

Sewer System Management Plan

April 2023

Waste Discharge Identification Number: 5SS010931

Prepared for:



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Table of Contents

Acronyms and Abbreviations	v
Introduction	1
Section 1 Element 1 Goals	5
1.1 Regulatory Requirement for the Goals Element	5
1.2 Sewer System Management Plan Goals	5
Section 2 Element 2 Organization	7
2.1 Regulatory Requirements for the Organizational Element	7
2.2 Organization Chart	7
2.3 Authorized Representative	10
2.4 Sanitary Sewer Overflow Reporting Chain of Communication	10
Section 3 Element 3 Legal Authority	13
3.1 Regulatory Requirements for the Legal Authority Element	13
3.2 Legal Authority	13
3.2.1 Prevention of Illicit Discharges	13
3.2.2 Proper Design and Construction	14
3.2.3 Access for Maintenance, Inspection, and Repairs	14
3.2.4 Limitation of Fats, Oils, and Grease Discharge	15
3.2.5 Enforcement of Violations	15
Section 4 Element 4 Operation and Maintenance Program	17
4.1 Regulatory Requirements for the Operation and Maintenance Program Element	17
4.2 Maps	17
4.3 Preventative Operations and Maintenance Program	18
4.3.1 Gravity Sewers	18
4.3.2 Lift Stations	18
4.3.3 Root Control	19
4.3.4 Odor Control	19
4.3.5 Non-Routine Maintenance	19
4.3.6 Emergency Maintenance	19
4.4 Rehabilitation and Replacement Program	20
4.5 Training Program	20
4.6 Contingency Equipment and Replacement Parts Inventory	21

Section 5	Element 5 Design and Performance Provisions	23
5.1	Regulatory Requirements for the Design and Performance Provisions Element	23
5.2	Standards for Installation, Rehabilitation, and Repair	23
5.2.1	Design and Construction Standards	23
5.3	Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities	24
Section 6	Element 6 Overflow Emergency Response Plan	25
6.1	Regulatory Requirements for the Overflow Emergency Response Plan Element	25
6.1.1	Overflow and Emergency Response Plan Discussion.....	25
6.2	Sanitary Sewer Overflow Detection and Notification	25
6.2.1	Public Observation.....	26
6.3	Sanitary Sewer Overflow/Backup Response Procedures	28
6.3.1	Sanitary Sewer Overflow/Backup Response Summary.....	28
6.3.2	First Responder Priorities	30
6.3.3	Safety.....	30
6.3.4	Initial Response	30
6.3.5	Containment and Prevention Program	31
Section 7	Element 7 Fats, Oils, and Grease Control Program	33
7.1	Regulatory Requirements for the Fats, Oils, and Grease Control Plan Element	33
7.2	Public Education and Outreach Program	33
7.3	Fats, Oils, and Grease Source Control.....	34
7.4	Disposal of Fats, Oils, and Grease.....	34
7.5	Legal Authority for Fats, Oils, and Grease Program.....	35
7.6	Requirements to Install Grease Trap Removal Devices.....	35
7.7	Authority to Inspect Grease Producing Facilities	35
7.8	Identification of Grease Problem Areas and Sewer Cleaning	35
Section 8	Element 8 System Evaluation and Capacity Assurance Plan	37
8.1	Regulatory Requirements for the System Evaluation and Capacity Assurance Plan Element	37
8.2	System Evaluation and Capacity Assurance Plan Discussion	37
8.2.1	Evaluation	37
8.2.2	Capital Improvement Projects.....	39
8.2.3	Design Criteria	39

Section 9	Element 9 Monitoring, Measurements, and Program Modifications	41
9.1	Regulatory Requirements for the Monitoring, Measurements, and Program Modifications Element	41
9.2	Monitoring, Measurement, and Program Modifications Discussion	41
9.3	Performance Measures	42
9.4	Performance Monitoring and Program Changes	43
Section 10	Element 10 Sewer System Management Plan Program Audits	45
10.1	Regulatory Requirements for the Sewer System Management Plan Program Audits Element	45
10.2	Sewer System Management Plan Audits	45
Section 11	Element 11 Communication Plan	47
11.1	Regulatory Requirements for the Communication Plan	47
11.2	Communication Plan	47

Figures

Figure 1.	City of Dixon Wastewater Collection System	3
Figure 2.	City of Dixon Sewer System Management Plan Organization Chart	9
Figure 3.	Overflow Emergency Response Plan Process	11
Figure 4.	Reporting Instructions	12
Figure 5.	Overview of Receiving a Sanitary Sewage Overflow or Backup Report Procedure	27
Figure 6.	Overview of Sanitary Sewer Overflow/Backup Response	29

Tables

Table 1.	Sanitary Sewer Overflow Data – 2005 to 2021	42
Table 2.	Collection System Management Enhancements	43
Table 3.	Sewer System Management Plan Update and Audit Due Dates	46
Table 4.	Sewer System Management Plan Roles and Responsibilities	48

Appendices

Appendix A.	Resolution 07-179 and City Council Report
Appendix B.	Dixon Municipal Code, Chapter 14.01, Sewers
Appendix C.	General Provisions of the City of Dixon Engineering Standards and Specifications
Appendix D.	City of Dixon Engineering Standards and Specifications
Appendix E.	Overflow Emergency Response Plan
Appendix F.	City of Dixon DRAFT FOG Program
Appendix G.	Grease Problem Areas
Appendix H.	Historical Data, including Information on General Sewer Callouts, Response Time, and SSOs from Private Laterals
Appendix I.	Dixon Sewer System Management Plan Annual Audit Report
Appendix J.	City of Dixon Webpage, Sewer System Management Plan
Appendix K.	Sample Subdivision Improvement Agreement

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Acronyms and Abbreviations

CCTV	closed-circuit television
CIP	Capital Improvement Plan
City Standards	City of Dixon Engineering Standards and Specifications
City	City of Dixon
CIWQS	California Integrated Water Quality System
CPR	cardiopulmonary resuscitation
FOG	fats, oils, and grease
FSE	food service establishment
gal/yr	gallons per year
GIS	geographic information system
I/I	infiltration/inflow
mg/L	milligrams per liter
MRP	Monitoring and Reporting Program
NA	not applicable
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollution Discharge Elimination System]
OERP	Overflow Emergency Response Plan
OES	State Office of Emergency Services
PM	preventative maintenance
POTW	publicly owned treatment works
PPE	personal protective equipment
PVC	polyvinyl chloride
SSMP	Sewer System Management Plan
SSO	sanitary sewer overflow
WDRs	Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, State Water Resources Control Board Order No. 2006-0003, as approved on May 2, 2006

