Appendix B

Overflow Emergency Response Plan

City of Glendale

I. Authority

As part of the Clean Water Act, the U.S. Environmental Protection Agency implemented the National Pollutant Discharge Elimination System (NPDES) program in order to reduce contamination of the nation's surface waters. Issued in 1996 and renewed in 2001 and 2012, the Los Angeles Regional Water Quality Control Board issued a Municipal Storm Water Permit to the County of Los Angeles and 84 co-permittees which include the City of Glendale. The City of Glendale has developed this Overflow Emergency Response Plan (OERP) to fulfill the National Pollutant Discharge Elimination System (NPDES) requirement. This plan also fulfills the requirement of State Water Resources Control Board Order NO.2006-003 State wide General WDR for Wastewater Collection Agencies, Sewer System Management Plan, Section (VI) Overflow Emergency Response Plan.

II. Introduction to Sanitary Spills

A. Sanitary Sewer Spills:

The Overflow Emergency Response Plan (OVERFLOW EMERGENCY RESPONSE PLAN) is designed to ensure that every report of a sewage overflow is immediately dispatched to the appropriate crews so that the effects of the overflow can be minimized with respect to impacts to public health and the environment.

This document outlines the spill response procedure to be followed by sewer maintenance employees and other responders when responding to a potential or actual sewage spill.

A spill, or Sanitary Sewer Overflow (SSO), occurs whenever sewage is no longer contained within the sanitary sewer system including uncontrolled leakages or the intentional or unintentional discharge of sewage.

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
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 (MS4) 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 MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater 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 MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Excerpted from Water Resource Board Order NO. WQ 2013-0058-Exec

The Public Works Division shall act upon every reported sewage spill directly affecting or potentially affecting public property within the City of Glendale. Response to sewage spills on private property will be assessed on a case by case basis.

B. Objectives

The primary objectives of the OERP are to protect public health, to protect the environment, to satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows, and to minimize risk of enforcement actions against the City of Glendale due to violations.

Additional objectives include:

1. Provide appropriate customer service;

2. Protect private and public property from damage;

3. Maintain a proper recordkeeping system to track problematic areas as well as to fulfill regulatory requirements.

C. Spill Response

For any and every sewer overflow or potential sewer overflow on public property, or on private property coming from the city's Sewer System, the following guidelines shall be followed.

1. Immediate dispatch to appropriate crews upon receipt of complaint.

2. The responding crew leader shall do a visual assessment of the area to determine the nature, location, and type of problem. The crew leader shall confirm the existence of an overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow."

3. The crew leader shall radio for additional personnel, materials, supplies, and equipment if necessary.

4. The crew shall conduct the overflow containment, correction and clean-up of the site in a timely manner.

5. The proper recording keeping, paperwork, and notification(s) shall be made as soon as possible, including notification of the County Health Officer within 15 minutes of the first responder's arrival on scene. CAL OES within two (2) hours of becoming aware of a Category 1 SSO (>1K gals).

D. Record Keeping and Tracking

All Service Requests and complaints will be documented by Maintenance Services through the CityWorks software in current use.

Any actual sanitary sewer overflow will be documented on the SSO Field Worksheet which is part of the Stoppage Report. The Worksheet will be completed in the field by one of the responding crew members who responded to the overflow. The Stoppage Report will be completed in the Wastewater Section Crew office. A copy of the stoppage report should be forwarded directly to the Legally Responsible Official (LRO), as defined per Section J of WDR 2006-0003, after the Draft Report has been entered into the CIWQS Database. The LRO will use the stoppage in the process of certifying the Draft Report entered in the CIWQS Data base.

III. Standard Overflow Response Procedure

The following decisions and procedures are summarized for reference in the ***City of Glendale's Sewer Overflow Emergency Response Flowchart.***

A. Handling the Service Request/Complaints:

An overflow may be detected by City employees or by others (e.g., general public). The Maintenance Services Section is primarily responsible for receiving telephone calls from the public of possible sewer overflows from the wastewater collection system, and for responding to and mitigating overflows.

The telephone operator/dispatcher should obtain all relevant information available regarding the overflow including:

1. Time and date call was received;
2. Specific location;
3. Description of problem;
4. Any reference to a possible earlier start time for the event prior to the call time noted in 1. above;
5. Caller's name and phone number;
6. Observations of the caller (e.g., odor, duration, back or front of property); and
7. Any other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess and stop the overflow.

Based upon the service request information, and location of the problem, a crew with the appropriate equipment will be dispatched.

B. Dispatch of Appropriate Crews to Site of Reported Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause a sewer overflow triggers an immediate response to isolate and correct the problem. Dispatch of crews to any site of a reported sewer overflow shall be done immediately. In the event of a reported sewer overflow after hours, dispatch shall immediately contact the Standby Crew Team Leader who will in turn contact member of the standby response team.

