabilitation. Itemized estimates of probable cost are also included in Volume 2. This rehabilitation schedule is summarized in Figures 5-1 through 5-4 of this Volume 1. Information is also provided in this Volume 1 and also

Volume 2 to distinguish pipe reaches requiring frequent routine cleaning and/or maintenance to prevent a SSO occurrence.

This thorough review has identified specific reaches of the piping system, which are recommended for improvement to prevent potential costly failures or SSO events. More importantly, however, these internal inspections have brought to light concerns involving one of the piping materials found extensively throughout the collection system. Between 30 and 45 years ago, the City invested in asbestos cement pipe (ACP) as the primary pipe material for new sewer installations. As a result, ACP makes up nearly one-third of the City's sanitary sewer system (Figure 2-3) and it is generally the material found to be used for the larger diameter interceptor sewers in the system.

Based on historical evidence and video pipeline inspections, sewers in the highest risk areas of the City piping system are comprised of asbestos cement pipe (ACP). This type of pipe has an average life span of approximately 50 years. Unfortunately, while the extensive use of ACP might have lowered the costs to the City at the time of installation, over time this material has been found to be inferior. Where the appropriate conditions are present, deterioration and/or failure of the ACP piping system can occur prior to the 50-year average life span. This places the City in a unique position relative to other nearby communities whose initial investment was in pipe materials that can surpass 80- and 100-years of age. The City must begin reinvesting a significant sum of money into their sanitary sewer system at this time.

The longevity of ACP piping material is of concern because of its relatively low bearing strength, susceptibility to attack from internal sewer acids, and the subtle visual identification of deterioration during CCTV inspection. Therefore, the ACP is the most significant concern in this evaluation of the longevity of the City sewer system.

The internal inspections completed have revealed varying degrees of surface deterioration in ACP reaches, thus enabling the City to implement a phased rehabilitation schedule. Using a phased approach spreads out the cost of ACP rehabilitation that would otherwise occur over a short period of time when the pipelines begin reach the end of their useful life span (Figure 2-6). Fortunately, there were no pipe reaches found to have severe structural defects which would warrant pipe replacement and thus, the focus of this asset rehabilitation plan is based on rehabilitating the existing facilities whenever possible.

The estimated cost associated with rehabilitation of approximately 34 miles of sewers identified for rehabilitation within 20 years is approximately $59.2 million, at current construction costs (Table 5-1). Of this total, $8.8 million represents the probable cost for rehabilitation necessary in the next three years.

To assist the City with the programming of future capital improvement program costs, current costs and annual estimates are increased to future dollars to account for inflation and increasing construction costs. The resulting projected annual costs in both current and future dollars are derived (Table 5-2) and indicate that the City's twenty year

program is projected to cost approximately $96 million. Moreover, the annual reinvestment in infrastructure could exceed $7 million in any given time frame. Given that there is some flexibility in annual programmed improvements, the specific facilities to be improved in conjunction with the level of annual investment should be reviewed annually as part of ongoing capital improvement planning and budgeting.

It should be noted however, that there may be instances where pipe capacity limitations would warrant pipeline replacement. For this reason, the estimates of probable cost do incorporate an allowance for potential pipe replacement as a function of the contingency costs. While a cursory review of facilities with potential capacity constraints will be provided in a subsequent Technical Memorandum, it is recommended that the City consider budgeting for a more comprehensive hydraulic capacity analysis and/or update the Sewer System Master Plan. This activity is also a requirement of the new State Waste Discharge Requirements as regulated by the State Water Resources Control Board.

It is recommended the City initiate a program for improving the segments identified in the immediate category and implement added maintenance and cleaning as necessary to prevent a SSO from occurring. It is also recommended the City consider the following:

- Incorporate the results presented here and in Volume 2 into the City's existing maintenance/sewer database;
- Perform a flow monitoring study of areas of capacity concern;
- Conduct an overall hydraulic sewer capacity analysis and Master Plan Update;
- Continue with internal CCTV inspections of the sewer system;
- Develop a cleaning methodology tailored to protecting ACP; and
- Apply the approach developed in this evaluation to any future internal inspections.

APPENDIX E:

OVERFLOW

EMERGENCY RESPONSE

DOCUMENTS

Appendix E-1
Sanitary Sewer Overflow Response Procedures

CITY OF SIMI VALLEY
PUBLIC WORKS DEPARTMENT
SANITATION DIVISION
POLICY FOR WASTEWATER SPILLS AND OVERFLOWS

It is the Policy of the City of Simi Valley Public Works Department to use every reasonable and possible means to protect and safeguard public health in the event of a wastewater related emergency within the City wastewater service area. The purpose of this response plan is to identify those actions to be taken by Public Works Department personnel in responding to wastewater overflows, spills, collection system main line breaks, and any other situations involving wastewater that create an increased exposure to the safety and health of the General Public. Legal responsibility for containment, clean-up, and reporting of wastewater spills and overflows is contained in California Health and Safety Code Sections 427.12, 427.13, 5411.5, 5412.5, and 24155–24159, as well as in the California Code of Regulations Title 17 Sections 7950–7961, and the City of Simi Valley NPDES Permit No. CA0055221. Although the containment and repair of any wastewater related emergency should be handled in the most expeditious manner, safety procedures and guidelines contained in this Policy must be followed at all times.

Submitted by:

_____ _____
Frank Hernandez Date
Plant Support Systems Manager

Reviewed by:

_____ _____
Alan Krieger Date
Deputy Public Works Director/Sanitation Services

Policy Approved:

_____ _____
Ron Fuchiwaki Date
Public Works Director

I. General/Background

The proper collection and treatment of municipal and industrial wastewater is vital to the public health in our cities and towns. The proper functioning of wastewater systems is among the most important factors responsible for the general level of good health enjoyed in the United States. Collection Systems ensure that wastewater is removed from homes, businesses, and industries and conveyed to a proper treatment and disposal location. Under certain conditions, whether caused by a poorly operated and maintained system or by natural disasters, Sanitary Sewer Overflows (SSOs) can develop and pose risks to public health and the environment.

Sanitary sewer overflows result in the release of raw sewage. The health and environmental risks attributed to SSOs depend on a number of factors including location, potential for public exposure, frequency, volume, the amount and type of pollutants present in the discharge, and the uses, conditions, and characteristics of the receiving waters. The most immediate health risks associated with SSOs to our waters and other areas with a potential for human contact are bacteria, viruses, and other pathogens. Consequences can be greater for children, elderly, and those with weakened immune systems.

Sanitary Sewer Overflows, by themselves or in combination with other sources of pollution (POTWs, farm runoff, mines, developments, etc.), may affect the quality and uses of the receiving waters. SSOs can be a potential threat to public health because of the pathogenic organisms that may be carried by these sources into our waters. In addition to pathogens, raw sewage may contain metals, synthetic chemicals, nutrients, pesticides, and oils that can also be detrimental to the health of humans and wildlife. Water quality impacts from SSOs may include changes to the physical characteristics and viability of aquatic habitats, causing fish kills. These impacts can cause adverse economic impacts such as beach closures, shellfish harvesting quarantines, increased risks and demands on drinking water sources, and impairment of people’s ability to use waters for recreational purposes.

II. Safety Responsibilities

Although the immediate abatement of Sanitary Sewer Overflows is of utmost importance in order to minimize health risks to the General Public, it will not take precedence over the safety of Public Works personnel responding to the emergency. Therefore, the policies and procedures contained in this manual will be strictly adhered to.

No work is so important that it should be undertaken in an unsafe manner. Personal injuries cause pain and inconvenience to the employee and his family, cost the employee and the City money, and result in reduced service to the Public and additional workload for other employees who have to carry the workload of the injured employee. Injuries to the Public as a result of unsafe acts by employees can result in liability suits against the City. Safety of the Public and of employees is a prime consideration in all operations of the Public Works Department. The City of Simi Valley's Illness and Injury Prevention Policy govern all employees.

No one can influence employee behavior more than the first line supervisor. A Safety Program is unlikely to succeed if the supervisor is not fully involved in and held responsible for the success of the program.

Supervisors are expected to:

1) Promote safety awareness and encourage a proper safety attitude by their own good example, attendance, and participation at safety meetings.

2) Supervise and evaluate employee safety performance.

3) Observe and correct unsafe employee acts through training and, if necessary, disciplinary measures.

4) Make sure the necessary safety equipment and protective devices for each job are provided, the employee is trained in their use and care, and the equipment and devices are used.

5) Conduct safety inspections of all equipment, work areas, and operations in order to improve housekeeping, eliminate unsafe conditions, and encourage safe work practices.

6) Ensure that all employee accidents are promptly reported regardless of the extent of the injury or property damage. In the case of an injury requiring medical attention, it will be the responsibility of the supervisor, or fellow employee to make sure the injured employee receives proper medical attention according to the procedures in this manual.

7) Investigate all employee, participant, and visitor accidents, and determine the cause.

8) Instruct employees regarding disciplinary policy for violation of safety rules, and take such disciplinary action as necessary.

9) Take necessary steps to prevent recurring injuries of similar types

10) Provide all new employees with proper training in safe work practices and provide an awareness of inherent job hazards.

11) Provide the Department with copies of all accident reports.

12) Make sure employees operate only equipment for which proper training has been provided.

13) Make sure adequate First Aid Kits are available at each work site.

14) Make sure each vehicle used on the streets has Incident Report Forms in the glove box.

It must be emphasized that each employee also has a great responsibility for prevention of accidents.

Employees are expected to:

1) Follow instructions. If you don't know, ask your supervisor for safe job instructions.

2) Correct all unsafe conditions or report them to your supervisor.

3) Keep work areas clean and orderly at all times. Poor housekeeping causes accidents and wastes time.

4) Use the prescribed tools and equipment for the job and use them in a safe manner. Don't use worn or broken tools. Report all broken tools and equipment to your supervisor.

5) Report all accidents immediately to your supervisor. If injured, get proper medical treatment at the Med Center or nearest hospital.

6) Wear prescribed protective equipment; dress safely and sensibly.

7) Take proper care of all your equipment including safety equipment.

8) Do not engage in horseplay.

9) Learn to lift and handle material properly.

10) Obey all safety rules and practices and take an active part in the safety program.

The most important person in any safety program is the individual worker. He/She is the person most responsible for his/her own safety. Experience has shown that the majority of accidental injuries are caused by unsafe acts. Remember that on-the-job safety is a work responsibility equal to any other job responsibility.