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Introduction

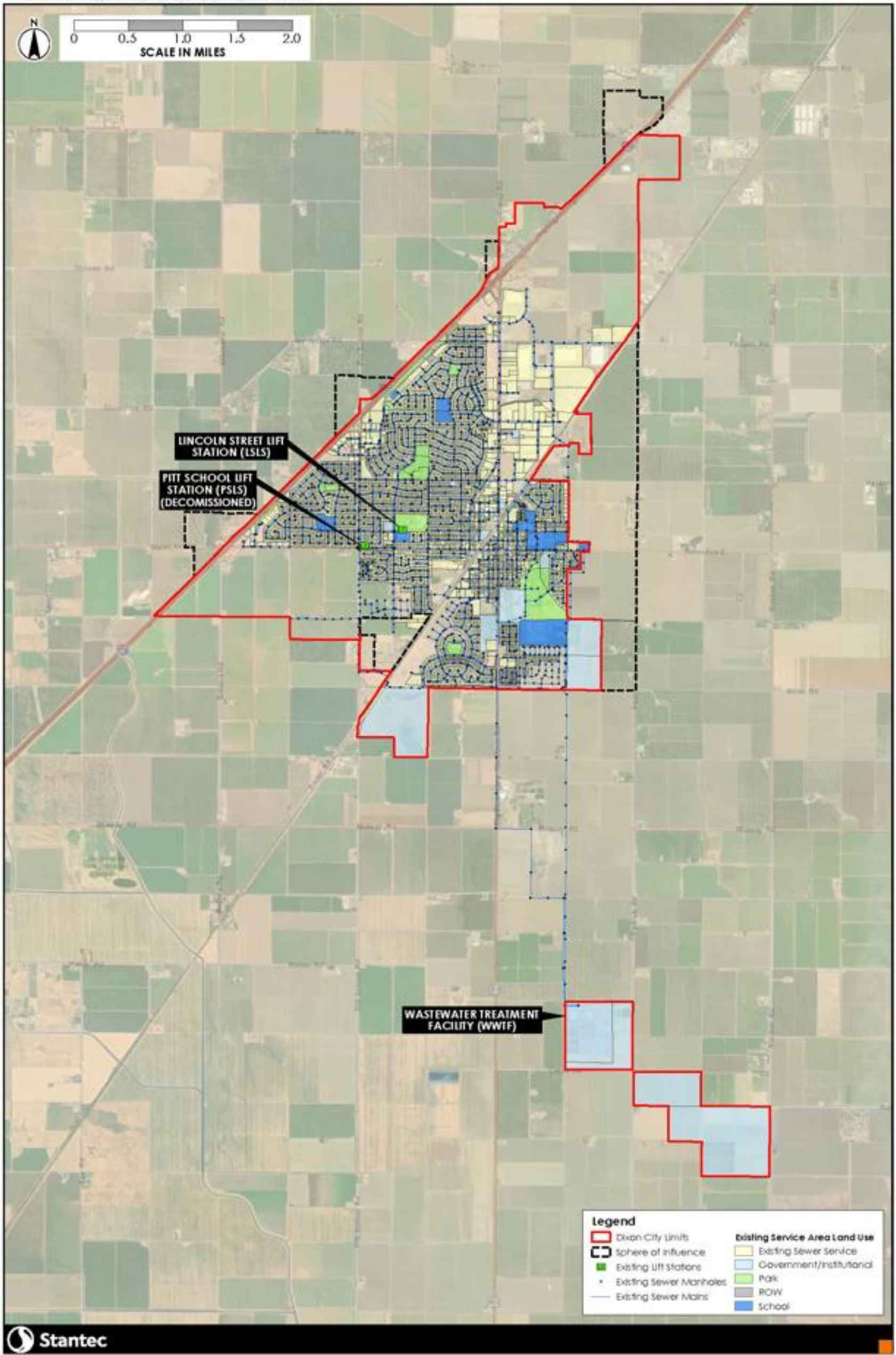
The City of Dixon (City) operates the sanitary sewer collection system and wastewater treatment plant, serving approximately 19,000 people and collecting approximately 410 million gallons per year¹ in the service area, as shown in Figure 1 below. The purpose of this Sewer System Management Plan (SSMP) is to provide a system-wide management plan for the operation, maintenance, expansion, repair, and replacement of the City’s sanitary sewer collection system. This SSMP has been prepared in compliance with the requirements of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, State Water Resources Control Board Order No. 2006-0003, as approved on May 2, 2006 (WDRs). The City’s Waste Discharge Identification Number, assigned by the State Water Resources Control Board, is 5SS010931.

Figure 1, City of Dixon Wastewater Collection System, which is Figure 2-1 in the City of Dixon Sewer Collection System Master Plan, shows the City’s existing service area and sanitary sewer collection system network, including pump stations and force mains.

¹ City of Dixon. 2022. 2020 Urban Water Management Plan. Draft. Prepared by City of Dixon and West Yost. March. Accessed May 2022. <https://www.cityofdixon.us/media/Water/R%20-%20066%20-%20City%20of%20Dixon%20-%202020%20UWMP%20-%20Public%20Review%20Draft%20-%20March%2030,%202022.pdf>.

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Figure 1. City of Dixon Wastewater Collection System



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Section 1 Element 1 Goals

This SSMP Element identifies goals that the City has set for the management, operation, and maintenance of the sanitary sewer system and discusses the role of the SSMP in supporting these goals. The goals provide focus for the City's Collections System Operations and Maintenance staff to continue high-quality work and implement improvements in the management of the City's sanitary sewer collection system. This section fulfills the goals requirement of the WDRs.

1.1 Regulatory Requirement for the Goals Element

Element 1, Goals, of the WDRs states the following:

Section D.13 (i) – Goal: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

1.2 Sewer System Management Plan Goals

The City Council adopted the primary goals of the City's SSMP on October 23, 2007, by Resolution 07-179, which is included in Appendix A with the corresponding City Council Report. The goals are as follows:

- Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future
- Cost-effectively minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows
- Minimize the number and impact of sanitary sewer overflows (SSOs) that occur

Along with these primary goals, the City identified six key areas of concern that must be addressed on an ongoing basis to achieve and consistently implement the SSMP goals. The City Council adopted these areas of concern, which are listed below, on October 23, 2007, by Resolution 07-179:

- Customer service
- Water quality and environmental protection
- Long-term wastewater collection and treatment service
- Long-term infrastructure investment
- Long-term financial stability
- Workforce planning and development

In November 2016, a 30-day review period allowed the public to provide comments on the goals and areas of concern. The City advertised the review period on its website and Facebook page and did not receive any public comments.

City staff will track these goals and report progress in the annual audit. The City will revise and update the goals as required. Any changes will be included in the required audit.

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Section 2 Element 2 Organization

This Element of the SSMP identifies City staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the authorized representative to meet State Water Resources Control Board requirements for completing and certifying spill reports.

2.1 Regulatory Requirements for the Organizational Element

Element 2, Goals, of the WDRs states the following:

Section D.13 (ii) – Organization: The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this Order.*
- (b) 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*
- (c) 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)).*

2.2 Organization Chart

The portion of the City’s organization chart that relates to management, operation, and maintenance of the sanitary sewer collection system is shown on Figure 2, City of Dixon Sewer System Management Plan Organization Chart.

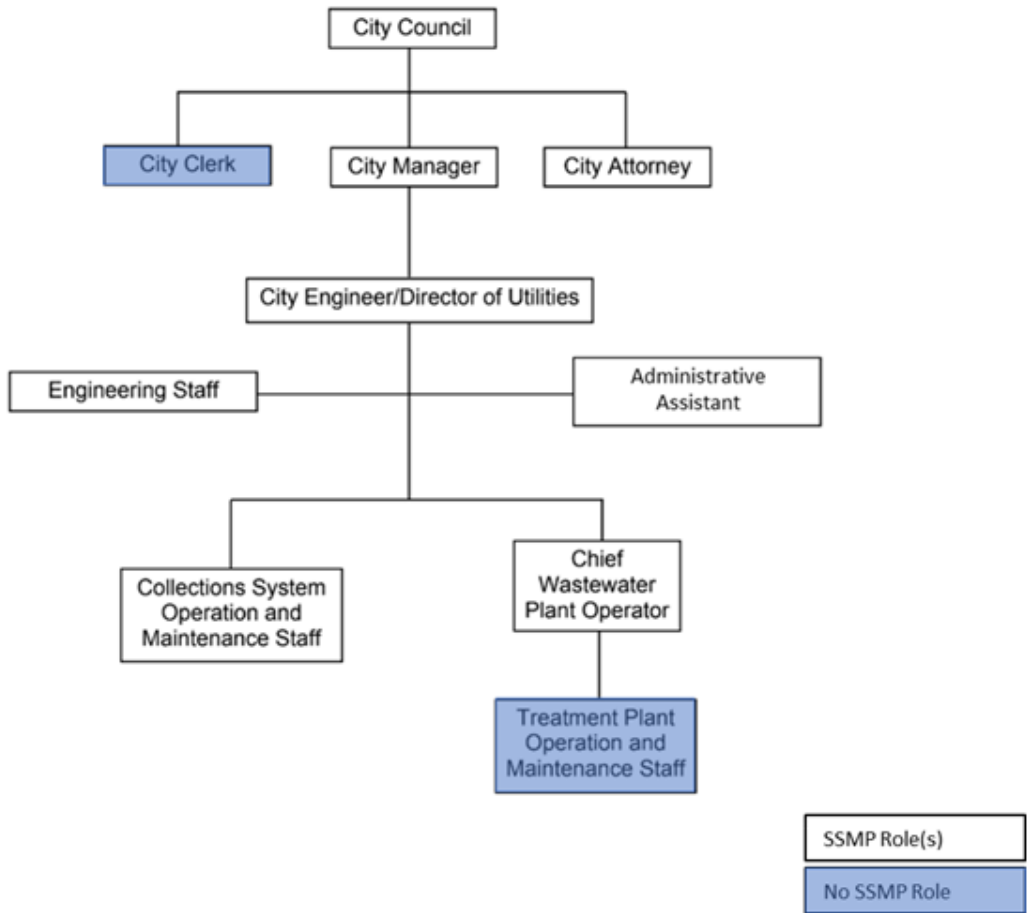
The roles for wastewater collection system participants shown in Figure 2 are as follows:

- **City Council** – Establishes policy; reviews and accepts formal plans; sets overall City direction; authorizes funds for projects, plans, programs, and staff; conducts public meetings and hearings; and approves the SSMP.
- **City Manager** – Responsible for the day-to-day management and operation of the City under the direction of the City Council. Establishes procedures, plans strategy, leads staff, allocates resources defined in the City budget, delegates responsibility, authorizes outside contractors to perform services, and serves as the overall public information officer.
- **City Attorney** – Develops and approves legal documents, provides legal advice, conducts litigation, attends public meetings, and advises the City Council to ensure operations are compliant with state and federal regulations.
- **City Engineer/Director of Utilities** – Acts as the legally responsible official and is responsible for submitting monthly reports to the California Integrated Water Quality

System (CIWQS). Responsible for the development and implementation of City design and construction standards. Develops and oversees engineering studies, such as hydraulic modeling, master planning, and Capital Improvement Plan (CIP) program development; approves development plans; and signs CIPs and specifications.

- **Chief Wastewater Plant Operator** – Responsible for overseeing the operation and maintenance of the wastewater treatment facility, issuing and monitoring non-food service establishment (FSE) Wastewater Discharge Permits, managing capital improvement projects for the design and construction of the City’s utility infrastructure, and maintaining the City’s geographic information system (GIS) maps and database.
- **Engineering Staff** – Ensures that new and rehabilitated assets meet the City’s Engineering Standards and Specifications (City Standards), provides daily reports to the City Engineer during construction projects, and implements enforcement actions. Issues and monitors FSE Wastewater Discharge Permits and develops and coordinates implementation of and upgrades to the SSMP.
- **Administrative Assistant** – Assists with processing reports, public notices, and reports between City Engineering staff and Collections System Operations and Maintenance staff.
- **Collections System Operations and Maintenance Staff** – Conducts preventative and corrective maintenance to the collection system, mobilizes and responds to notifications of stoppages and SSOs, closed-circuit televises (CCTV’s) infrastructure, reports condition of City assets, and maintains pump stations. Responsible for maintenance of the sanitary sewer system. Assesses the condition of the collection system using the National Association of Sewer Service Companies (NASSCO) rating system, directly supervises maintenance crews, schedules regular maintenance activities, coordinates field operations, prepares and implements the Overflow Emergency Response Plan (OERP), leads emergency response, investigates and reports SSOs, and mobilizes sewer cleaning equipment and bypass pumping equipment.

Figure 2. City of Dixon Sewer System Management Plan Organization Chart



City of Dixon Contact Information

Position/Role	Name	Phone Number	Extension
Mayor	Steve Bird	707-685-5217	
Vice Mayor	Scott Pederson	916-284-3952	
Councilmember	Don Hendershot	707-333-9781	
Councilmember	Kevin Johnson	707-685-3870	
Councilmember	Jim Ernst	707-999-0294	
City Manager	Jim Lindley	(707) 678-7000	1101
City Attorney	Douglas White (White Brenner LLP)	(916) 468-0950	
City Engineer/Director of Utilities	Deborah Barr	707-678-7030	5306
Chief Wastewater Plant Operator	Sandy Jones	707-678-7059	6101
Engineering Staff	Leland Markusen	707-678-7030	5312
Engineering Staff	Brandon Rodriguez	707-678-7030	5303
Engineering Staff	Jordan Santos	707-678-7030	5311
Collection System Operations and Maintenance Supervisor	Hector Garcia	707-410-7211	
Collection System Operations and Maintenance Staff	Barret Edon	530-760-7703	
Collection System Operations and Maintenance Staff	David McAnelly	530-220-6971	
Collection System Operations and Maintenance Staff	Vacant		
Administrative Assistant	Itzie Serrano	707-678-7030	5304

2.3 Authorized Representative

The City Engineer/Director of Utilities, Deborah Barr, is the legally responsible official or authorized representative to prepare, certify, and submit electronic spill reports to the Regional Water Quality Control Board and State Water Resources Control Board and to notify other government agencies.

2.4 Sanitary Sewer Overflow Reporting Chain of Communication

SSO detection, notification, response, and reporting processes are described in Element 6, Overflow Emergency Response Plan. The process is illustrated in Figure 3, Overflow Emergency Response Plan Process.

The regulatory notification responsibility and requirements are included in the SSOs and Backup Response Plan and include the instructions on Figure 4, Reporting Instructions.