C. Overflow Correction, Containment, and Clean-up

The following procedures shall be followed in response to sewage spills affecting public property within the City of Glendale.

1. Site Assessment

   a. Do a visual assessment of the area to determine the nature, location, and type of problem. Determine the cause of the overflow,e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.

   b. If the complaint reveals a non-sewer related problem, attempt to contact the complainant/service requestor for further information. Assess the nature of the problem and respond accordingly. Contact Public Works Environmental Administration for assistance as needed.

   c. If the complaint reveals a sewer overflow, observe direction/location of spill flow or ponding, begin estimating volume of spill, and determine if additional personnel/equipment will be needed.

Special Notification Notes:

1. If the spill is outside City limits, Section representatives shall notify the appropriate agency as soon as possible.
2. If the spill has the potential to impact students of a school, the crew leader shall inform the Section office and identify the affected school(s). The office personnel shall contact the school principal by telephone to inform the school of the potential health risks and ask that students and staff be advised to stay away from posted area. Proper signage must be posted warning of possible health effects.

2. Set Up Traffic Control – Ensure that delineation is in accordance with the Work Area Traffic Control Handbook (WATCH) and is appropriate for the street speed or configuration.

3. Simultaneously:
   a. Contain the Sewage Spill – Direct the flow into a nearby manhole or otherwise return the sewage back into the sewage system as soon as possible. Initially, it may be necessary to contain the sewage in a catch basin or on the street. Use plugs and material necessary to achieve a tight seal at the outlet or

dikes to divert flow. Recover through use of a vacuum truck. Take action with a by-pass pumping operation if prolonged overflow conditions are expected.

b. Relieve the Stoppage Where Applicable – The responding crew will attempt to relieve the problem with the means available to them.

1. Identify the boundaries of the problem area.

2. Set a trap in the dry maintenance manhole.

3. Look for an upstream (wet) manhole on all lines to which the property might be connected. If found, probe the mouth of the wet manhole to remove any possible stoppage at that location.

4. Rod/hydro each sewer line that could possibly connect to the property. Rod/hydro from manhole to manhole, past boundary lines, with a sewer cleaning tool appropriate to the size of the line.

5. Inspect downstream manhole to ensure that the blockage has not reoccurred.
   In the event that the crew is unable to relieve the problem with reasonable resources or effort, the crew leader shall:

   a. Keep supervision informed
   b. Consider bypassing the section with the blockage (see Note 2 at the end of this section)

4. Recover Downstream – As quickly as practicable move to a point downstream in the receiving storm drain system and attempt to recover as much of the sewage which flowed into the storm drain as possible.

5. Post Community Warning Signs – If a spill is occurring or can be anticipated (based on past experience in a certain area) with possible exposure to the public, post warning signs on barricades along the area of exposure to sewage discharge.

6. Clean-up Operations – Overflow sites are to be thoroughly clean after an overflow. No identifiable residue shall remain.
   a. Disinfect all areas that may have human exposure. Use the Street Bleaching S.O.P. attached to this plan.

   b. Thoroughly flush the area down. Overflowed sewage and wash-down water shall be vacuumed.

c. Remove sandbags, plugs, traffic control equipment, etc.

7. Estimation of Spill Volume – The estimated volume (gallons) of the spill shall be calculated as soon as possible, so that spill notification procedures can be initiated.

8. Make Agency Calls:
   a. LACHD – within 15 mins of first responders arrival on scene
   b. CalOES – within 120 mins of becoming aware of an overflow

9. Determine if sampling is needed. See Seat VIII of this plan

10. Complete the SSO Field Worksheet. See copy attached to this plan.

11. Prepare the stoppage report.

12. Determine the Cause of the Spill – The crew leader will identify the cause of the spill (i.e., grease, roots, owner's problem, rain surcharge, etc.) to the best of his ability. A CCTV inspection will be used to confirm this assessment and will be performed within two (2) working days of the event

13. Prepare the draft CIWQS Report

14. Certify the CIWQS Report

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	• Within two hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water**, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING (see section C of MRP)	• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
	• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months.	
RECORD KEEPING (see section E of MRP)	• SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	Self-maintained records shall be available during inspections or upon request.

Excerpted from Water Resource Board Order NO. WQ 2013-0058-Exec

Notes:

1. Preliminary Assessment of Damage to Property – The response crew must use discretion is assisting the property owner/occupant. Be aware that the City of Glendale could face increased liability for any further damages inflicted to private property during such assistance. The response crew should not enter private property if not necessary to assess damage, especially without permission of the owner/occupant. Take appropriate still photographs and video footage, if possible, of the outdoor area of the sewer overflow.