III. Emergency Call Procedures

Normal Working Hours:

During normal working hours, the Public Works Dispatcher or the Sanitation Secretary will normally receive emergency calls concerning sanitary sewer spills or overflows. Contact will be initiated with Collection System personnel in the following order:

1) Wastewater Collection System Supervisor	Will investigate the emergency and assign appropriate personnel and equipment.
If not available, then 2) Plant Support Systems Manager	Will investigate the emergency and assign appropriate personnel and equipment.
If not available, then 3) Collection System Crew Leader	Will investigate the emergency and assign appropriate personnel and equipment.
If not available, then 4) Line 2 (Vehicle #580) crew	Will respond to the emergency and call additional personnel and equipment if required; will notify Collection System Supervisor at the earliest opportunity.
If not available, then 5) First available field crew	Will respond to the emergency and call additional personnel and equipment if required; will notify Collection System Supervisor at the earliest opportunity.

After Normal Working Hours:

Emergency calls are normally received by the Sanitation Emergency After Hours Answering Service (583-1564) or the Police Department Dispatcher (583-6950). Contact will be initiated with the stand-by personnel in the following order:

1) **Weekdays** - Primary Stand-by Person	Will investigate the emergency and call in additional personnel, if required. The Wastewater Collection System Supervisor is to be notified in the event of an overflow.
1) 2. **Weekends** - Primary Stand-by Person	Will call the Secondary Stand-by Person and both will investigate the emergency. The Collection System Supervisor is to be notified in the event of an overflow.

IV. Odor Complaints

Unless the resident also has a drainage problem, or there is evident risk of toxic fumes inside a residence, Sanitation personnel may not respond in all cases after normal working hours.

When an odor complaint is received, Sanitation personnel will call the resident and determine whether:

1) Building drains are blocked.
2) A clean-out is overflowing.
3) A manhole is overflowing.
4) Toxic fumes are inside the building.

After normal working hours, if none of the above conditions exist, tell the resident Maintenance personnel will investigate the complaint during normal working hours.

During normal working hours, even if none of the above conditions exist, the Collection System Supervisor will dispatch a crew to investigate the complaint.

The responding crew will determine, using proper safety procedures (including gas monitoring), if the odor source is:

1) Within the building and
    a. Whether all drains are free flowing.
    b. Whether all drain fixtures have properly functioning traps.
    c. Whether the drains are vented to the roof.

2) From outside the building and
    a. Whether the main sewer is free flowing.
    b. Whether neighbors are experiencing drain problems.

5) From a non-sanitary sewer related source

Corrective action will be taken or referred to the resident for correction based on the results of the maintenance crew investigation. If toxic fumes, or fumes of an unknown nature are present, evacuate the building and contact Environmental Compliance at 583-6400 during normal working hours. Use **Appendix E** to contact Environmental Compliance after normal working hours. If Environmental Compliance is not available, contact the Ventura County Fire Department (911).

V. Unknown Sewer Problems

In the event a call or complaint is received concerning a sewer problem of an unknown nature, the following procedure is to be used:

1) Contact the resident by phone before responding.

2) Determine the nature of the problem from information provided by the resident or from a site investigation. Proceed with the appropriate action as described in **Section VI** or **VII** below.

3) If the resident cannot be contacted, a maintenance crew (Stand-by personnel, if after hours) will respond and investigate the situation.

4) If the main sewer is free flowing and there is no visible or detected emergency situation at the address, a notice will be placed on the resident's doorknob describing what the investigating personnel have found. This gives the resident the opportunity to call and discuss the findings verbally.

5) If the investigating personnel discover an emergency situation, proceed with the appropriate action as described in **Section VI** or **VII**.

VI. Building Sewer Stoppages

In the event a call or complaint is received concerning a sewer back-up, maintenance personnel will use the following procedure to determine if the blockage is in the main sewer or in the building sewer:

1. Contact the resident by phone before responding.

2. Using the information received from the resident, or from an on-site investigation, use **TABLE I** to determine the nature of the problem.

Table I
DETERMINATION OF SEWER PROBLEMS

			Possible Fixture Problem	Possible Lateral Problem	Possible Main Stoppage
A	There is sewage backing up into the building	Yes	X	X	X
		No	X	X	X
B	Neighbors' drains are blocked	Yes			X
		No	X	X	
C	All drains in the house are plugged	Yes		X	X
		No	X		
D	There is a surface clean out in the yard; it is open and overflowing	Yes		X	X
		No	X		
E	If a manhole is nearby, is it overflowing?	Yes			X
		No	X	X	X

3. If there is a possibility that a main sewer blockage exists, or if the resident cannot be contacted, a maintenance crew should respond and inspect the main sewer.

4. If it is evident from the resident's responses or investigation reveals that there is no main sewer blockage, the resident shall be informed of this and informed that problems in building sewer lines and laterals are the property owner's responsibility. The City's Lateral Policy (**Appendix E-a**) should be explained and a copy given to the resident.

5. If the blockage is in the building sewer line and it results in an overflow on to private property, contact Environmental Compliance at 583-6400 during normal working hours (refer to **Appendix E** for after-hours contact numbers) to supervise clean-up of the overflow. If the overflow has the potential to enter a public right-of-way or State waterway, Sanitation personnel will contain the spill and initiate efforts to clear the blockage. Sanitation will then coordinate with Environmental Compliance on clean-up of the spill.

6. If there is a blockage in the main sewer, maintenance personnel will begin spill control procedures as outlined in the Main Stoppage Procedures (**Section VII**).

VII. Main Sewer Stoppages

If it is evident from the initial report of a sewer problem, from the follow-up phone conversation with the resident, or from the maintenance personnel's investigation that there is a main sewer stoppage, maintenance personnel should respond as follows:

1) During normal working hours, Line 2 (Vehicle # 580) should be dispatched immediately to the reporting address. If Line 2 is unavailable, Line 3 (Vehicle # 569) or Line 1 (Vehicle # 570) should be dispatched. If neither Line 2, Line 3, nor Line 1 is available, see **Appendix B** for a listing of Cities and private companies that can provide assistance.

2) After normal working hours, stand-by personnel should report to the Sanitation yard to pick up Line 2 and drive to the reporting address. They should then begin spill control measures as outlined below.

Upon Arrival at Overflow/Spill Site:

1) The Collection System Supervisor or Crew Leader shall respond immediately to emergencies and investigate all service requests or complaints.

2) The Supervisor or Crew Leader will make immediate on-the-spot evaluation of the problem. He will determine which service request or complaint is the highest priority for order of assignment to emergency crews.

3) The Supervisor or Crew Leader shall notify the following City personnel, as appropriate. At the same time, the Supervisor or Crew Leader should request any equipment, tools, or safety equipment needed for containment and repair activities.

Frank Hernandez, Plant Support Systems Manager
Work: 583-6455
Home: 577-9170
Cell: 428-2757

Alan Krieger, Deputy Public Works Director/Sanitation Services
Work: 583-6443
Home: 584-8627

4) Assess the extent of the spill and prevent public contact with the spill by evacuating flooded buildings and placing barriers around outside spills. Try to prevent sewage from entering the surface drainage system or causing a health hazard. Use sand bags to contain the sewage. Containment should begin immediately in a safe and orderly manner before any repair work.

5) Selection of the containment plan and its implementation will take into account all reasonable steps to minimize or prevent any discharge that has a reasonable likelihood of adversely affecting human health or the environment. The following are examples of containment plans:

Bypass the break or spill by pumping from an upstream manhole to a manhole downstream of the break or spill. At the same time, pump any spillage to the same downstream manholes.

Use vacuum trucks to transport wastes to a downstream manhole or treatment plant.

Dam the stream or watercourse so all contaminated water is contained, then vacuum and pump to another downstream manhole, or transport to a treatment plant with vacuum trucks.

6) Determine if the stoppage is lift station related by inspecting downstream manholes and by a visual inspection of the lift station. If lift station problems are indicated, contact the Plant Maintenance Supervisor (home phone – (805) 279-9162; or cell (805) 297-6111), or the Plant Support Systems Manager (home phone – (805) 577-9170; or Cell – (805) 428-2757).

7) To clear the blockage, locate the nearest manhole (preferably downstream) in which the sewer cleaning equipment can gain access to the main sewer. Break the blockage in the main sewer.

8) Determine the cause of the blockage (roots, rags, grease, construction debris, etc.)

9) Sanitation personnel will be responsible for cleaning of any affected areas. If the sewage spill is contained and unable to enter a Public waterway, use Line 2 to vacuum the contained sewage and transport it to the nearest manhole for disposal. Clean up residual sewage solids from surface. If the spilled material is not sanitary sewage or is a hazardous material, coordinate with Environmental Compliance and the Plant Operations Manager for proper disposal. Any chlorine residual detected is adequate.

10) Sanitation personnel will be responsible for posting contaminated areas with necessary warning signs. The warning signs shall be posted at public access points such as:

Roads leading into the affected area;
Bridges on watercourses in the affected areas;
Parking areas and parks in the affected areas

In residential areas warning signs shall be posted every 200 feet around the affected area. Warning signs and stakes are stored in Line Maintenance's Lower Shed at the Simi Valley Water Quality Control Plant.

All of the following criteria shall be met before removing warning signs:

The discharge of the waste that caused the warning is no longer occurring.

There has been a 72-hour period in which no discharge has occurred.

11) If the incident occurred after normal hours and the Collection System Supervisor was not required to respond he must be notified the next working day.

If there was sewage spilled onto the ground or onto any paved surface where it could eventually reach any State waters, you must:

Wash down any area that is paved and remove wash down and vacuum with Line 1 or Line 2.

Remove solids from landscape areas.

Estimate the amount that spilled and any amount that may have entered storm drains, if possible. Identify the location of the storm drains.

If the sewage spill occurred from a public sewer during normal working hours and the Collection System Supervisor or Plant Support Systems Manager has been notified of the incident, it is the responsibility of the supervisor or manager to notify the Regional Water Control Board, the Ventura County Environmental Health Department, Ventura County Watershed Protection District, Ventura County Community Service, and the Office of Emergency Services of the sewage spill, depending on the amount of the spill. See Table II for specific verbal reporting requirements. For spills that occur after normal working hours, the first supervisor, either from Sanitation or Environmental Compliance, made aware of the situation will be responsible for the immediate verbal notification to the appropriate agencies. Environmental Compliance will handle all written reports for spills that occur from building sewers, commercial, industrial, or non-public sewers. All written reports for spills from public sewers will be handled by Sanitation. See **Appendix D** for contacts and phone numbers for these agencies.