Figure 3. Overflow Emergency Response Plan Process

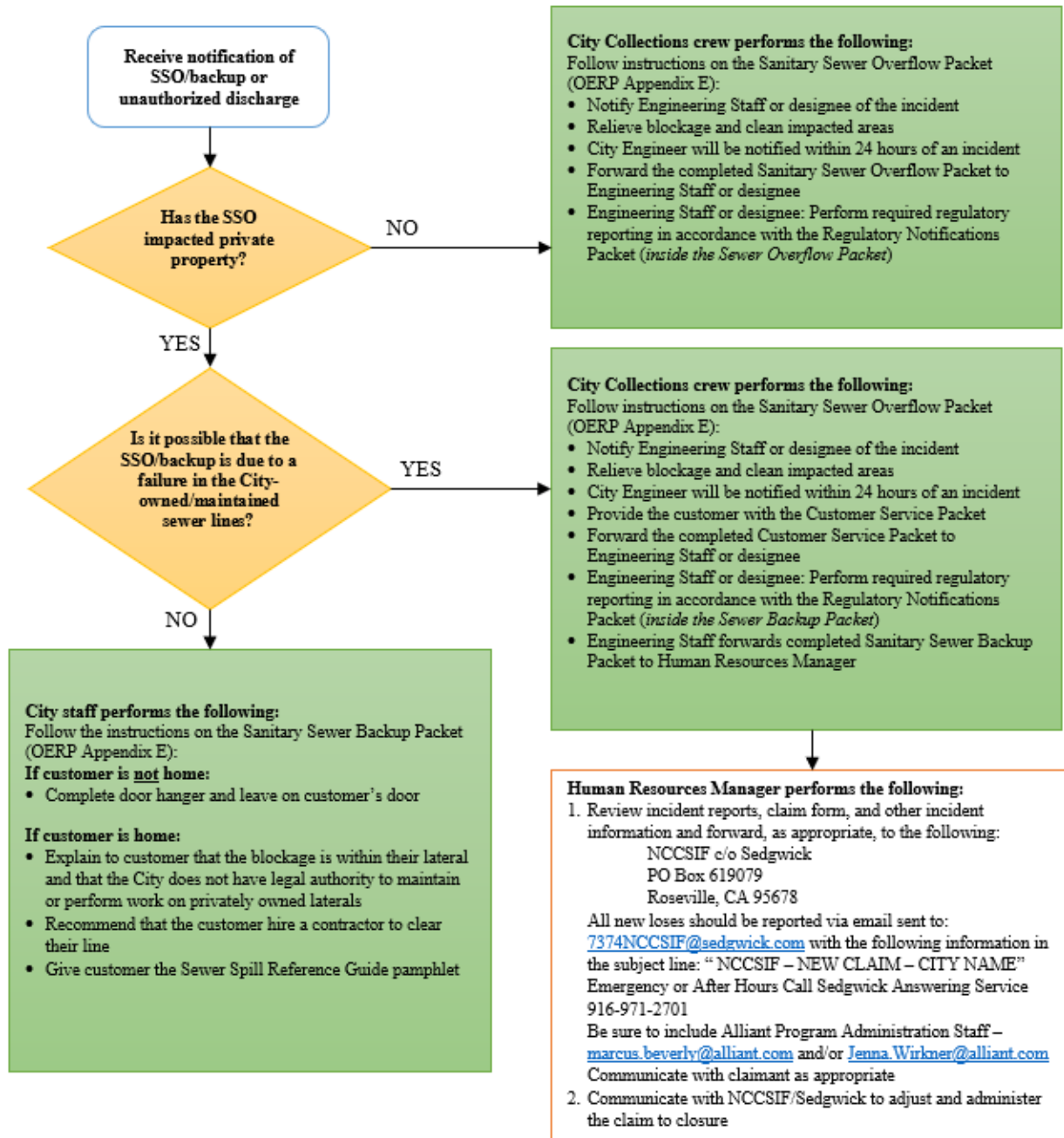


Figure 4. Reporting Instructions

Reporting Instructions			
Deadline	Category 1 SSO	Category 2 SSO	Category 3 SSO
2 hours after becoming aware of the SSO	If the spill is 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, call CalOES and obtain a notification control number	-	-
48 hours after initial SSO notification	Conduct water quality sampling for SSO in which 50,000 gallons or greater are spilled to surface waters	-	-
3 business days after becoming aware of the SSO	Submit Draft Spill Report into CIWQS database	Submit Draft Spill Report into CIWQS database	-
15 calendar days after response conclusion	Submit Certified Spill Report into CIWQS database	Submit Certified Spill Report into CIWQS database	-
30 calendar days after end of calendar month in which SSO occurred	-	-	Submit Certified Spill Report into CIWQS database
45 calendar days after SSO end date	If 50,000 gallons or greater are spilled to surface waters, submit SSO Technical Report to CIWQS database	-	-

Section 3 Element 3 Legal Authority

This Element of the SSMP discusses the City’s legal authority to control discharges into its sanitary sewer system.

3.1 Regulatory Requirements for the Legal Authority Element

Element 3, Goals, Legal Authority, of the WDRs states the following:

Section D.13 (iii) – Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

3.2 Legal Authority

The Dixon Municipal Code was updated on June 24, 2014, through Ordinance No. 14-009 to add Article XII (which prohibits the discharge of fats, oils, and grease [FOG] from FSEs) and through Ordinance No. 14-010 to add Article XIII (which regulates private sewer laterals) to Chapter 14.01, Sewers, to comply with all applicable federal and state laws, including the Clean Water Act and the Porter-Cologne Water Quality Control Act.

3.2.1 Prevention of Illicit Discharges

Measures prohibiting illicit discharges are included in Dixon Municipal Code, Chapter 14.01, Sewers, Article II, General Sewer Use Requirements (Appendix B). The purpose of this section is to prevent the discharge of pollutants into the sewers that would obstruct or damage the collection system, interfere with the treatment process, or threaten harm to human health or the environment. Examples of discharges covered are included below.

Stormwater and Infiltration/Inflow

Section 14.01.230, Prohibited Discharge Standards, Part B, states the following:

No user shall introduce or cause to be introduced into the POTW [publicly owned treatment works] the following pollutants, substances, or wastewater . . .

- 12. Storm water, surface water, groundwater, artesian well water, roof runoff, street drainage, yard drainage, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the Director.*

Industrial Waste

Section 14.01.410, Wastewater Discharge Permit Requirement, Part A, states the following:

No significant industrial user shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from the Director.

Wastewater Discharge Permits include conditions that are deemed reasonably necessary by the Director to prevent pass-through or interference, protect the quality of the water body or disposal fields receiving the wastewater treatment facility's effluent, prevent excessive maintenance and operational costs, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW. Section 14.01.300, Pretreatment Facilities, requires all non-residential users to provide wastewater treatment as necessary to comply with the Dixon Municipal Code.

Other Discharges

Section 14.01.230, Prohibited Discharge Standards, Part B, lists 18 prohibited discharges into the City's wastewater system.

3.2.2 Proper Design and Construction

Before construction within the City's right-of-way, which includes connecting a sewer lateral to the public sewer system, all applicants are required to obtain an Encroachment Permit per Dixon Municipal Code, Chapter 13.01, Encroachments. City Engineering inspects all encroachment work. Sewers and connections must be designed and constructed to current City Standards.

For new construction, Section DS6-05A of the City Standards requires the installation of new sanitary sewers in the pavement area of the street. Section DS6-05B allows, under special circumstances, the placement of sanitary sewer lines in a minimum 15-foot-wide easement crossing one lot only if approved in advance of improvement plan submittal by the City Engineer. Deeper lines require a wider easement to the satisfaction of the City Engineer.

Element 5, Design and Performance Provisions, of this SSMP includes additional information on design and construction.

3.2.3 Access for Maintenance, Inspection, and Repairs

Dixon Municipal Code, Section 14.01.700, Right of Entry – Inspection and Sampling, outlines the Director's authority to obtain right-of-entry for the purposes of inspection, sampling, records examination and copying, and any additional duties. Section 14.01.705, Right of Entry – Maintenance and Repair, states that “the Director shall have the right to enter the premises of any user to repair or perform maintenance services on all City facilities.”

3.2.4 Limitation of Fats, Oils, and Grease Discharge

Dixon Municipal Code, Chapter 14.01, Sewers, Article XII, Discharges of Fats, Oils, and Grease from Food Service Establishments, limits the discharge of FOG from FSEs into the public sewer system by requiring a discharge permit and annual inspections of the facilities. Further information is in Element 7, Fats, Oils, and Grease Control Program, of this SSMP.

3.2.5 Enforcement of Violations

Dixon Municipal Code, Chapter 14.01, Sewers, Article VIII, Administrative Enforcement Remedies, gives the Director authority to serve a written notice of violation to any non-residential user that has violated, or continues to violate, any provision of Chapter 14.01. Article IX, Judicial Enforcement Remedies, and Article X, Supplemental Enforcement Action, further outline additional measures the Director can take in the form of legal action and financial assurance.

Article XIII, Private Sewer Laterals, gives the Director authority to enforce the maintenance, repair, and replacement of private sewer laterals to prevent or address spills or blockages within private sewer laterals.

In cases of accidental damage during construction work, an incident may occur either on existing City facilities within City rights-of-way (such as streets, properties [such as parks], or easements through private property) or on existing City facilities on private property in which the City does not have an easement.

When accidental damage during construction work occurs on existing City facilities within the City right-of-way, the damage would typically have occurred during work performed via a City Encroachment Permit, a Subdivision Improvement Agreement, or a City capital improvement project. If a contractor damages existing City facilities, the contractor must repair the damage at no cost to the City. For work via a City Encroachment Permit, the City's Encroachment Permit General Rule and Regulation 1 defines the City's legal authority, and the City's Encroachment Permit General Rule and Regulation 11 requires repair of any accidental damage to underground utilities. For work done via a Subdivision Improvement Agreement, legal authority exists in Sections 10 and 11 of the City's standard Subdivision Improvement Agreement (refer to Appendix K for a sample Subdivision Improvement Agreement). For work done via a City capital improvement project, legal authority exists in Section 7-11 of the General Provisions of the City Standards, which is included in Appendix C.