2. Equipment Exercise in Support of Bypass Readiness – The Wastewater Maintenance Section conducts regular operational checks of all utility pumps that could conceivably be used for bypass operations. The schedule of checks for the current calendar year, Wastewater Maintenance Check Calendar YYYY, is a working document that is posted in the Crew Office in the Wastewater Maintenance shop. Scheduled checks are documented with initials of individuals assigned to oversee checks, typically on working Fridays. The template document can be found at: G:\1-WASTEWATER\YYYY\Crew Supervisor & Supt. Shared

IV. Hazardous Material Response

Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, discoloration) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the sewer investigator or response crew shall immediately contact the supervisor for guidance before taking further action.

Should the supervisor determine the need to alert the hazardous material response team, the sewer investigator or crew shall await the arrival of the Fire Department for assistance. The crew may attempt to contain and abate the overflow if safe and if the substance is known, but must observe caution until assistance arrives. Proper personal protective equipment must be used.

Upon arrival of the Fire Department, the sewer crew will take direction from the person with the lead authority from that team. When determined safe and appropriate, the sewer investigator and crew shall proceed under the OERP with the containment, clean-up activities and correction.

V. Contractor-Related Spills Procedures

Important Note: Contractors and property owners will be held responsible for the spills determined to be caused by their activities. However, a timely response to the spill is critical (regardless of responsibility) and the overflow-response crews shall be prepared to perform all spill response procedures necessary to mitigate the spill.

A. Overflow-Response Crew's Responsibilities – If requested, response crews shall assist the contractor in his/her efforts to mitigate the spill by following these procedures:

1. Perform Standard Spill Response – Perform procedures as per this Response Plan, until the point at which it becomes clear that the spill may be related to nearby contractor activity.

2. Consult with Contractor, if Possible – If the contractor is on site, the crew leader will approach the contractor's foreman to determine/coordinate spill response efforts. The contractor may be able to resolve the spill with assistance. If the contractor requests, the responding crew will assist in relieving the problem with means available to them. In the event that the stoppage cannot be relieved by the responding crew, the crew leader shall contact the Wastewater Superintendent and explain the situation while the crew continues its efforts to resolve the situation.

3. Take Action When Contractor Cannot be Located – If the contractor is not on site, the responding crew will assess the nature of the work under contract and determine the best approach for mitigating the spill. They shall proceed with spill response activities as needed. The following additional procedures also apply:

   a. Notification to Contractor – The timing for this notification should be as early as possible for major events, and may be later on for minor events that are normally resolved before the contractor can respond.

   b. Clean Up of the Area – This includes returning contained sewage to the pipeline system using the vacuum truck or pump, removal of sandbags or plugs, cleaning and flushing the area and/or the catch basin and packing up equipment and supplies. Disinfect according to policy. See the street bleaching S.O.P. attached to this document.

   c. Spill Occurring Due to a Contractor-Related Problem – When a private residence has been impacted by a spill occurring due to a contractor-related problem, the contractor is obligated to provide clean-up services.

d. Documentation Required – Wastewater Maintenance Crew Supervisor and crew leader to render the following:

1. City of Glendale (See copy at the end of this document)

    a. SSO Volume Estimating Worksheet
    b. SSO Field Worksheet

2. Sewer Stoppage Report.

3. Sewer Line Maintenance and Inspection “Stoppage” Report

4. Submission of Cost Recovery Letter – The Wastewater Maintenance Crew Supervisor shall prepare and submit to the Wastewater Superintendent a “cost recovery letter” for his approval. This letter shall contain the following information:

    a. Time and date of event.

    b. Number of personnel involved.

    c. Billing address of agency responsible.

    d. Responsible agency’s contact person’s name and phone number.

    e. Number and type of overflow response equipment used and amount of time equipment was used.

    f. Amount of overtime used (if any) for each employee and piece of equipment. (See copy of Cost Recovery Worksheet at the end of this document.)

VI. Spills from Private Laterals

Should the overflow not be the responsibility of the City of Glendale but there is imminent danger to public health, public property, or the quality of waters to the U.S., then the City of Glendale takes prudent emergency action until the responsible party assumes responsibility and provides actions.

Once a sewer overflow has been confirmed the responding crew shall attempt to notify the owner/occupant to cease usage of their water until the blockage has been cleared.

Sewer crew may choose to jet the main line to determine whether the blockage is caused by the City line.

If it is determined that the blockage is from the City line, start containment, correction and clean-up operations.

If the blockage is from the lateral line, the owner/occupant shall be notified to immediately clear the line.

At the discretion of the Sewer Crew Supervisor or the Wastewater Superintendent, the owner/occupant may be given up to 24 hours to repair and mitigate the overflow.