TABLE II
VERBAL REPORTING REQUIREMENTS

SPILL:	< 500 gal	500 to 999 gal	> 1000 gal
Regional Water Quality Control Board		X	X
Ventura County Environmental Health	X	X	X
Ventura County Community Service	X	X	X
Ventura County Watershed Protection District	X	X	X
Office of Emergency Services			X

X – Indicates immediate agency notification is required

If the sewage spill occurs after normal working hours or on the weekend, attempt to notify the Collection System Supervisor first, then the Plant Support Systems Manager. Contact the Collection System Supervisor or Plant Support Systems Manager immediately if there is a threat to the environment or pollution of State waters. If the supervisor or manager cannot be contacted, immediately proceed with spill control measures and then notify the five agencies listed in Appendix D. On the following workday, submit to VCEHD the standard Proposition 65 reporting form by fax (see **Appendix D** for agency phone and fax numbers). If the sewage spill occurs from a sewage lift station or a sewage force main, take those steps necessary to abate the situation and protect public health, then contact the appropriate regulatory agencies immediately.

Also notify:	Alan Krieger, Deputy PW Director/Sanitation	(805) 428-3839
	Joe Deakin, Assistant Public Works Director	(805) 223-6381
	Ron Fuchiwaki, Public Works Director	(818) 439-9596
	Bran P. Gabler, Interim City Manager	Supervisor will notify

Be prepared to provide the Ventura County Environmental Health Department and the Office of Emergency Services with the following information:

- Location of incident
- Date and time of incident
- Cause of spill/overflow (sewer main blockage, lift station failure, etc.)
- Action taken or to be taken
- Did spill/overflow enter storm drain system?
- Estimated amount that entered storm drain system
- Location where storm drain discharges

1) All agencies notified of the spill will be called by the senior supervisor in charge and given a brief report of how and when the repair and/or clean-up was completed. They will also be notified of follow up sampling and analyses that will be performed, and an approximate date of a final sampling.

2) The final report on the situation, containment, repairs, clean up, and sampling program is to be submitted by the Deputy Public Works Director /Sanitation Services to appropriate regulatory agencies and the Public Works Director within five (5) days of completion of the repair and/or clean-up activities. The written notification shall include information explaining reasons for the discharge, what steps were taken to correct the problem, the dates of all actions taken, and what steps are being taken to prevent the problem from reoccurring.

3) If the sewer main has a blockage resulting in any property damage, call Trevor Earle, Risk Manager at (805) 583-6739 or cell phone – (805) 402-2026. Photographs should be taken as well as a drawing or sketch of the area(s) damaged by the flooding.

4) Contact with the general public and regulatory agencies will be the responsibility of the senior supervisor who is responsible for decisions involving the particular incident. Contact with the news media will be the responsibility of the Deputy Public Works Director/Sanitation Services or his designee.

5) After the spill/overflow situation has been abated, prepare the normal Environmental Compliance/Collection System Complaint/Spill Response form.

VIII. Sampling Procedures

Grab samples for total and fecal coliform and enterococcus shall be obtained anytime a spill reaches any receiving water, such as the Arroyo Simi. If spill is contained on the ground, in a storm sewer, or flood channel it is not necessary to collect bacteriological sampling providing proper containment and complete and thorough clean-up is completed.

Samples must be collected upstream and downstream of the point of entry for the spill. The sample taken must be a representative sample where there is good flow and mixing. Be sure to follow proper sampling protocol when taking samples. Label each sample and complete a Chain of Custody form. Preserve the samples on ice until returned to the laboratory. There is a six (6) hour holding time for these samples. Each sampling event will consist of a total of six (6) samples; three (3) samples taken upstream of the point of entry for the spill and three (3) taken downstream. Samples will be taken until samples are within normal limits.

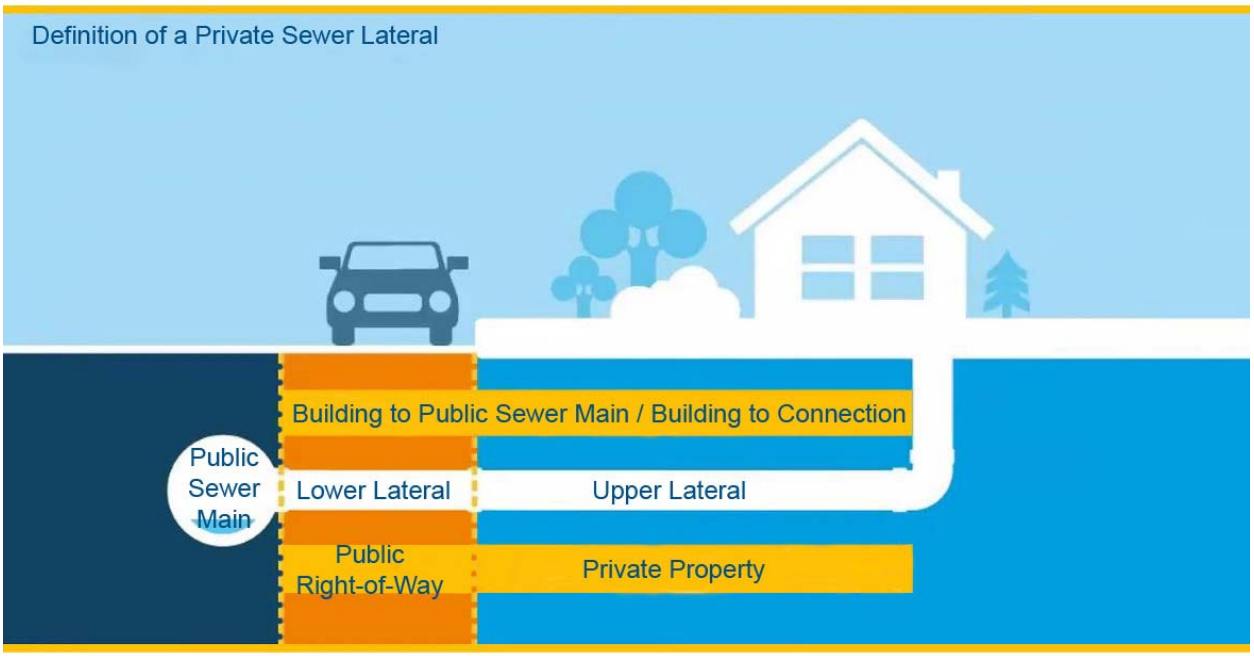
APPENDIX E-1:

SANITARY SEWER OVERFLOW

EMERGENCY RESPONSE PROCEDURES

This Sewer Lateral Policy establishes various criteria and verification procedures necessary for the City to ascertain whether plumbing expenses for the sewer lateral line repairs are reimbursable to the property owner.

The main public sewer line in the street is owned and maintained by the City. However, the connecting sewer lateral line running from the house/building to the main sewer line in the street is owned and maintained by the property owner. It is the responsibility of the property owner to properly maintain the sewer lateral line. Internal problems in the sewer lateral line, such as internal blockages, misalignments, or deterioration, are the property owner's responsibility.



Tree roots themselves are not generally able to penetrate a properly maintained sewer lateral line without a pre-existing entryway. Inferior materials, poor installation and/or maintenance may cause the sewer lateral line and/or seals to decay, disintegrate or otherwise deteriorate, loosen joints, develop fissures, spaces, openings, and/or other potential entryways for tree roots: such entryways may leak and discharge sewage into the ground, in violation of the City of Simi Valley Municipal Code, Section 6-6.06.

If a property owner believes that roots from a City-owned tree may have caused damage to a properly maintained and sealed private sewer lateral line, and wishes to be reimbursed for the necessary repair/replacement work, the property owner must complete the following steps so that the City may investigate, verify the facts, and evaluate the circumstances:

1. Whether the private sewer line lateral repair or replacement work is to be done within private property (Upper Lateral) or public right-of-way (Lower Lateral), the property owner or contractor must contact the City of Simi Valley Sanitation Division at (805) 583-

6440, 24-hours prior to any work, for the City's inspection of the roots and sewer lateral line. **If this step is not followed, the City's staff will be unable to confirm the cause of the problem, and the property owner will not receive reimbursement consideration**.

2. If sewer lateral line repair/replacement work is to be done within the public right-of-way, the property owner's A-licensed contractor must first obtain an Encroachment Permit from the Public Works Department by calling (805) 583-6786.

3. All sewer lateral line work must follow the City's guidelines for evacuation, including the City's "Procedures for Trenching or Construction Near Trees" available through the Public Works Department.

4. The property owner's contractor must, in the presence of the City Inspector(s), uncover the sewer lateral line, not removing it or any roots, in order to allow for proper inspection and tracing of tree roots. The City Inspector(s) will check the sewer lateral line for its condition; including whether improperly sealed or failed joints, pipe damage or deterioration have caused root entryways. The inspection will also include review of the type and age of pipe materials, the proper installation and maintenance, and whether earthquake movement may have damaged the sewer lateral line or otherwise caused root entryways, as the City is not responsible for the consequences of earthquakes or sewer lateral line deterioration.

5. In the event that the City Inspector determines that a City-owned tree has caused damage to an otherwise properly maintained and sealed sewer lateral line, the City will request a reasonable cost estimate from a qualified and appropriately licensed, insured, and bonded contractor, for the repair work. The City will consider reimbursement for only that portion of the sewer lateral line repair work damaged by City property.

WHERE THERE IS NO INSPECTION, THERE IS NO REIMBURSEMENT!

However none of the above is intended to preclude the property owner or contractor/plumber from cleaning the sewer lateral line to reestablish drainage. Should you have any questions or need further assistance, please call (805) 583-6440.