For continual violations, Dixon Municipal Code, Section 14.01.900, gives the Director the ability to petition the courts for injunctive relief. Sections 14.01.910–14.01.920 create civil and criminal penalties for any violation of the Dixon Municipal Code.

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Section 4 **Element 4 Operation and Maintenance Program**

This Element of the SSMP discusses the City’s operation and maintenance program for the sanitary sewer system.

4.1 Regulatory Requirements for the Operation and Maintenance Program Element

Element 4, Goals, Operation and Maintenance Program, of the WDRs states the following:

Section D.13 (iv) – Operation and Maintenance Program: The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee’s system:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;*
- (b) 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;*
- (c) 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 TV inspection 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;*
- (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance and require contractors to be appropriately trained; and*
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.*

4.2 Maps

The City maintains a GIS map of the City’s wastewater system. The City currently maintains layers of information that include sewer manholes, sewer lines, storm drain structures, storm drain lines, city limits, parcels, streets, subdivisions, assessment districts, and zoning. The information collected using CCTV and Hansen Information Technologies can be linked to the City’s sewer line layer GIS data using the Granite XP software. The GIS layers are updated on an as-needed basis. Utility maps have been converted to 8.5-by-11-inch mapbooks that contain both storm drain and sanitary sewer information. These mapbooks are at the City Engineering and Collections

Divisions and in field vehicles to locate and identify wastewater and storm drain structures and lines, and to aid in responses to SSOs.

4.3 Preventative Operations and Maintenance Program

4.3.1 Gravity Sewers

The wastewater maintenance crew performs an assortment of scheduled preventative, predictive, and breakdown maintenance on various systems and equipment.

The City's preventative maintenance activities include routine inspections of "hotspots" (defined as areas susceptible to sewer backups) and lift stations. The City's maintenance staff identified 14 hotspots throughout the City. Staff inspects these locations on a monthly basis and cleans them as necessary. Staff records each visit with the date, inspector's initials, and comments.

Staff responds to customer concerns and complaints immediately and investigates the problem location and best course of action.

The City owns and operates a vac-con truck and CCTV truck to clean and inspect the City's 73 miles of sewer mains. The City has cleaned and CCTV'd the sanitary sewer lines since July 2009 and completed all lines in December 2013. City staff completed the second round of inspections and cleaning in 2018 and should complete the third round in mid-2023. City staff will use the data collected using the CCTV truck and the Granite XP software to perform the following tasks:

- Identify problem areas, hotspots, blockages, or known problem areas, such as grease accumulation or shallow slope
- Identify root intrusions into the City's sewer mains to create a sewer root maintenance plan
- Identify the sewer mains and manholes that need immediate repair and revise the City's CIP
- Rate the sewer lines using the NASSCO rating system to establish ongoing funding for major rehabilitation, upsizing, or replacement of the collection system as the system wears out or upgrading of the system because of expansion
- Create a cleaning and CCTV schedule for every City sanitary sewer line at a maximum of every 5 years
- Notify residents of identified problems within their laterals

4.3.2 Lift Stations

The City's System Operations and Maintenance Division is responsible for daily inspections of the lift stations. Weekly inspections include visually checking the equipment, manually cycling pumps, and checking and cleaning floats if necessary. The alarm company computer system records and stores alarms automatically. Removal of debris from lift stations is conducted every 6 months or when a problem is identified. City staff inspects lift stations extensively every year. Extensive maintenance includes cleaning sumps and removing pumps for inspection and repairs if

necessary. The Collections System Maintenance and Operations Supervisor maintains lift station inspection sheets and tracks information in a spreadsheet in the Collections System Maintenance and Operations Division's office. The City plans to transition this system to the computerized maintenance management system when it becomes operational for the division. Currently, lift stations have backup alarm alerts for the following conditions:

- High water alarm (mechanical float)
- Hi-hi water level
- Power failure alarm

An OERP was prepared for the Lincoln Street Lift Station in May 2014 and can be found in the "On-Call Case" at all times. The "On-Call Case" is physically located at the Valley Glenn Pumpstation and in each vehicle.

4.3.3 Root Control

The City's Collections System Maintenance and Operations Division has identified invasive roots in the City's sewer system and private laterals using the CCTV truck during routine inspections. City staff removed the locations in the City's system during cleaning and noted the locations as part of a root removal project using chemical agents and mechanical cutters. City staff documents private laterals with root problems, and for locations with significant root problems, staff sends notices with pictures of the problem to the homeowners responsible for the laterals.

4.3.4 Odor Control

In the event that the City receives an odor complaint, the Collections System Maintenance and Operations Division responds by flushing the line and/or installing manhole seals to eliminate the odor. Complaints are often in areas of low flow or end runs.

4.3.5 Non-Routine Maintenance

The City's Collections System Maintenance and Operations Division responds to complaints regarding SSOs, missing or shifted manhole lids, lift station malfunctions, sewer odors, and customer blockages, among others.

4.3.6 Emergency Maintenance

The City developed emergency maintenance procedures in the SSO and Backup Response Plan. Refer to Element 6 for more information.

4.4 Rehabilitation and Replacement Program

The City uses a combination of the following inspection activities to assess the condition of sewer assets:

- Routine (daily) aboveground inspections of the collection system facilities and lift stations to identify defects, damage, or other identified problems
- Review of videos of the system-wide CCTV inspection to determine if repairs or rehabilitation/replacement are warranted
- Review of manhole inspection forms
- Dye testing as requested to monitor and reduce I/I

In the past 5-year period of the 2017 SSMP update The Homestead Development Project was added to the City's collection system. The development included the additions of approximately 1,234 single family homes, 104 acres of multi-family dwelling units, 69.5 acres of commercial/public areas, and 49.9 acres of Industrial areas. A new system trunk expanded the existing service area to serve infill and on-going development areas extended an existing branch of the City's new E-W Trunk Connector further west to serve the remaining portion of the Homestead development area. The 18-inch E-W Branch 1 trunk was extended west to Batavia Road., where the new trunk turns north until it meets I-80. The new trunk sewer, referred to as the E-W Sewer Extension, ranges in diameter from 15-inch at its downstream point of connection to the existing system, to 10-inches in diameter at its upstream end where it meets I-80. The capacity of the trunk extension ranges from 1.84 MGD at its downstream end to 0.76 at its upstream end. Further information on this can be found in the Homestead Sanitary Sewer Report (July 2019) and in the soon to be finalized Sewer Collection System Master Plan (2023).

4.5 Training Program

The wastewater treatment facility and Collections System Maintenance and Operations Division maintain a matrix for each staff member associated with the Wastewater Treatment and Collections System Maintenance and Operations Divisions that includes certifications, license numbers, expiration dates, and continuing education unit requirements. The City offers numerous in-house training programs and participates in the California Water Environmental Association and NASSCO certification programs that require ongoing continuing education to maintain certifications.