If the repairs and clean-up are not completed effect within the agreed amount of time or the occupant continues to use water, the water may be shut off until the repairs are made.

If the water is shut off, Glendale Water and Power shall be notified.

Any clean-up activities due to repeat offenses may be billed to the responsible private party.

VII. Rainstorm-Related Spills

It is important to determine if a spill – during rainy weather – is caused by a stoppage or by a rain-related surcharge condition.

1. Always inspect for a dry downstream hole; if a dry hole is observed, suspect a stoppage and act accordingly to clear the stoppage.

2. If the spill is caused by a rain-related surcharge condition, the spill will stop when the surcharge condition resolves. Activities should be focused on protecting the public from exposure to the sewage, protecting property, and on providing clean-up following the spill.

3. Bypass the line if possible.

Perform proper spill response procedures as outlined in this document. (Section III)

Also, notify the City Engineer of the wet-weather capacity problem in writing as soon as possible.

VIII. Sampling

As defined in the Monitoring and Reporting Program:

WATER QUALITY MONITORING (see section D of MRP)	• Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.

Sampling of the overflowing affluent may also be required if any of the following applies:

1. Unusual odor.

2. Discolored liquid or solid encountered, not common to a sanitary sewer.

If any of the above conditions exist, this shall require contacting the Glendale Fire Department's Hazardous Materials Section for identification of the material and/or further operational procedure as prescribed by them.

IX. Sewage Notification and Documentation

A. Documentation Required:

The Wastewater Superintendent or his designee is to render the following sewer reports (when applicable) to the event:

a. SSO Volume Estimation Worksheet.

b. SSO Field Worksheet.

c. Sewer Stoppage Report (PWS-22).

d. Sewer Line Maintenance and Inspection Report for work performed to investigate and mitigate the overflow.

B. When Agency Notification is Required:

The Regional Water Quality Control Board (RWQCB) must be notified no less than once a month of any and all SSOs that occur, as well as when no SSOs have occurred. The amount of time and the process in which the RWQCB must be notified is best referred to in the table shown on pages 8 and 9.

Agency Phone Numbers

Verified: 4/10/2019

1.	Department of Fish and Wild Life	(916) 653-7664
2.	Director Public Works	(818) 548-3900
3.	Federal Hazardous Response Center	(800) 424-8802
4.	Glendale Unified School District (Kent Smith-Glendale Unified Dir. of Facility and Support operations)	(818) 242-0003
5.	Los Angeles County Flood control District	(818) 896-0594
6.	Los Angeles Department of Public works	(888) CLEAN-LA
7.	Los Angeles Regional Water Quality Control Board	(213) 576-6600
8.	Safety Section (Margaret Agus)	(818) 550-4358
9.	California Emergency Management Agency (Cal-EMA)	(800) 852-7550
10.	Verdugo Fire Communication Center (Hazardous Materials)	(818) 548-4030

City of Glendale California
Wastewater Maintenance Section
Rev. 11/4/10
SSO Volume Estimating Worksheet

Did an overflowing manhole reach a storm drain? **Yes/No** (circle one)

If yes – Go to Step 1.

If no – perform wetted street volume calculations on reverse.

Step 1. Determine Estimated Spill Volume to Street from overflowing Manhole.

A. Estimated spill start date/time: _____ (MM/DD/YY) _____ (Time 24 hr)

B. Estimated spill end date/time: _____ (MM/DD/YY) _____ (Time 24 hr)

C. Total spill time in minutes = B. – A. _____ Minutes

D. Estimated Overflow Rate _____ Reference _____ GPM

References (P, A, B, C)

1. Pictures (P), 2. Table A, 3. Table B, 4. Table C

E. Estimated Spill Volume to Street = _____ (C.) X _____ (D.) = _____ Gals.

Did sewer overflow inside a building or residence? **Yes/No** (circle one)

If yes – Go to Step 2.

If no – Go to Step 3.

Step 2. Estimate Spill Volume to Building or Residence.

F. Determine total wetted floor area in sq. feet.

1. Room Inventory	Length (ft.)	X	Width (ft.)	=	Area ($ft.^2$)
a. _____	_____		_____	=	_____
b. _____	_____		_____	=	_____
c. _____	_____		_____	=	_____
d. _____	_____		_____	=	_____
e. _____	_____		_____	=	_____

G. Total wetted floor area (add 1. a thru 1. e.) = _____

Volume Estimating Worksheet (page 2)

H. Estimated average depth of wetted floor in inches =_____ (in.)

Note: If can't actually measure, make a reasonable assumption ¼" -1/2".