I have received a copy of the City of Simi Valley Sewer Lateral Policy:

SIGNATURE: RESIDENT/PROPERTY OWNER	ADDRESS	PHONE NUMBER
DATE	ISSUED BY	DATE

Appendix E-1 (B)
Emergency Contact List

Cities / Districts			
Agency	**Department**	**Phone (Work)**	**Emergency**
City of Oxnard	Sanitation	(805) 488-3517	
City of Camarillo	Sanitation	(805) 388-5332	
Las Virgines	Sanitation	(818) 251-2100	
City of Ventura	Sanitation	(805) 320-6244	(805) 339-4399
City of Thousand Oaks	Sanitation	(805) 449-2499	(805) 496-6084

Private Companies - (Vacon Trucks)			
Agency	**Contact**	**Phone (Work)**	**Phone (Cell)**
Stewarts Derooting		(805) 965-8813	
National Plant Services		(562) 436-7600	

General Contractors			
Agency	**City**	**Phone (Work)**	**Phone (Cell)**
B & W Pipeline	Santa Paula	(805) 525-7473	
Blois Construction	Oxnard	(805) 485-0011	
Innocenti Construction	Ventura	(805) 278-0019	
MF Excavating	Simi Valley	(805) 526-8535	
Turf Construction	Camarillo	(805) 482-9876	

Appendix E-1 (C)
SSO Response Procedures Contact List

Sanitation Services Division Employee Phone Numbers

Work Desk Extensions:

Name:	Desk:	Name:	Desk:
Krieger	(805) 583-6447	Gonzalez	(805) 583-6442
Hernandez	(805) 583-6455	Lombardi	(805) 583-6080
Dennison	(805) 583-6460	Schiffer	(805) 583-6440
Moise	(805) 583-6443	Garage	(805) 583-6479

Administration:

Name:	Personal Contact
Krieger	(805) 479-1364
Hernandez	(805) 428-2757
Lombardi	(805) 813-1503
Schiffer	(805) 581-1570 (H)

Instrumentation: (I & E)

Name:	Personal Contact
Cloud	(805) 217-5397
Lemos	(805) 796-1519
Matuszek	(805) 390-2470
Callback Phone	(805) 297-6107

Operations:

Name:	Personal Contact
Supervisor: Moise	(805) 889-1073
Aguilar	(805) 258-3354
Boddy	(619) 869-6249
Burkes	(714) 423-0496
Campbell	(805) 583-2140(H)
Del Cid	(818) 424-8267
Norris	(805) 796-3388
Paredes	(805) 300-9456
Rizk	(805) 389-9476
Showalter	(818) 389-9476
Steinhauer	(805) 358-5557
Sullivan	(818) 571-7782
Callback Phone 1	(805) 297-6108
Callback Phone 2	(805) 297-6179
Callback Phone 3	(805) 297-6180
Callback Phone 4	(805) 297-6178
Dialer Linked Pager 1	(805) 446-5705
Dialer Linked Pager 2	(805) 446-5706
Helm Pager 1	(805) 446-5702

Maintenance:

Name:	Personal Contact
Supervisor: Dennison	(805) 813-3151
Arevalo	(805) 469-8197
Farrell	(805) 901-6316
Gonce	(805) 433-2204
Jones	(805) 210-0127
Mikusky	(805) 404-2413
Viera	(805) 607-9873
Wernke	(805) 660-6070
Callback Pager	(805) 446-0897

Collections:

Name:	Personal Contact
Supervisor: Gonzalez	(805) 297-6111
Adams	(805) 338-5782
Cain	(805) 416-6548
Fowler	(805) 832-9026
Marquardt	(818) 970-1654
Pratt	(805) 660-8026
Santos	(805) 300-7320
Torres	(805) 766-1217
Villanueva	(805) 300-2706
Weekday Standby Phone 1	(805) 297-6100
Weekend Standby Phone 2	(805) 861-3188
Weekday Standby Pager 1	(805) 446-5708
Weekend Standby Pager 2	(805) 446-5711

Laboratory:

Name:	Personal Contact
Supervisor: Sexton	(805) 258-8979
Arcelona	(805) 306-1612
Bautista	(805) 901-6391
Condelli	(818) 825-1799
Schumacher	(805) 304-3096

*All personal phone numbers are cell phones unless otherwise indicated by (H)

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Appendix E-1 (D)
Regulatory Agency Contacts

Regulatory Agency Contacts					
	Agency	**Address**	**Phone**	**Fax**	**Emergency**
1	California Regional Water Quality Control Board, Los Angeles Region **Note - A Written Copy Of The Spill Response Letter Must Be Sent To This Agency As Well As Verbal Notification Within 24 Hours Of Incident**	320 West 4th Street, Suite 200 Los Angeles, CA 90013	(213) 620-2160	(213)-576-6640	(213) 266-7500
2	Ventura County Environmental Health Division Community Services **Note -A Proposition 65 Form Must Be Sent To This Agency As Well As Immediate Verbal Notification**	800 South Victoria Avenue Ventura, CA 93009	(805) 654-2813		(805) 320-6244
3	Ventura County Watershed Protection District	7150 Walnut Canyon Road Moorpark, Ca 93021	(805) 654-5051		
4	**Note - Agency Requires Immediate Verbal Notification**	O.E.S. Warning Center 2800 Meadowview Rd. Sacramento, CA 95832	(800) 852-7550	(916) 262-1677	
5	Ventura County Community Services **Note - Agency Requires Immediate Verbal Notification**	800 South Victoria Avenue Ventura, CA 93009	(805) 320-6244		

Appendix E-1 (E)
Environmental Compliance Contact List

Environmental Compliance Contact List					
	Name	**Title**	**Phone (W)**	**Phone (H)**	**Phone (C)**
Administration	Mag Mora	ECD Program Coordinator / Pretreatment	(805) 583-6426	(805) 525-0735	(805) 297-6184
	Kay Allen	ECD Program Coordinator / Stormwater	(805) 583-6424	(805) 480-9443	(805) 402-8412
	Gilbert Rabago	ECD Program Coordinator / Hazardous Material	(805) 583-6412		
	Al Sexton	Deputy Public Works Director (Environmental Compliance)	(805) 583-6462		
Inspection	Richard Brewer	ECD Inspector	(805) 583-6422	(805) 526-5757	
	Brian Wilson	ECD Inspector	(805) 583-6425	(805) 527-3568	
	Wes Yates	ECD Inspector	(805) 583-6429		
	Adrian Flores Calderon	ECD Inspector	(805) 583-6434		

CONTACT IN THE ORDER LISTED ABOVE

The emergency contact telephone numbers are maintained for use by Public Works staff that may be called in case of emergency. The Environmental Compliance emergency contact list is used **ONLY IN CASE OF EMERGENCY, AFTER NORMAL BUSINESS HOURS, FOR SITUATIONS REQUIRING ENVIRONMENTAL COMPLIANCE RESPONSE**. Otherwise, the weekly standby list (available at the PSC Switchboard) would be used.

For Hazardous Materials/Waste Emergencies **AFTER WORKING HOURS CALL 911**. Report the incident to the Environmental Compliance Program Coordinator/Hazardous Materials by calling (805) 984-4561.

Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan

Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	6"
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	8"
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	6"
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	8"
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	10"
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

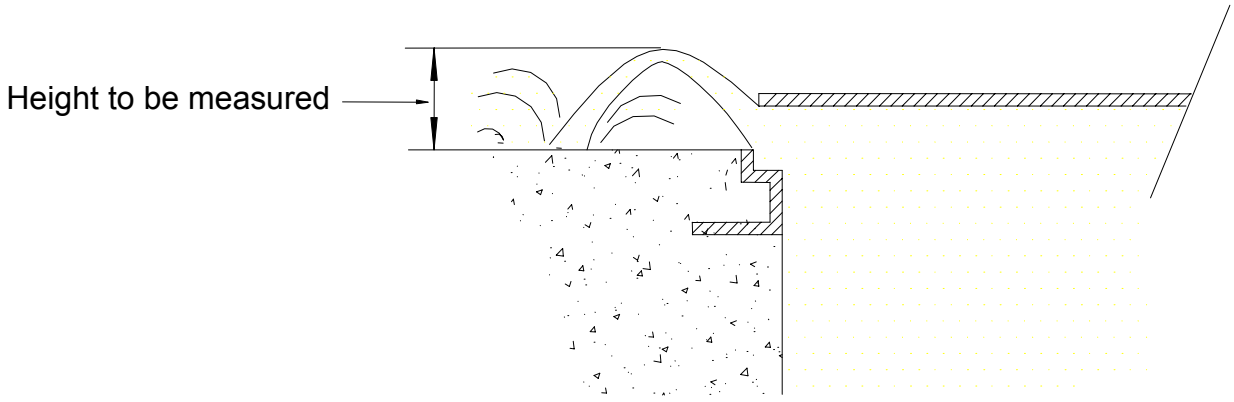
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and Response Plan

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TABLE 'B'

ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame **H** in inches	S S O FLOW **Q** in gpm	in MGD	Min. Sewer size in which these flows are possible
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

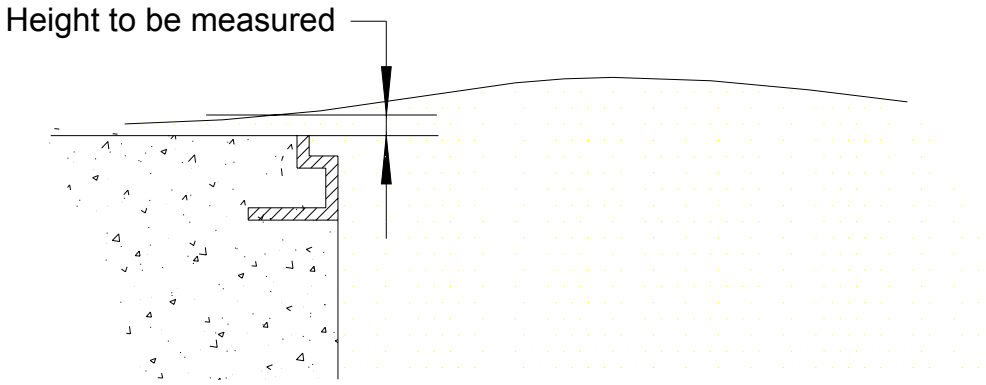
Disclaimer:
This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE 'C'

ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H cover **H** in inches	SSO FLOW **Q** in gpm
1/8	1.0
1/4	1.4
3/8	1.7
1/2	1.9
5/8	2.2
3/4	2.4
7/8	2.6
1	2.7
1 1/8	2.9
1 1/4	3.1
1 3/8	3.2
1 1/2	3.4
1 5/8	3.5
1 3/4	3.6
1 7/8	3.7
2	3.9
2 1/8	4.0
2 1/4	4.1
2 3/8	4.2
2 1/2	4.3
2 5/8	4.4
2 3/4	4.5
2 7/8	4.6
3	4.7
3 1/8	4.8
3 1/4	4.9
3 3/8	5.0
3 1/2	5.1
3 5/8	5.2
3 3/4	5.3
3 7/8	5.4
4	5.5
4 1/8	5.6
4 1/4	5.6
4 3/8	5.7
4 1/2	5.8
4 5/8	5.9
4 3/4	6.0
4 7/8	6.0
5	6.1