Training includes but is not limited to the following:

- Qualified Applicators Pesticide Certificate
- Cardiopulmonary resuscitation (CPR)
- Class B license
- NASSCO
- First aid and bloodborne pathogen exposure
- Chlorine safety

- Driver safety
- Sludge dewatering systems
- Confined space entry
- Trenching
- Back safety
- Flagging
- Lockout/tagout procedures

4.6 Contingency Equipment and Replacement Parts Inventory

- 6-inch bypass pump
- 4-inch bypass pump
- Tiger tails: Hose protection
- Traffic control: Barricades, cones, “men working” signs
- Tri-pod: Confined space equipment
- Grease control pucks
- Sample bottles for testing hose for vac-con
- Safety personal protective equipment (PPE): eye ware, gloves, eyewash
- Extras cameras for CCTV
- Sewer snake for laterals
- Push camera for laterals
- Spill protection for catch basins (for SSOs)
- Extra cables for CCTV
- Lift station filters and compressors
- Inspection forms
- Extra cleaning heads
- Extra fuses for lift stations
- Extra floats for lift stations
- Plugs for line sizes within city limits: 6, 8, 10, 12, 15, 18, 21, 27, 30, and 42 inches

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Section 5 Element 5 Design and Performance Provisions

This Element of the SSMP discusses the City’s design and performance provisions for installation of the sanitary sewer system.

5.1 Regulatory Requirements for the Design and Performance Provisions Element

Element 5, Goals, Design and Performance Provisions, of the WDRs states the following:

Section D.13 (v) – Design and Performance Provisions:

- (a) 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;*
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

5.2 Standards for Installation, Rehabilitation, and Repair

5.2.1 Design and Construction Standards

The City maintains design and construction standards for the installation of new sanitary sewer pipeline, manhole, lateral, and cleanout facilities. The City does not permit pump stations unless specifically approved by the City Engineer. Design and construction of rehabilitation projects for the City’s sanitary sewer system are on a case-by-case basis and may specify use of alternative technologies, such as pipe lining or pipe bursting, not addressed in the City Standards.

The City’s sanitary sewer standards are in the City Standards, which are available on the City’s website (<https://www.cityofdixon.us/EngineeringStandardsSpecifications>). Sanitary sewer design standards are in Section DS6, Sanitary Sewer Design, of the City Standards and are included in Appendix D. Sanitary sewer construction standards are in Section CS17, Sanitary Sewer System, of the City Standards and are included in Appendix D. Additionally, sanitary sewer standard details (Details 4000–4050 and 6000–6040) are in Section 3, Construction Details, of the City Standards. The sanitary sewer standard details are also included in Appendix D.

City staff periodically reviews, revises, and amends the City Standards to reflect new theories and practice in engineering design and new construction materials and techniques. The City Engineer intends to update the City Standards every 5 years to keep them current with industry standards, provide the City with higher quality infrastructure construction, extend the service life of utilities, and reduce future repair and rehabilitation costs that would become a financial burden on the existing residents of the City. The City last amended the City Standards in March 2022 by Resolution 22-052.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

City Standards, Section CS17, Sanitary Sewer System, contains procedures and standards for inspecting and testing sanitary sewer facilities. Specifically, Section CS17-03(G) specifies inspection requirements. Section CS17-03(H) specifies sewer line testing requirements, including pipe cleaning and flushing, polyvinyl chloride (PVC) deflection testing, manhole vacuum air testing, sewer line low-pressure air testing, and video inspection. Section CS17 is included in Appendix D.

Section 6 **Element 6 Overflow Emergency Response Plan**

This Element of the SSMP discusses the City’s contingency plan and procedures for responding to an SSO event.

6.1 Regulatory Requirements for the Overflow Emergency Response Plan Element

Element 6, Goals, Overflow Emergency Response Plan, of the WDRs states the following:

Section D.13 (vi) – Overflow Emergency Response Plan: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;*
- (b) A program to ensure an appropriate response to all overflows;*
- (c) 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 MRP [Monitoring and Reporting Program]. 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 [National Pollution Discharge Elimination System] permit requirements. The SSMP should identify the officials who will receive immediate notification;*
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;*
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and*
- (f) 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.*

6.1.1 Overflow and Emergency Response Plan Discussion

The City currently has an OERP to address both SSOs and backups. The City’s OERP is included in Appendix E.

6.2 Sanitary Sewer Overflow Detection and Notification

The processes that are employed to notify the City of the occurrence of an SSO include observation by the public, receipt of an alarm, and observation by City staff or other public employees during the normal course of their work.

6.2.1 Public Observation

Public observation is the most common way the City receives notification of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the City's website (<http://ci.dixon.ca.us>). The City's telephone number for reporting sewer problems during business hours is (707) 678-7030 and during non-business hours is (707) 676-3156.

Business Hours

Monday–Thursday, 7:00 a.m.–4:30 p.m.; Friday, 7:00 a.m.–3:30 p.m.

City staff receives the call, takes the information from the caller, and communicates it to the field crew.

Non-Business Hours

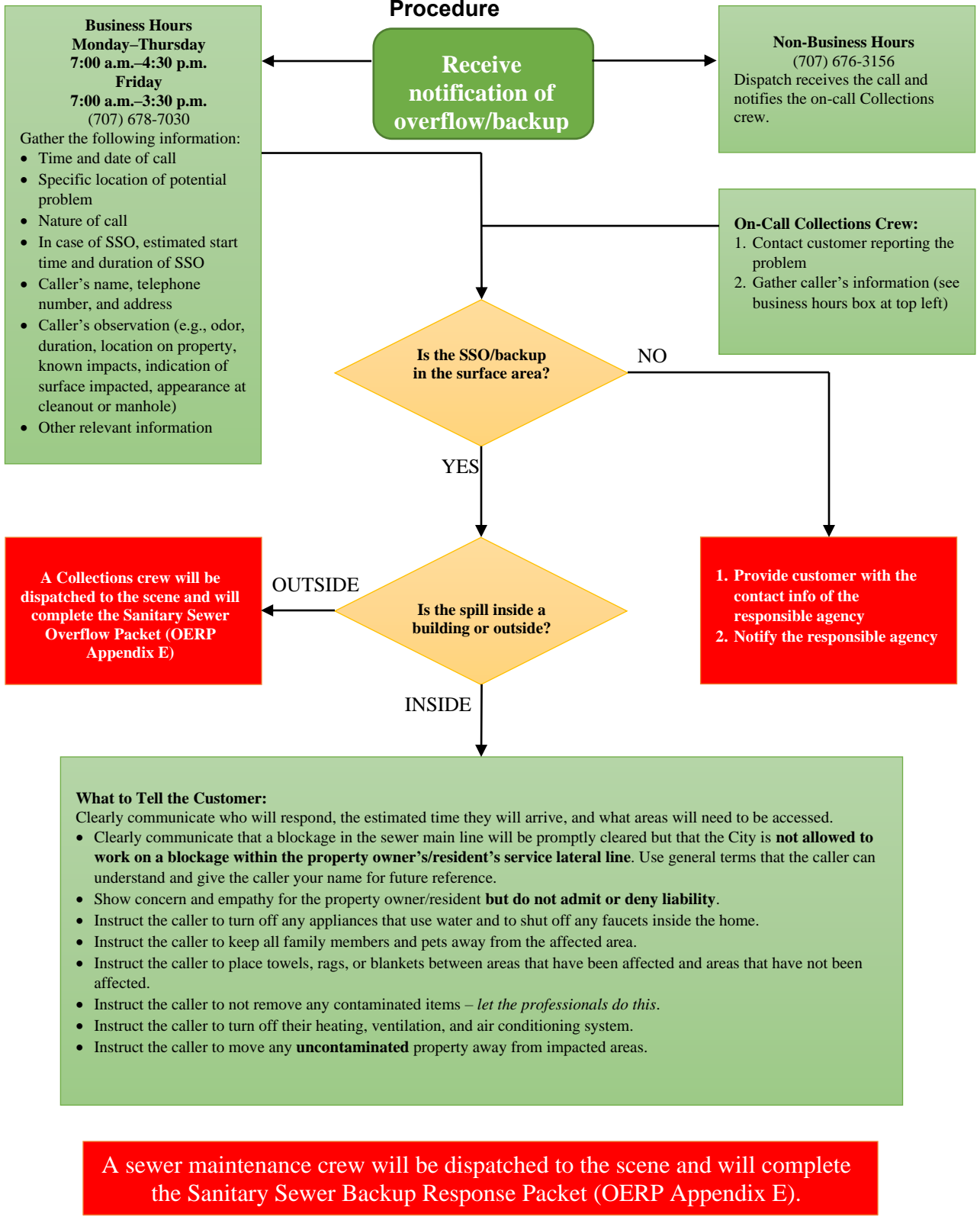
Dispatch receives the call, takes the information from the caller, contacts the on-call crew via cell phone, and communicates the necessary information to the on-call crew.