I. Convert depth in inches to ft. H. / 12 =_____ (ft.)

J. Estimated Spill Volume (Building or Residence) = G. x I. =_____ (ft^3)

K. Convert Estimated Spill Volume (Building or Residence) to gals.

J. x 7.48 =_____ (gals.)

Step 3. Determine Total Estimated Spill Volume

L. Total Estimated Spill Volume = E. + K. = _____ (gals.)

Step 4. Determine Estimated Volume of Spill Vacuum Recovered

M. Estimated Vacuum Recovery Start date/time: _____ _____
MM/DD/YY Time 24 hr

N. Total Vacuum Recovery Tine in minutes B. – M. =_____ (mins.)

O. Est. Volume of Spill Vacuum Recovered =_____ (N.) X_____ (D.) =_____ (gals.)

Step 5. Estimated volume of spill that reached surface water, drainage channel, or not recovered from storm drain:

P. [Est. Spill Volume to Street] – [Est. Volume of Spill Vacuum Recovered] – [Est. Spill Volume Captured] =

E. – O. – Volume Captured (below) =_____ (gals.)

Determine Wetted Street Volume or Volume Captured

1. Attach copy of sketch from stoppage report.

Depth Information in Ft.
1/8" =0.01 FT
¼ " = 0.021 FT
3/8" = 0.031 FT

Length (L) = _____ ft.

Width (W) =_____ft.

Depth (D) = Average Observed (in.) = _____/ 12 = _____ft.

wetted street volume = _____ (L) X _____ (W) X _____ (D) = _____ $ft.^3$ X 7.48 = _____ Gals.

City of Glendale California
Wastewater Maintenance Section
Rev. 04/10/14

SS0 Field Worksheet

Location of SSO:_____/_____/_____
(closest street address to overflow/cross street/zip code)

Date and time sanitary sewer system agency (Time Maintenance Services was informed) **was notified or discovered spill:** _____ _____
MM/DD/YY Time 24 hr

Estimated spill start date/time: _____ _____
(Same as time immediately above unless you have reliable info of earlier start) MM/DD/YY Time 24 hr

Estimated operator arrival date/time: _____ _____
MM/DD/YY Time 24 hr

Spill appearance point (Check one):

- Building or structure
- Force main or pressure sewer
- Gravity sewer
- Manhole
- Other sewer system structure
- Pump station
- Other (Specify)_____.

Private lateral spill? (circle one) Yes/No

If no – move on to Estimated spill end date/time:

If yes - move on to County Health Department notification if private lateral spill reached public right of way. No further notification is required. Clean-up sewage on public right of way. Notify property owner/resident of requirement to correct or risk water shutoff. Private lateral spills are NOT SSO's as of this revision.

Estimated spill end date/time: _____ _____
MM/DD/YY Time 24 hr

Health Department notified within 15 mins of arrival on scene? (circle one) Yes/No

24 Hour Number (213) 974-1234

Note: Health Dept. Notification required for all SSO's even if they never make it to a public right of way.

Time County Health Department notified: _____ _____
MM/DD/YY Time 24 hr

Operator # _____ **Ticket #**_____

Continue on Reverse

SS0 Field Worksheet (page2)

Spill response activities (Check all that apply):

- Cleaned-up (mitigated effects of spill)
- Contained all or a portion of spill
- Inspected sewer using CCTV to determine cause
- Restored flow
- Returned all or a portion of the spill to the sanitary sewer system
- Other (Specify)_____.

Category Determining Chart

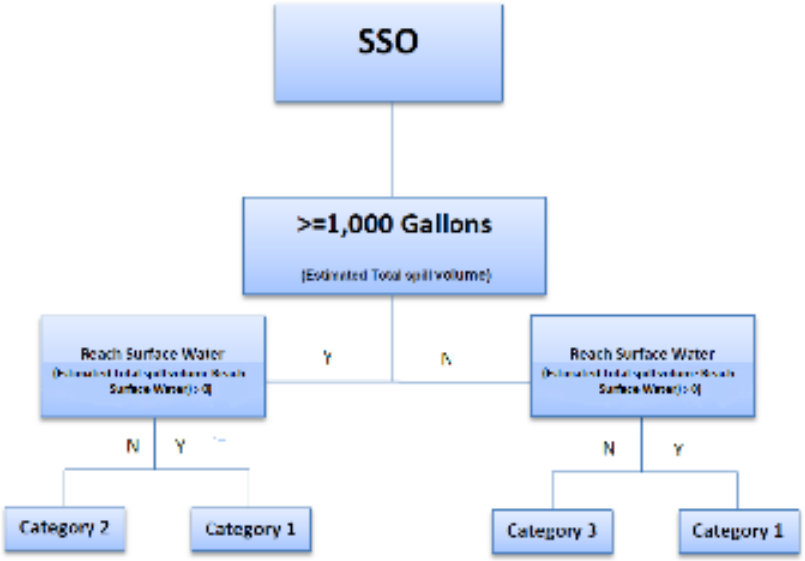


Figure 1 – SSO Categorization

Final spill destination(Check all that apply):

- Building or structure
- Other paved surface
- Storm drain
- Street/curb and gutter
- Surface water
- Unpaved surface
- Other (Specify)_____.