Height of spout above M/H cover **H** in inches	SSO FLOW **Q** in gpm	
5 1/8	6.2	
5 1/4	6.3	
5 3/8	6.3	
5 1/2	6.4	
5 5/8	6.5	
5 3/4	6.6	
5 7/8	6.6	
6	6.7	
6 1/8	6.8	
6 1/4	6.8	
6 3/8	6.9	
6 1/2	7.0	← Unrestrained M/H cover will start to lift
6 5/8	7.0	
6 3/4	7.1	
6 7/8	7.2	
7	7.2	
7 1/8	7.3	
7 1/4	7.4	
7 3/8	7.4	
7 1/2	7.5	
7 5/8	7.6	
7 3/4	7.6	
7 7/8	7.7	
8	7.7	
8 1/8	7.8	
8 1/4	7.9	
8 3/8	7.9	
8 1/2	8.0	
8 5/8	8.0	
8 3/4	8.1	
8 7/8	8.1	
9	8.2	
9 1/8	8.3	
9 1/4	8.3	
9 3/8	8.4	
9 1/2	8.4	
9 5/8	8.5	
9 3/4	8.5	
9 7/8	8.6	
10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

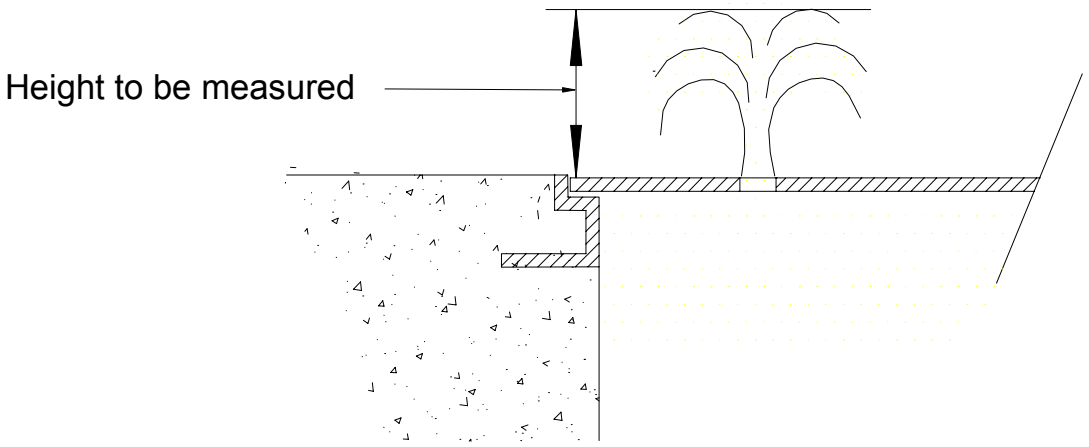
Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table C is Q=CcVA, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.[2] If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")

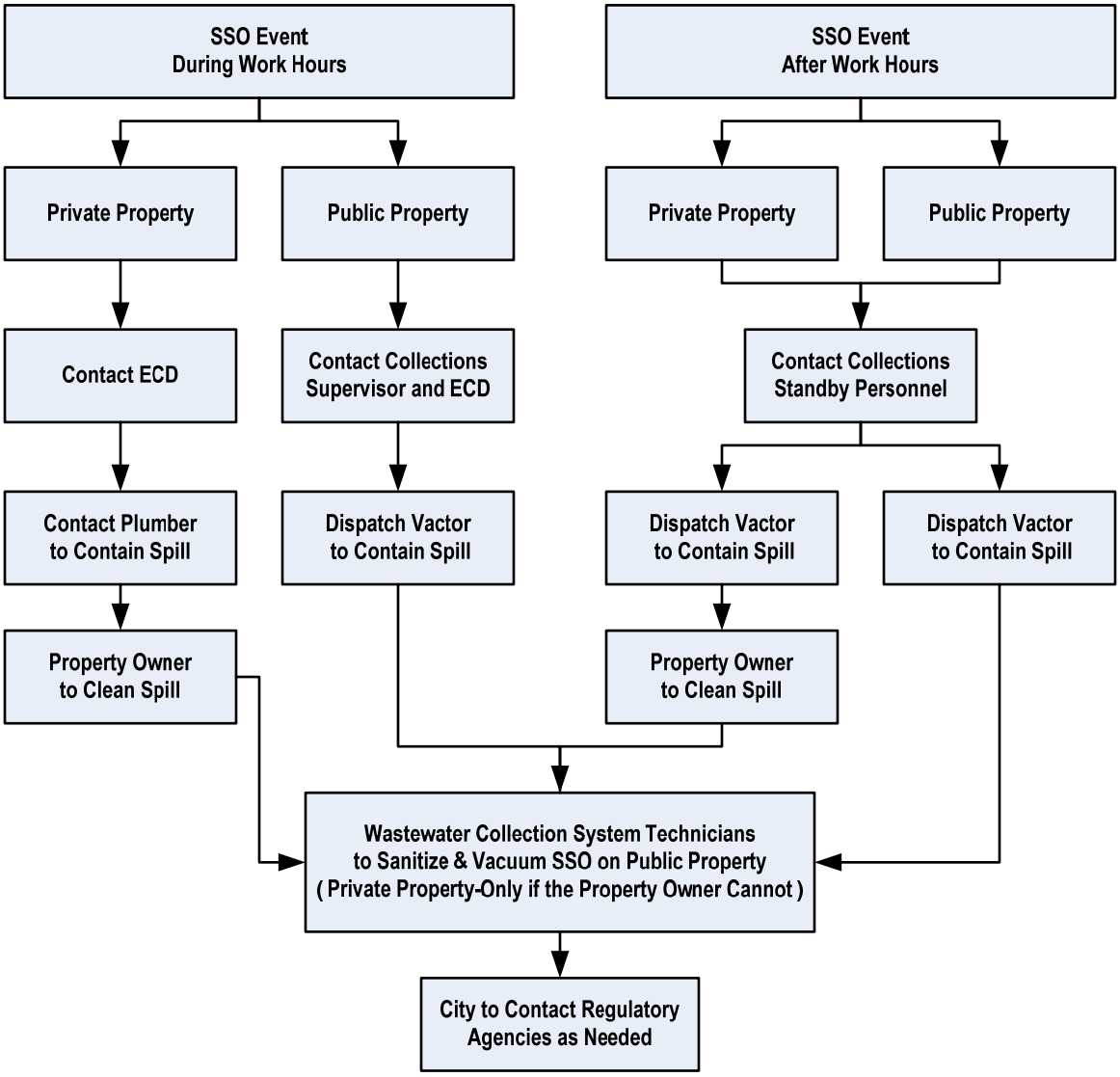


This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

[2] Velocity for the purposes of this formula is calculated by using the formula h = v squared / 2G, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Flow Estimation Pictures

APPENDIX E (G)
SSO Emergency Response Plan



Appendix E-2
Required Safety Training Matrix

Reference Number	Section Numbers	Safety and Health Training Topics	Initial	Every 10 Days	Annual - Best Practice	Annual - Required	Every 2 Years - Required	Every 3 Years - Required	As Needed Determined by Employer	Video Only Acceptable	Video Use Acceptable With Training	All Departments with Primarily Office Exposures	Community Services	Fire	Library	Police	Parks/Recreation	Public Works	Water Treatment Plants	Managers	Supervisors
	Cal/OSHA Training Requirements																				
	Injury and Illness Prevention Program		X		X							X	X	X	X	X	X	X		X	X
1	3203	Accident Reporting & Investigation	X						X		X	X	X	X	X	X	X	X		X	X
2	3203	Assess Hazards	X						X		X	X	X	X	X	X	X	X		X	X
3	3203	Enforcement of Safety Program - Ways to Reinforce Safe Behavior/ Discipline/ Recognition	X						X			X	X	X	X	X	X	X		X	X
4	3203	New Employee Safety Orientation	X						X		X	X	X	X	X	X	X	X		X	X
5	3203	New Equipment/Processes Training	X						X		X			X		X	X	X			X
6	3203 & Guidelines	Recognition and Prevention of Workplace Violence	X						X		X	X	X	X	X	X	X	X		X	X
7	3203	Report Unsafe Conditions/Acts	X						X		X	X	X	X	X	X	X	X		X	X
8	3203	Safety Inspections	X						X		X		X	X		X	X	X		X	X
	Specific Cal/OSHA Regulations																				
9	3204	Access to Exposure and Medical Records (Advisory/Posting)	X			X															
10	2320 & 6004	Accident Prevention Signs & Tags	X							X		X	X	X	X	X	X	X		X	X
11	3684	Aerial Lift Safety	X						X					X				X			X
12	8358	Asbestos	X						X					X			X	X			X
13	3203 & 5110	Back Injury Prevention	X		X					X	X	X	X	X	X	X	X	X		X	X
14	5193	Bloodborne Pathogens	X			X					X			X		X	X	X			X
15	3203	Boom Truck / Crane Safety	X						X									X			X

Reference Number	Section Numbers	Safety and Health Training Topics	Initial	Every 10 Days	Annual - Best Practice	Annual - Required	Every 2 Years - Required	Every 3 Years - Required	As Needed Determined by Employer	Video Only Acceptable	Video Use Acceptable With Training	All Departments with Primarily Office Exposures	Community Services	Fire	Library	Police	Parks/Recreation	Public Works	Water Treatment Plants	Managers	Supervisors
16	5156-5159	Confined Space Entry	X						X		X						X	X		X	X
17	3400	CPR	X				X					X	X	X	X	X	X	X		X	X
18	3314	Electrical Energy - Lockout / Tagout	X						X					X		X	X	X			X
19	3220, 3221 & 6184	Emergency Action Plans/Employee Alarm Systems	X		X							X	X	X	X	X	X	X		X	X
20	5162	Emergency Eye Wash & Shower	X										X	X		X	X	X		X	X
21	1669 & 1670	Fall Protection (Personal Fall Arrest Systems)	X											X	X	X	X	X		X	X
22	6151	Fire Extinguisher Use (Incipient Control)	X			X						X	X	X	X	X	X	X		X	X
23	4848	Fire Prevention in Welding/Cutting	X		X																
24	3400	First Aid	X				X					X	X	X	X	X	X	X		X	X
25	5194	Flammable and Combustible Liquids	X						X					X		X	X	X			X
26	3681	Forklift (Powered Industrial Trucks)	X						X					X				X			X
27	3555-3564	Hand & Portable Powered Tools	X											X		X		X		X	
28	1590-1596	Haulage & Earth Moving Equipment (Tractor/Loader and Backhoe)	X						X								X	X			X
29	5194	Hazard Communication (including chemical safety)	X						X			X	X	X	X	X	X	X		X	X
30	5192	Hazardous Materials/Spill Cleanup	X			X								X		X	X	X		X	X