The individual receiving the call collects the following information:

- Time and date of call
- Specific location of potential SSO or incident
- Nature of call
- In case of SSO, estimated start time and duration
- Caller's name, telephone number, and address
- Caller's observations (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

Figure 5, Overview of Receiving a Sewage Overflow or Backup Report Procedure, is an overview of receiving notification of an SSO or backup.

Figure 5. Overview of Receiving a Sanitary Sewage Overflow or Backup Report Procedure



6.2.1.1 City Staff Observation

City staff conducts periodic inspections of the City’s sewer system facilities as part of their routine activities. Any problems with the sewer system facilities are reported to appropriate City staff who, in turn, responds to emergencies. City staff issues work orders to correct non-emergency conditions.

6.2.1.2 Contractor Observation

The following are the procedures in the event that a contractor causes or witnesses an SSO. If the contractor causes or witnesses an SSO, they will perform the following steps:

1. Immediately notify the City by calling (707) 678-7030 during business hours or (707) 676-3156 during non-business hours
2. Protect the public
3. Protect storm drains
4. Provide information, such as start time, appearance points, suspected cause, and weather conditions, to City staff
5. Direct all media and public relations requests to the City Engineer/Director of Utilities.

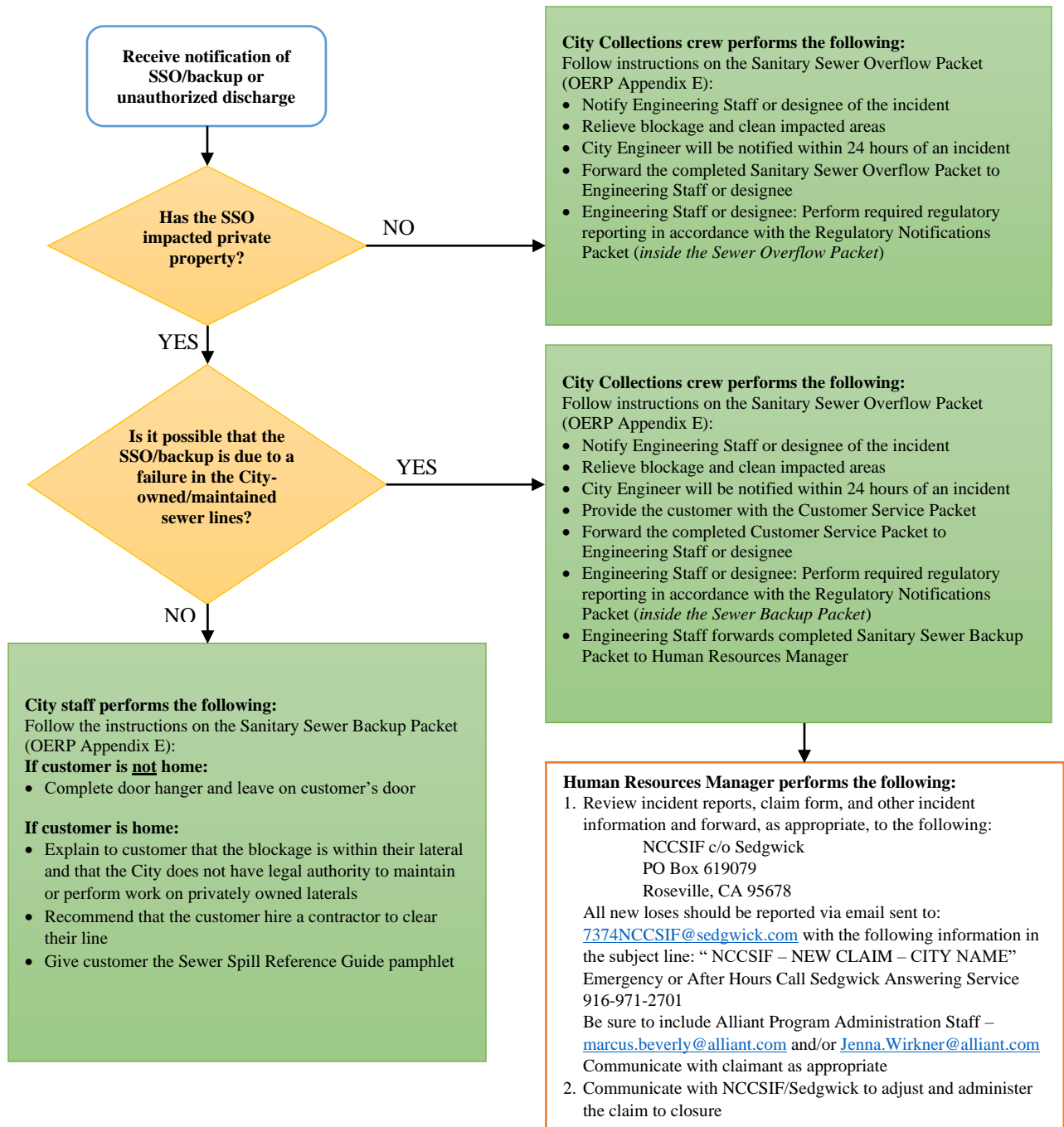
Appendix E includes a handout for contractors with a flowchart of the above procedures.

6.3 Sanitary Sewer Overflow/Backup Response Procedures

6.3.1 Sanitary Sewer Overflow/Backup Response Summary

The City will respond to SSOs as soon as feasible following notification of an SSO/backup or unauthorized discharge. Figure 6, Overview of Sanitary Sewer Overflow/Backup Response, is an overview of the response activities.

Figure 6. Overview of Sanitary Sewer Overflow/Backup Response



6.3.2 First Responder Priorities

The following are the first responder's priorities:

- Follow safe work practices
- Respond promptly with the appropriate and necessary equipment
- Contain the spill wherever feasible
- Restore flow as soon as practicable
- Minimize public access to and/or contact with the spilled sewage
- Promptly notify the City Engineer in the event of a major SSO
- Return the spilled sewage to the sewer system
- Restore the area to its original condition (or as close as possible)
- Photograph and document areas affected and unaffected by the spill

6.3.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions are necessary when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards particular to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job. This includes use of gas monitoring detectors for air quality in manholes and traffic controls on the site.

6.3.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will perform the following tasks:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of the spill.
- Contact caller if time permits.
- Document conditions upon arrival with photographs.
- Decide whether to proceed with clearing the blockage to restore the flow or initiate containment measures. Guidance for this decision is as follows:
 - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
 - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.

- Moderate or large spills where containment may be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
- Take steps to contain the SSO. For detailed procedures, refer to Appendix E.

6.3.5 Containment and Prevention Program

The City’s OERP identifies the steps to take for emergency response per the ECO:LOGIC audit. The City will conduct periodic exercises to ensure that all aspects of the OERP, including training and emergency equipment, are functional at all times.

The City will update the OERP as necessary based on the results of the biennial audit discussed in Element 10, Sewer System Management Plan Program Audits.

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Section 7 **Element 7 Fats, Oils, and Grease Control Program**

This Element of the SSMP discusses the City’s FOG control measures, including the Dixon Municipal Code related to FOG, the City’s Wastewater Discharge Permit, and processes for the identification of problem areas, focused cleaning, and source control.