Estimated total spill volume: **(Attach Calculations)** **A.** _____**gallons**

Estimated volume of spill recovered: **B.** _____**gallons**

Estimated volume of spill that reached surface water, drainage channel, or <u>not</u> recovered from storm drain: **C.** _____**gallons**

Is SSO a Cat. I and greater than > 1000 gals. **Yes/No**

If Yes call CAL EOS within 2 hrs. of time agency notified or discovered spill.

CAL OES Phone # 1-800-852-7550

OES Control # _____ **Time OES notified:** _____ _____
MM/DD/YY **Time 24 hr**

Call supervisor to review circumstances and reporting. _____ _____
Supervisor called:_____ **MM/DD/YY** **Time 24 hr**

Complete the SSO Report Checklist and communicate with the Wastewater Superintendent (by phone or e-mail).

SSO Report Checklist

1. Location
2. Date /Time
3. Response *(include YA & WW 1st Responder)*
4. SSO Volume Total
5. Lost Volume
6. Recovery Percentage
7. Notifications
8. Supplemental Info. /Notes

Notify within 15 minutes of arrival:
LA County Health Department
24 Hour number: (213) 974-1234

Within 2 hours of time agency notification or spill discovery:

CAL EMA Phone # 1-800-852-7550

Special circumstances/Comments:

Attach This Worksheet to The Stoppage Report Package for This Event

City of Glendale

PUBLIC WORKS • MAINTENANCE SERVICES

SEWER STOPPAGE REPORT

Date: _____ **Time:** _____ **District #:** _____

Location: _____

Cause: _____

Damage to City Property? ❑ **Yes** ❑ **No** **Type of Damage:** _____

_____

Equipment Number /Hours: _____

_____

Employee(s) Names /Hours: _____

_____ _____

Date of Last Main Cleaning /Inspection: _____

G:\Forms\Wastewater\Sewer Stoppage Report

City of Glendale

PUBLIC WORKS • MAINTENANCE SERVICES

SEWER STOPPAGE REPORT

Date: _____ Time: _____ District #: _____

Location: _____

Cause: _____

Damage to City Property? ❑ Yes ❑ No Type of Damage: _____

_____

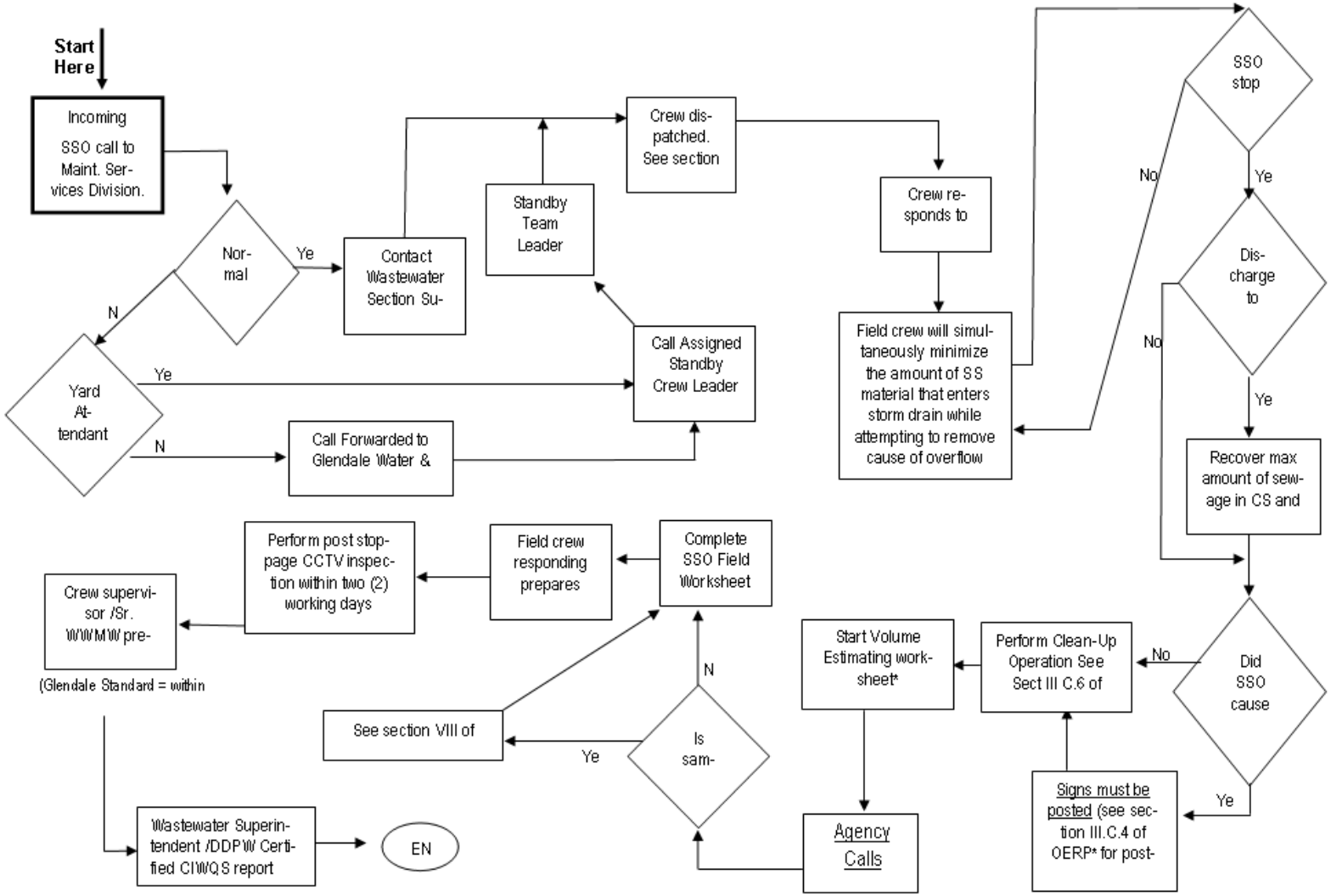
Equipment Number /Hours: _____

Employee(s) Names /Hours: _____

_____

Date of Last Main Cleaning /Inspection: _____

G:\Forms\Wastewater\Sewer Stoppage Report



(1) Within 15 minutes of arrival on scene if sewage reached a storm drain /open channel

(2) Within 120 minutes of start time

4/2014

City of Glendale

Sewer Overflow Emergency Re-

*OERP = Overflow Emergency Response Plan

**WATCH = Work Area Traffic Control Handbook

Acacia Ave Wastewater & Street Improvement Project

Spec 3405R

Bypass Spill Response and Communication Plan

(Rev. 6/7/13)

Project Team		24 Hr. Phone
Contractor Proj. Mgr. (Sully-Miller)	**Gary Downey**	(714) 578-9604 -Office
Site Foreman (Sully-Miller)	**Rueben Valenzuela**	(714) 720 -7415- Cell
Construction Inspector (City of Glendale)	**Art Warren**	(818) 649-4350- Cell
Project Manager (City of Glendale)	**Jasmina Zigic**	(818) 937-8255-Office

Operations & Maintenance Coordinators

WW Maintenance Crew Supervisor (C of G)	**Roy Rodriguez**	818-807-6078- Cell
WW Maintenance Superintendent (C of G)	**John Hicks**	818-262-6799- Cell

Sewer System Overflows

1. Flows of raw sewage from pipes within a construction trench that do not leave the trench are NOT considered SSO's.

2. Any discharge of raw sewage from the collection system to the street, a sidewalk or right of way IS considered an SSO and must be reported to the State by the City.

3. Should an SSO occur do your best to contain it at the site to prevent entry into the storm drain system. Have an adequate supply of containment materials on site at all Times.

4. **Who to call:**

Time Frame	**For City Personnel This Is**	**Who to Call**
Normal Working Hours	M-Th 6:30 AM to 4 PM Fri 6:30 AM to 3PM	PW Maintenance Services Dispatch **818-548-3950**
After Normal Working	All other times including	Wastewater Section Standby Team Leader

Hours	Holidays	Changes Monday at 6:30 AM. Phone number Monday mornings.

CITY OF GLENDALE

PROPERTY DAMAGE RECOVERY FORM

To: _____ From: _____ Date: _____

Incident Date: _____ Incident Time: _____ Report Number(s) _____

Location: _____

Responsible Party:
Name: _____ Phone: _____

Address: _____ Claim Number: _____

Insurance Information:
Name: _____ Phone: _____

Address: _____ Policy Number: _____

Description of Incident: _____

INFORMATION REQUESTED

Police Report *Fire Report* | *Estimate of Repair* *Department Cost (Complete Below)* *Prepare Invoice*

LABOR			
Name	Hours	Rate	Amount
			-
			-
			-
			-
			-
			-
			-
			-
		TOTAL:	-

EQUIPMENT			
Equipment #	Hours	Rate	Amount
			-
			-
			-
			-
			-
			-
			-
			-
		TOTAL:	-