Reference Number	Section Numbers	Safety and Health Training Topics	Initial	Every 10 Days	Annual - Best Practice	Annual - Required	Every 2 Years - Required	Every 3 Years - Required	As Needed Determined by Employer	Video Only Acceptable	Video Use Acceptable With Training	All Departments with Primarily Office Exposures	Community Services	Fire	Library	Police	Parks/Recreation	Public Works	Water Treatment Plants	Managers	Supervisors
31	5191	Hazardous Chemicals/Laboratories	X						X								X		X		
32	4994	Hoisting Operating Rules (Rigging Safety)	X			X			X									X			X
33	5095-5100	Noise and Hearing Conservation	X			X			X					X		X	X	X			X
34	3380	Personal Protective Equipment (PPE) - General	X																		
35	3401-3411	Personal Protective Equipment (PPE) for Firefighters	X																		
36		Pipe Inspection / Maintenance Training	X															X			X
37	5110	Repetitive Motion - Practical Ergonomics	X									X	X	X	X	X	X	X		X	X
38	1531 & 5114	Respiratory Protection	X			X								X		X	X	X			X
39	1509 & 1510	Tailgate Meetings - All Construction Related Activities		X					X					X			X	X			
40	1598-1599	Traffic Control for Public Streets & Highways/Flaggers (Work zone Safety)	X														X	X			X
41	3421	Tree Pruning (including around electrical wires)	X						X								X	X			X
42	1539-1543	Trenching Safety	X						X					X				X			X

Reference Number	Section Numbers	Safety and Health Training Topics	Initial	Every 10 Days	Annual - Best Practice	Annual - Required	Every 2 Years - Required	Every 3 Years - Required	As Needed Determined by Employer	Video Only Acceptable	Video Use Acceptable With Training	All Departments with Primarily Office Exposures	Community Services	Fire	Library	Police	Parks/Recreation	Public Works	Water Treatment Plants	Managers	Supervisors
	Federal Motor Carrier Administration - Department of Transportation (DOT)																				
45	49 CFR Part 654	Drug & Alcohol Awareness for Supervisors of Commercial Drivers																		X	X
	California Environmental Protection Agency (Cal/EPA) /Department of Pesticide Control																				
46		Pesticide Use Safety for Qualified Applicators - 20 hours	X				X		X								X				X
47		Pesticide Use for Qualified Applicators License - 20 hours except if Landscape Maintenance Pesticide Control Category B - eight hours					X														
	Best Practices																				
48		Defensive Driving (All drivers)	X				X														
49		Drug & Alcohol Awareness - General	X						X			X	X	X	X	X	X	X		X	X
50		Effective Safety Committee	X						X			X	X	X	X	X	X	X		X	X
51		Managing Safety and Goal Setting for Safety	X				X					X	X	X	X	X	X	X		X	X
	Optional Wellness/Life Style Training																				
52		Nutrition							X			X	X	X	X	X	X	X	X	X	X
53		Weight Management							X			X	X	X	X	X	X	X	X	X	X
54		Managing Cholesterol Levels							X			X	X	X	X	X	X	X	X	X	X
55		Improving Fitness/Exercise							X			X	X	X	X	X	X	X	X	X	X
56		Protecting Your Heart							X			X	X	X	X	X	X	X	X	X	X

APPENDIX F:

FOG CONTROL

PROGRAM

DOCUMENTS

Appendix F-1

Fats, Oils and Grease Dischargers Summary

Agency Name: City of Simi Valley

Agency Address: 2929 Tapo Canyon Road, Simi Valley CA 93063

Contact Person: Mag Mora

Telephone: (805) 583-6426 Fax: (805) 583-6402 E-mail: mmora@simivalley.org

Data provided for latest year: January 31, 2019

Fats, Oils and Grease Dischargers Summary

Count of GROUP CODE		
Group Description	Description	Total
Bakeries	Bakery – Bread/Other, except Cookies/Crackers	15(includes donut shops)
Bakeries Total		15
Catering	Catering – (Direct Sell)	3
Catering Total		3
Grocery	Grocery – w/Bakery or Deli	14
	Grocery – w/Meat Market	14
Grocery Total		14(all groceries have meat and bakery or deli)
Hotels w/Restaurant	Hotels w/Restaurant	4
Hotels w/Restaurant Total		4
Industries	Bakery – Bread/Other, except Cookies/Crackers	0
	Industries – Candy & Confectionary	0
	Industries – Canned Fruits, Vegetables, Preserves, Etc.	0
	Industries – Chocolate & Cocoa	0
	Industries – Creamery Butter	0
	Industries – Dog & Cat Food	0
	Industries – Flour & Grain Mill Products	0
	Industries – Fluid Milk	0
	Industries – Ice Cream & Frozen Desserts	0
	Industries – Meat Packing	0
	Industries – Meat/Diary/By-Products	0
	Industries – Pickled Fruits & Vegetables, Sauces, Etc.	0
	Industries – Poultry Processing	0
	Industries – Salted & Roasted Nuts	0
Industrial Total		0
Meat Markets	Market – Meat	3
	Market – Meat & Fish	1
Meat Markets Total		4
Restaurants	Eating – Fast Food	49
	Eating – Sit Down Dining	157
Restaurants Total		206
Strip Malls	Strip Mall – w/Multiple Impact	38
	Strip Mall – w/Restaurant	70
Strip Malls Total		108
Grand Total		354

CITY OF SIMI VALLEY
ENVIRONMENTAL COMPLIANCE DIVISION

ENFORCEMENT RESPONSE PLAN

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Quarterly Problem Areas

The following locations are to be cleaned on a monthly schedule known as the Quarterly Problem Areas; most of these lines have history of backing up due to grease accumulation, low lying sags, and low flows settling out materials.

Use of a grease cutting nozzle followed by debris moving nozzle is recommended. All material should be recovered by vacuuming each segment.

Day Operations:

1. Darby Street:
   - MH-(O13-141) to MH-(O13-140); Segment 1 (261 ft.); use grease cutter, vacuum material.
   - MH-(O13-140) to MH-(O13-139); Segment 2 (113 ft.); use grease cutter, vacuum material.
   - MH-(O13-139) to MH-(O13-138); Segment 3 (60 ft.); use grease cutter, vacuum material.

2. Galena Avenue:
   - MH-(P13-169) to MH-(O13-103); Segment 1 (345 ft.); use grease cutter, vacuum material.
   - MH-(O13-103) to MH-(O13-113); Segment 2 (104 ft.); use grease cutter, vacuum material.

3. Hidden Ranch Drive:
   - MH-(L17-102) to MH-(L-17-100); Segment 1 (252 ft.); use grease cutter, vacuum material.

4. Ian Circle:
   - CO-(P13-508) to MH-(P13-125); Segment 1 (166 ft.); use grease cutter, vacuum material.

5. Kearney Street:
   - MH-(L10-138) to MH-(L10-137); Segment 1 (396 ft.); use grease cutter, vacuum material.
   - MH-(L10-137) to MH-(L9-159); Segment 2 (396 ft.); use grease cutter, vacuum material.

6. Melia Street:
   - MH-(M20-145) to MH-(M20-149); Segment 1 (291 ft.); use grease cutter, vacuum material.
   - MH-(M20-149) to MH-(M20-158); Segment 2 (359 ft.); use grease cutter, vacuum material.

7. Los Angeles Avenue:
   - MH-(M18-105) to MH-(M18-109); Segment 1 (140 ft.); use grease cutter, vacuum material.
   - MH-(M19-109) to MH-(M18-124); Segment 2 (280 ft.); use grease cutter, vacuum material.

8. Nutwood Circle:
   - MH-(M18-163) to MH-(M18-105); Segment 1 (325 ft.); use grease cutter, vacuum material.
   - MH-(M19-100) to MH-(M18-106); Segment 2 (375 ft.); use grease cutter, vacuum material.

9. Valarie Street:
   - MH-(Q14-104) to MH-(Q14-110); Segment 1 (275 ft.); use grease cutter, vacuum material.

Night Operations:

1. Los Angeles Avenue: (Home Base Line)
   - MH-(M9-166) to MH-(M9-100); Segment 1 (250 ft.); use grease cutter, vacuum material.

APPENDIX G:

DESIGN

AND

PERFORMANCE

PROVISIONS

DOCUMENTS

CITY OF SIMI VALLEY
DEPARTMENT OF PUBLIC WORKS
SANITATION ENGINEERING SECTION

MANUAL & STANDARD PLANS FOR THE DESIGN AND CONSTRUCTION OF SANITARY SEWERAGE FACILITIES

DATE: TBD

MANUAL & STANDARD PLANS
FOR THE DESIGN AND CONSTRUCTION
OF SANITARY SEWERAGE FACILITIES

DATE: TBD

UPDATED BY:

Ramona Mejia
Sr. Engineering Technician/Sanitation
Department of Public Works

REVIEWED BY:

Michelle Elorde, PE
Senior Engineer/Sanitation
Department of Public Works

RECOMMENDED BY:

Michael Kang, P.E.
Principal Engineer/Sanitation
Department of Public Works

APPROVED BY:

Joe Deakin, P.E.
Assistant Director
Public Works/Utilities
Department of Public Works

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8. STANDARD PLANS

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FORWARD

Purpose:

The City of Simi Valley (City), Department of Public Works, establishes uniform policies and procedures for the design and construction of sanitary sewerage facilities within City right-of-way and on projects subject to approval by the City, including areas outside the City limits that are within the Sanitation service area.

It is not the intent of this manual that any standard of conduct or duty toward the public be created or imposed by the publication of this manual. **The manual is not a textbook or a substitute for engineering knowledge, experience, or judgment.** The methods and procedures contained herein shall be reviewed by the engineer using them to assure they are applicable to the project under design or construction. The engineer may request a variance, in writing, from standards as provided in the manual. Amendments to this publication may be issued; the users of this publication should check with the City to insure that they have the current edition of each page.

The following publications have been adopted by the City for regulating the design and construction of sanitary sewer systems. If there is a conflict between or among these documents, the document of highest precedence shall control.
The order of precedence shall be as follows:

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REVISIONS

When revisions are made and approved to the manual, they will be issued to registered holders of this manual who have paid the fee for keeping the manual up-to-date. Each time a revision is made, the revision index sheet will be reissued showing the date of the currently active pages in the book.