MATERIAL			
Material	Qty.	Unit Cost	Amount
			-
			-
			-
			-
			-
			-
			-
			-
		TOTAL:	-

Service Provided:

_____

_____

_____

_____

Return To: Finance Department

Finance Department Use Only

Invoice Number: _____

Date Processed: _____

Account Number: _____

Processed By: _____

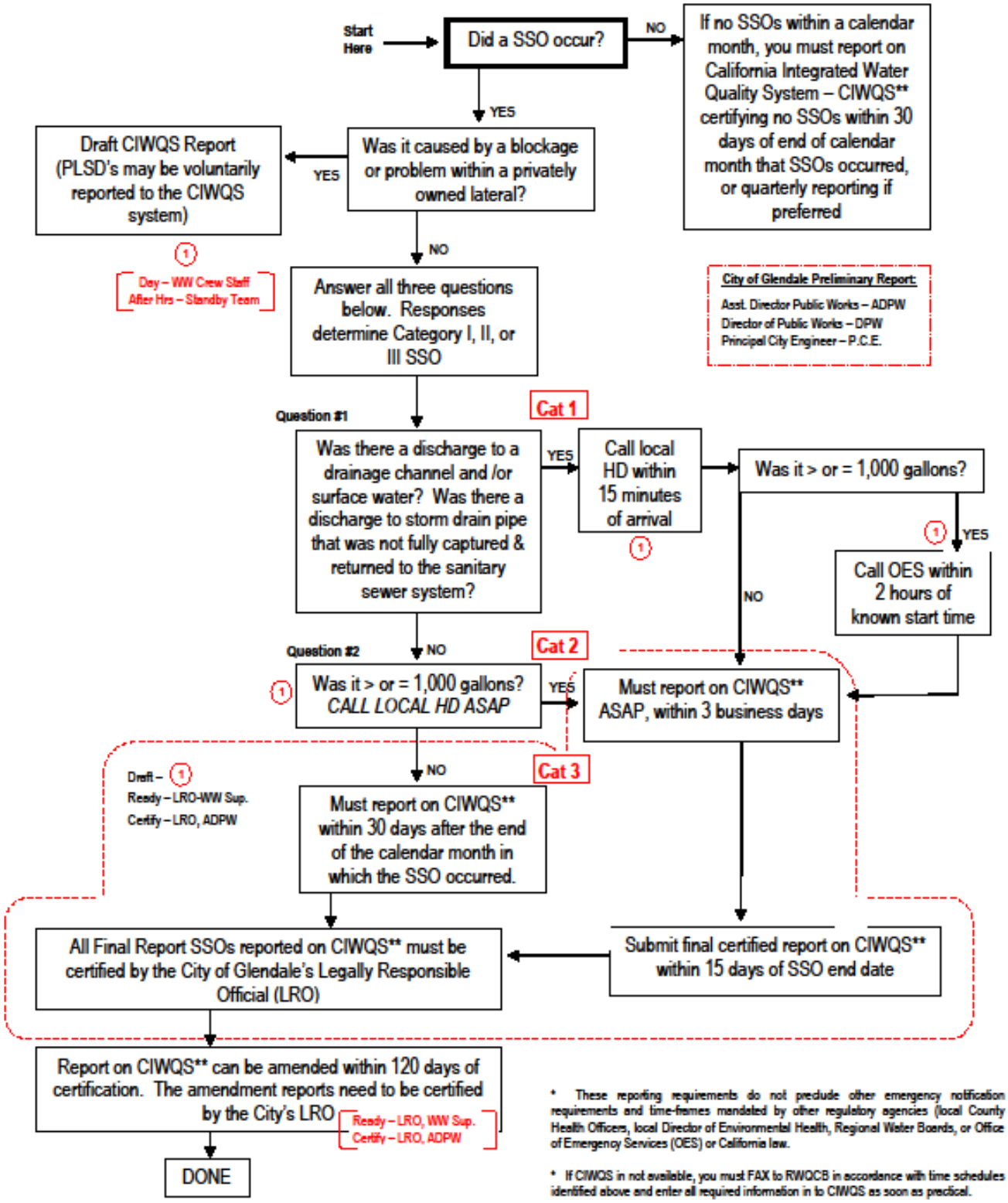
Cost Summary

Total Labor	-
Total Equipment	-
Total Material	-
Subtotal	-
Total Recovery Cost	-

C-614 (02/25/12)

Revised: 4/19/2019

City of Glendale
SSO Reporting Flow Chart*



* These reporting requirements do not preclude other emergency notification requirements and time-frames mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES) or California law.

* If CIWQS in not available, you must FAX to RWQCB in accordance with time schedules identified above and enter all required information in to CIWQS as soon as practical.