Page No.	*Rev. 1 Date Approved*	*Rev. 2 Date Approved*	*Rev. 3 Date Approved*	*Rev. 4 Date Approved*	*Rev. 5 Date Approved*	*Rev. 6 Date Approved*

Greenbook 2018

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TECHNICAL MEMORANDUM (DRAFT) **NEED NEW NUMBER**

November 7, 2008

TO: MICHAEL KANG, CITY OF SIMI VALLEY

FROM: PATRICK HASSEY, BROWN AND CALDWELL
RUBEN ZUBIA, BROWN AND CALDWELL
MARK MARCACCI, .BROWN AND CALDWELL

SUBJECT: SEWER SYSTEM MANAGEMENT PLAN (SSMP) DESIGN AND PERFORMANCE PROVISIONS ELEMENT V)

The California State Water Resources Control Board Order No. 2006-0003 outlines the requirements for the Statewide General Waste Discharge Requirement (WDR) for Wastewater Collection Agencies. Item V of the WDR states that the Enrollee (City of Roseville) shall have "design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects."

This Technical Memorandum summarizes the Brown and Caldwell evaluation of Element V of the Statewide WDR SSMP.

Data Collection and Review

Brown and Caldwell (BC) reviewed the following Design and Construction documents provided by the City to determine if they meet the requirements of Element V of the WDR.

- City of Simi Valley's Design and Construction Standards for Sanitary Sewers
- City of Simi Valley's Sanitary Sewer Capital Improvement Plan

Evaluation

The documents provided by the City were reviewed to determine if the City is in compliance with the WDR. Program enhancements were identified if shortfalls were identified in the evaluation.

The Manual and Standard Plans for the Design and Construction of Sanitary Sewerage Facilities for the installation and testing of new sanitary sewer systems pump stations and other appurtenances meet the requirements of the WDR.

The City's sanitary sewer capital improvement program provides the rehabilitation and point repair standards and techniques that will be used. Specific specifications will be created on a case by case basis for projects where these standards and techniques are implemented. New specifications will be placed in the appendix of the City's SSMP and located in the Principal Engineers' office. These rehabilitation standards and techniques do meet the requirements of the WDR. The effort made by the city to indentify capacity enhancements does meet the intent of part (a) and (b) of Element V of their SSMP.

APPENDIX H:

SYSTEM EVALUATION

AND

CAPACITY ASSURANCE PLAN

DOCUMENTS

CITY OF SIMI VALLEY
DEPARTMENT OF PUBLIC WORKS
SANITATION ENGINEERING SECTION

MANUAL & STANDARD PLANS FOR THE DESIGN AND CONSTRUCTION OF SANITARY SEWERAGE FACILITIES

DATE: TBD

MANUAL & STANDARD PLANS
FOR THE DESIGN AND CONSTRUCTION
OF SANITARY SEWERAGE FACILITIES

DATE: TBD

UPDATED BY:

Ramona Mejia
Sr. Engineering Technician/Sanitation
Department of Public Works

REVIEWED BY:

Michelle Elorde, PE
Senior Engineer/Sanitation
Department of Public Works

RECOMMENDED BY:

Michael Kang, P.E.
Principal Engineer/Sanitation
Department of Public Works

APPROVED BY:

Joe Deakin, P.E.
Assistant Director
Public Works/Utilities
Department of Public Works

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8. STANDARD PLANS

LIST OF FIGURES

LIST OF TABLES

FORWARD

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Section 2: Rehabilitation

2.1 Introduction

The pipe sections identified in the following five tables are presented graphically in Figures 5-1 to 5-4 of Volume 1. The tables report the pertinent information about the pipe: its location, the material, age, size, and length, age. The tables also include information that will be helpful from a design perspective: if sag was noted, if a pre-liner is necessary because infiltration was observed, if there are obstructions that must be corrected, and if the pipe segment is located in a high groundwater area and might require a thicker liner. Finally, each table itemizes the costs of rehabilitation for each pipe section.

The *Prioritization Number* column corresponds to the rehabilitation priority out of the 905 total segments of this evaluation. This ranking was determined from the total score of the pipe (Modified PACP score plus the criticality factors). These prioritization numbers also correspond directly to the segment labels in Figures 5-1 to 5-4 of Volume 1. Table 2-1 presents the 79 pipe segments identified for immediate rehabilitation. The total cost for rehabilitation, reported as current construction costs, is $8,810,000.

2.2 Immediate Rehabilitation

2.3 3 to 5 Years Rehabilitation

Table 2-2 presents the 63 pipe segments identified for rehabilitation in the next 3 to 5 years. The total cost for rehabilitation, reported as current construction costs, is $10,751,000.

2.4 5 to 10 Years Rehabilitation

Table 2-3 presents the 144 pipe segments identified for rehabilitation in the next 5 to 10 years. The total cost for rehabilitation, reported as current construction costs, is $10,862,000.

2.5 10 to 20 Years Rehabilitation

Table 2-4 presents the 321 pipe segments identified for rehabilitation in the next 10 to 20 years. The total cost for rehabilitation, reported as current construction costs, is $28,814,000.

2.6 Greater than 20 Years Rehabilitation

Table 2-5 presents the 295 pipe segments identified as not needing rehabilitation in the near future. These pipe segments had either very minor structural defects or no observable structural defects. These pipelines will need future internal inspections to assess their conditions. The total cost for rehabilitation, reported as current construction costs, is $13,605,000. This cost estimate should be reevaluated, as there can be many changes in rehabilitation methodology in 20+ years

APPENDIX I:

MONITORING,

MEASUREMENT,

AND

PROGRAM MODIFICATIONS

DOCUMENTS

Appendix I-1
City of Simi Valley SSMP Development Plan Implementation Scheule

SSMP Development	Completed Yes / No	Completion %	Completion Date	Document Location	Responsible Person	Revision Schedule	Revision Date	SWRCB Compliance Date
Development Plan & Implementation Schedule	Yes	100	08/02/2007	SSMP Appendix	Assistant Public Works Director	Quarterly		
Collection System management Goal	Yes	100	11/02/2007	SSMP & Office of Assistant Public Works Director	Assistant Public Works Director	Annually		
Organizational Chart: Roles & Responsibility List	Yes	100	11/02/2007	SSMP & Office of Plant Support Sytems Manager	Plant Support Sytems Manager	Annually		
Overflow Emergency Response Plan	Yes	100	11/02/2007	SSMP & Office of Plant Support Sytems Manager	Plant Support Sytems Manager	Annually		
Legal Authority: Code, Ordinances & Service Agreement	Yes	100	11/02/2007	City Web-Site	City Attorney	Annually		
Program: Operation & Maintenance	Yes	100	11/02/2007	SSMP & Office of Plant Support Sytems Manager	Deputy Director (Sanitation Services)	Semi-Annually		
Environmental Compliance: FOG Control Program	Yes	100	11/02/2007	City Web-Site	Deputy Director (Environmental Compliance)	Annually		
Engineering: Design & Construction Standards	Yes	100		City Web-Site	Principal Engineer (Sanitation)	Every 5 Years		
System Evaluation & Capacity Assurance Plan	Yes	100		SSMP & Office of Princpal Engineer	Principal Engineer (Sanitation)	Every 5 Years		
Program: Monitoring, Measurement, & Modification	Yes	100		SSMP & Office of Princpal Engineer	Principal Engineer (Sanitation)	Annually		
Internal Management Audits	Yes	100		SSMP Appendix	City Manager	Annually		
Program: Communications	Yes	100		City Web-Site	Enviromental Compliance Program Cordinator	Annually		

Note: The City Council / Board will be apprised of any changes to this implementation schedule that delay the achievement of SWRCB compliance dates

Appendix I-2

Metrics to Assess Preventative Maintenance Program

Table 11.1 Sanitary Sewer System Metrics	
Average Sewer Line Cleaned (miles per year)	230
Independent Manhole Inspections (per year)	675
Chemical Root Treatment (miles per year)	3.3
Mechanical Root Control (miles per year)	N/A
CCTV Inspection (miles per year)	25
High Velocity Cleaning Average (feet per crew per day)	5500
Average cost of chemical root treatment (cost per foot)	$1.39
CCTV Inspection Cost (per year)	$0.88

Table 11.2 Sanitary Sewer System Performance Metrics	
Total Number of Spills (per year)	4
Total Volume of Spills (gal. per year)	1,000
Total Number of Wet Weather Spills (per year)	0
Total Volume of Wet Weather Spills (per year)	0
Spills caused by FOG (% and volume per year)	1.0%
Spills Caused by Roots (% and volume per year)	0
Spills Caused by Vandalism (% and volume per year)	0
Number Spills (repeated within 2 years)	0
Spills caused by Contractor (% and volume per year)	0

Appendix I-2

Metrics to Assess Preventative Maintenance Program

Table 11.2 Sanitary Sewer System Performance Metrics (cont.)	
Sewer Caused Odor Complaints	5
Pump/Lift Station Failures with SSO (per year)	0
Sewer Line Failures with SSO (per year)	2
Average Response Time (minutes)	30
Number of Claims (per year)	0
Cost of Claims (per year)	N/A
Total Work Orders Issued (per year)	52
Work Orders Completed - Emergency or Corrective (per year)	12
Work Orders Completed - Preventative Maintenance (per year)	40
Sewer Line Emergency Repairs (miles per year)	0
Sewer Line Rehabilitation or Replacement (miles per year)	1.4
New Sewer Line Constructed (miles per year)	1-2

Appendix I-3
Historical Summary of Sewer System Overflows

Historical Summary of Sanitary Sewer System Overflows				
Summary Year	**Total Miles of Sewer Pipe**	**Total Number of SSOs**	**Total SSO Volume (gallons)**	**Number of SSOs per 100 miles of sewer**
2000	342		400	0.30
2001	346	6	22,500	1.70
2002	349		7,900	2.20
2003	359		2,600	1.40
2004	360	3		0.80
2005	361	6	1,780	1.70
2006	361		3,110	1.40
2007	362	6	30,047	1.70
2008	362			
2009	362	1	3,600	0.28
2010	374	1	350	0.27
2011	374	3	10,350	0.80
2012	374	2	380	0.53
2013	374	1	1,920	0.27
2014	374	3	1,750	0.80
2015	374	1	75	0.27
2016	374	0	0	0.00
2017	374	1	500	0.27
2018	374	3	1,000	0.80
2019				
2020				

APPENDIX J:

SSMP PROGRAM

DOCUMENTS

Simi Valley Sanitation Division SSMP Audit Procedure

The Sanitation Division will monitor and review sewer performance metrics on a monthly basis and the status of each element of the SSMP on an annual basis for the first two years following the adoption of this SSMP. Formal SSMP audits will be conducted every two years following the adoption of this SSMP.

The Principal Engineer will generate the following information and system metrics on a monthly, quarterly, semi-annually and annually for the purpose of tracking, monitoring and adjusting the performance of the Sanitation Division's SSMP activities.

- System Information
- Financial Information
- Sewer Maintenance
- Performance Measures

A primary focus in the evaluation of the Sanitation Division information and system metrics will be the elimination of preventable SSO and reduction of the impact of those SSOs that do occur.

The Plant Support Systems Manager will perform periodic internal audits to determine the effectiveness of each element of the Sanitation Division's SSMP using the Simi Valley Sanitation Division Audit form (J-2 attachment A).

The Sanitation Division audit schedule is as follows:

- Annually for the first two years following the adoption and approval of this SSMP.
- Every two years thereafter the adoption and approval of this SSMP.
- This SSMP will be updated every five years from the date of adoption and approval and will include all significant program changes that have occurred following the last City Council certification/approval.

The Plant Support Systems Manager will initiate/direct corrective action to be taken when and if SSMP improvements are needed between/during periodic internal audits.

When significant changes are made to the Simi Valley Sanitation Division's SSMP that require re-certification the Sanitation Division Deputy Director (Sanitation Services) or Plant Support Systems Manager will enter the data in the online SSO database and mail the form to the State Water Board.

Appendix J-2
City of Simi Valley SSMP Audit Form

SSMP Development	Audit Review Schedule	Improvement Needed Yes / No	Description of Improvement Needed	Responsible Person	Scheduled Completion Date
Development Plan & Implementation Schedule	Quarterly			Assistant Public Works Director	
Collection System management Goal	Annually			Assistant Public Works Director	
Organizational Chart: Roles & Responsibility List	Annually			Plant Support Sytems Manager	
Overflow Emergency Response Plan	Annually			Plant Support Sytems Manager	
Legal Authority: Code, Ordinances & Service Agreement	Annually			City Attorney	
Program: Operation & Maintenance	Semi-Annually			Deputy Director (Sanitation Services)	
Environmental Compliance: FOG Control Program	Annually			Deputy Director (Environmental Compliance)	
Engineering: Design & Construction Standards	Every 5 Years			Principal Engineer (Sanitation)	
System Evaluation & Capacity Assurance Plan	Every 5 Years			Principal Engineer (Sanitation)	
Program: Monitoring, Measurement, & Modification	Annually			Principal Engineer (Sanitation)	
Internal Management Audits	Annually			City Manager	
Program: Communications	Annually			Enviromental Compliance Program Cordinator	

Audit Details:

Auditor: _____

Title: _____

Date: _____

rev.2019

APPENDIX K:

COMMUNICATION PROGRAM

DOCUMENTS

City of Simi Valley

Sanitary Sewer System Regulations

Appendix K-1
WDR Presentation

State Water Resource Control Board
Waste Discharge Requirement (WDR)

What Is A WDR ?

WDR was issued in May 2006 by the SWRCB To:

- Provide enhanced protection for public health and recreational waters.
- Require more rigorous sanitary sewer overflow (SSO) reporting.
- Require development of a Sewer System Management Plan (SSMP).
- Set compliance schedules.
- Inform, Educate, Communicate and Keep Public Apprised of SSMP Status.

Sanitary Sewer Overflows (SSOs)

- Old reporting requirements:
  - Greater than 1000 gallons or
  - Impacts Waters of the State and
  - Occurred from the public sewer
  - Written report to RWQCB and call in to OES

Sanitary Sewer Overflows (SSOs)

- New reporting requirements:
  - All SSOs regardless of quantity or if impacts Waters of the State
  - Occurs from a public sewer
  - Voluntary reporting of private sewer spills
  - Electronic Web-based reporting

Example SSOs

Sewer System Management Plan (SSMP) Objectives

- Reduce number and quantity of SSOs
- Comply with notification and reporting requirements
- Ensure proper funding and management of sewer systems
- Available to the public
- Approved by Governing Board at a public meeting

Key Components of SSMP

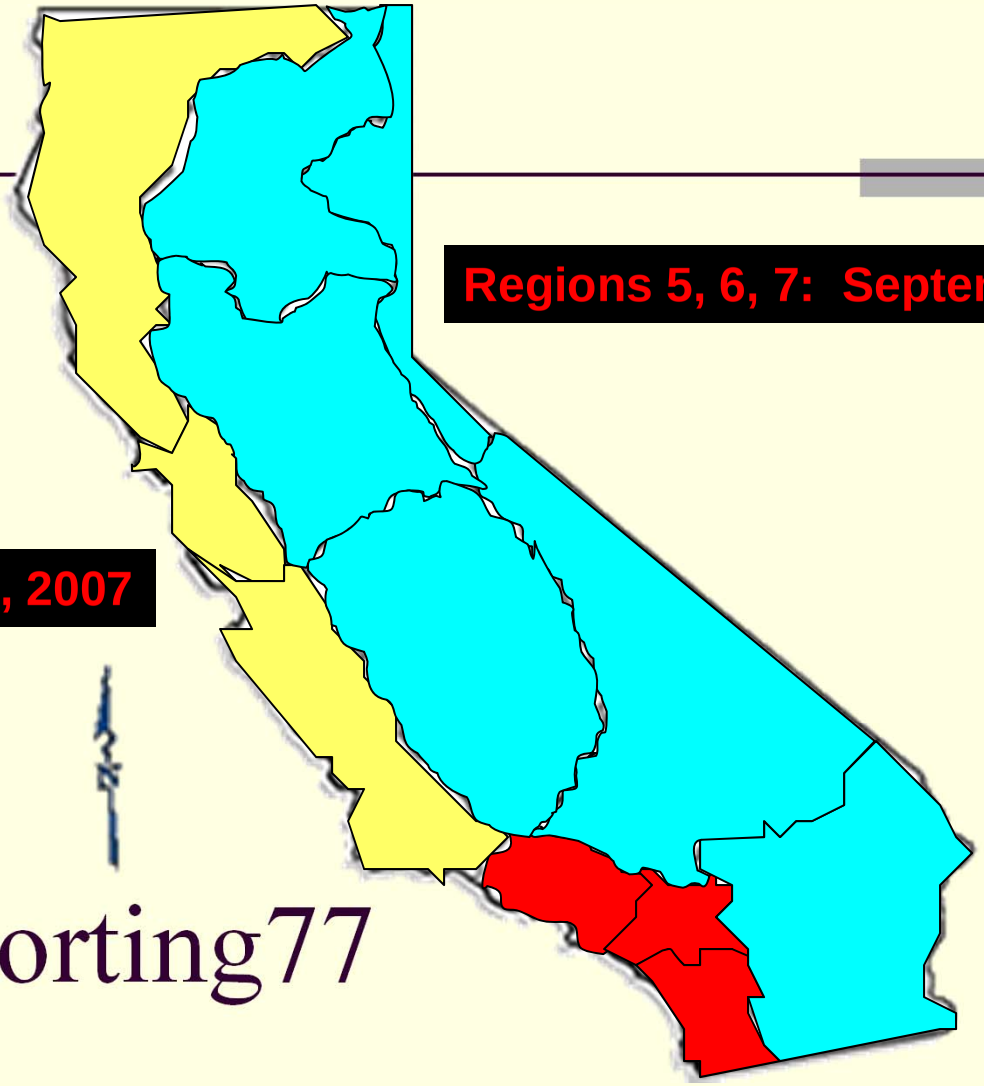
- Organizational Structure
- Legal Authority
- O&M Program
- Design and Construction standards
- Emergency Response
- Fat, Oils and Grease (FOG) control
- Capacity Assurance
- Performance Measures
- Self Audit Program
- Communication Program

SSO Response Plan

SSMP
Implementation Schedule

Task	Population > 100,000	Population 10,000 to 100,000	Population 2,500 to 10,000	Population < 2,500
Plan and Schedule	8/02/07	11/02/07	2/02/08	5/02/08
Goals Organization	11/02/07	11/02/07	5/02/08	5/02/08
Emer. Resp. Plan Legal Authority O&M Plan FOG Plan	11/02/08	5/02/09	11/02/09	2/02/10
Design and Perfor. Standards System Capacity Plan Final SSMP and Certification	5/02/09	8/02/09	5/02/10	8/02/10

Phased Reporting77



Regions 5, 6, 7: September 2, 2007

Regions 1, 2, 3: May 2, 2007

Regions 4, 8, 9: January 2, 2007

City of Simi Valley

Fats, Oils and Grease:

Marketing Objective and Strategy

Objective: Educate City of Simi Valley residents and restaurants on the proper disposal of fats, oils and grease to meet or exceed outreach standards set forth in the State General WDR Requirements, FOG Control Program adopted in May 2006.

Strategy: Conduct a multi-media public awareness and marketing campaign to meet objective by utilizing the following tactics (attached). Target audience is Simi Valley residents and restaurants.

The residential campaign uses a main message that is present on all ad and collateral pieces. Depending upon topic and audience segment, sub-messages will be tailored to fit with main message. All material will contain a web link reference (http://www.simivalley.org) to direct audience members to more information.

Potential main messages are:

- Fats, Oils and Grease. Dispose Of It Right. Save $'s Later.
- Fats, Oils and Grease. Dispose Of It Right. Your Kitchen Sink Will Thank You For It.
- Fats, Oils and Grease. Dispose Of It Right. Your Plumber Thanks You.
- Fats, Oils and Grease. Don't Create a Problem in Your Pipes.
- Fats, Oils and Grease. Dispose Of It Right. No "Yucks" While Saving "Bucks."
- Fats, Oils and Grease. Dispose Of It Right. Your Pocketbook Will Thank You For It.

The proposed residential campaign should incorporate either witty and/or humorous material that is catchy and memorable to convey the message. Materials should incorporate visuals of happy plumbers, happy residents shown disposing of FOG correctly, smiling residents (reflecting how disposing of FOG properly now saves them lots of money and a lot of headache and mess).

The restaurant campaign will incorporate more technical and specific information needed to comply with WDR. The messages in this campaign will be distributed directly (direct targeted mailing and/or site visits) as this audience segment is less voluntary than the residential segment (i.e. restaurants are obligated to comply and enforcement is easier in cases of non-compliance, whereas the residential audience is harder to reach and we are relying on them to incorporate behavioral changes to help comply with WDR).