7.1 Regulatory Requirements for the Fats, Oils, and Grease Control Plan Element

Element 7, Goals, Fats, Oils, and Grease Control Program, of the WDRs states the following:

Section D.13 (vii) – FOG Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;*
- (b) 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 generated within a sanitary sewer system service area;*
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;*
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and*
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.*

7.2 Public Education and Outreach Program

The City has developed a FOG outreach program. The program includes public education and outreach during the Wastewater Discharge Permit process and inspection process and through public notification during CCTV inspections, as well as door hangers and additional materials available on the City’s Web site.

7.3 Fats, Oils, and Grease Source Control

The City's Wastewater Discharge Permit is required for all food stores, eating places, and food preparers who bake or cook on the premises. This permit formally outlines the City's requirements of pretreatment systems maintenance procedures and maintenance records and proper handling of pretreatment system waste. The City maintains a database of FOG generators in its FOG BMP Management Software and is regularly updated by City Engineering Staff.

The City's Community Development Department, Building Division, provides guidance to determine the proper pretreatment system to comply with the Uniform Building Code. The Wastewater Discharge Permit requires each establishment to self-monitor, sample, and measure flow; document results; and notify the City in the event of a violation to prevent illegal discharge of FOG into the sanitary sewer system.

The process of managing FOG in the collection system remains unchanged since the 2017 update to the SSMP. The City recognizes the need for an accepted policy on FOG management within the City and has developed a working draft provided in Appendix F. The City has a goal to complete and accept a FOG policy within the effective period of this SSMP update.

7.4 Disposal of Fats, Oils, and Grease

FOG discharge into the sanitary sewer system is prohibited. Users are required to properly dispose of pretreatment waste and cooking grease. Currently, the City's wastewater treatment facility does not accept trucked or hauled waste. The Wastewater Discharge Permit contains the following policies to ensure proper waste disposal:

- Facilities with a grease interceptor shall keep receipts of pumping company names and service dates.
- Facilities with grease traps that use service companies shall keep records of company names and service dates.
- Facilities with grease traps that service in-house must keep records of service dates and describe and demonstrate pretreatment waste handling procedure.
- Facilities with fryers shall keep cooking grease (yellow grease) storage containers on site and receipts of rendering company service dates. (There may be other venues for handling the grease, such as transfer to another restaurant or release to a private party for personal use, such as making biodiesel fuel.) At a minimum, the facility must be able to show storage containers and explain yellow grease handling procedure. The inspector may require a facility without a fryer to off-haul used cooking grease if poor work practices are identified (e.g., FOG liquid in trash or accumulated in the sewer system).

7.5 Legal Authority for Fats, Oils, and Grease Program

Dixon Municipal Code, Section 14.01.230, Prohibited Discharge Standards, Part B, states that “no user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater . . . 17. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 milligrams per liter (100 mg/L), except as specifically authorized by the Director in the wastewater discharge permit.” For further detail on the City’s Legal Authority, refer to Element 3.

7.6 Requirements to Install Grease Trap Removal Devices

Dixon Municipal Code, Section 14.01.310(C), states that grease, oil, and sand interceptors shall be provided when, in the opinion of the Director, they are necessary to comply with local limits for the proper handling of wastewater containing excessive amounts of grease and oil or sand except that such interceptors shall not be required for residential users. All interceptor units shall be of type and capacity approved by the Director and shall be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

7.7 Authority to Inspect Grease Producing Facilities

Dixon Municipal Code, Chapter 14.01, Sewer, Article VIII, Administrative Enforcement Remedies, gives the Director authority to serve a written notice of violation to any user who has violated, or continues to violate, any provision of Chapter 14.01. Article XI, Judicial Enforcement Remedies, and Article X, Supplemental Enforcement Action, further outline additional measures the Director may take in the form of legal action and financial assurance.

Attachment B of the Wastewater Discharge Permit, paragraph 10, Inspection and Monitoring, states that a “user shall allow a City of Dixon inspector exhibiting proper credential and identification, to enter upon the premises upon requires and without unreasonable delay, for the purpose of inspection and sampling.” Reasonable times for inspection may include times that are unannounced and any time during which the user’s activities may result in a process waste discharge to the sanitary sewer system.

7.8 Identification of Grease Problem Areas and Sewer Cleaning

A FOG problem area contains one or more line blockage caused by the accumulation of FOG in a line. The City has identified several FOG problem areas in the City. FOG problem areas are mainly in trunk line segments in commercial districts that serve a concentration of food facilities and multi-family dwelling complexes. City staff hydro-flushes, inspects, and de-greases the identified “hotspot” areas in the City on a monthly basis to prevent backups or service interruptions to customers. Grease problem areas are listed in Appendix G.

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Section 8 **Element 8 System Evaluation and Capacity Assurance Plan**

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan Element

Element 8, Goals, System Evaluation and Capacity Assurance Plan, of the WDRs states the following:

Section D.13 (viii) – Sewer Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement 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. At a minimum, the plan must include:

- (a) 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;*
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and*
- (c) 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.*
- (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14.*

8.2 System Evaluation and Capacity Assurance Plan Discussion

8.2.1 Evaluation

The City currently maintains and updates an ongoing System Evaluation and Capacity Assurance Plan to ensure current and future conditions are meeting level of service standards. In compliance with Section 8 of the WDRs, maintaining and updating the System Evaluation and Capacity Assurance Plan addresses the following objectives: evaluate hydraulic deficiencies, establish and implement design criteria (i.e., design storm), establish short-term and long-term capital improvement projects to address system deficiencies, and develop a schedule of completion dates for the planned capital improvement projects.

The program incorporates the following components:

- Collection system condition evaluation

The City has an ongoing condition assessment program in which sewer mains and manholes are inspected on a regular schedule, with a complete system inspection being completed every 5 years (i.e., approximately 20 percent of system's mains and manholes inspected each year). The City's Collections System Maintenance and Operations Division staff owns and operates its own CCTV truck, which is used to complete sewer main inspections and document observed defects according to the NASSCO standards for rating and ranking system. NASSCO inspection data is recorded and tracked via Granite XP software integrated into GIS. Before each CCTV inspection, sewer mains are cleaned via hydro-flushing.

As part of the collection system evaluation program, the City's Collections System Maintenance and Operations Division staff also visually inspects and assesses the condition of all manholes when manholes are opened to complete CCTV inspections. Staff inspects and documents each manhole's cover, frame, barrel, shelf, and channels. The City's Collections System Maintenance and Operations Division staff also documents any evidence of inflow and infiltration.

- Hydraulic modeling

The hydraulic model of the existing collection system was assessed to determine the capacity of the existing trunk network, identify hydraulic deficiencies, and establish capacity improvement projects for the sewer system, if necessary, to accommodate flow under existing peak wet weather flow conditions. During updates and before use of the model, physical data of the collection system should be verified or updated to match existing conditions. Examples of data used in the sewer model includes but are not limited to flow line elevation, diameter, material and Manning's n-value for each pipe segment, invert and rim elevation of each manhole or sewer structure, and verification model structures that tie into the benchmark system 1988 North American Vertical Datum (NAVD88). Additionally, any collection system capital improvement projects that have been completed since previous model use (e.g., replacements or additions of pipes and manholes) should be updated similarly in the model.

After the physical data is inputted into the computer model, sewer flow data will be inputted for the existing and General Plan buildout conditions. Sewer flow data will use existing land use and zoning and assign calculated wastewater generation factors to each land use category. The model will then be calibrated to reproduce existing flow conditions currently experienced in the field via flow metering at key points in the system. City crews plan to collect flow-monitoring data during periods with the highest groundwater so that infiltration and inflow can be accurately measured. These high groundwater periods are typically in February through April.

After calibrating the model, the City will use the model runs to evaluate the hydraulic capacity of the existing system and identify areas that may have hydraulic deficiencies. Similar simulations will be run for buildout scenarios to identify areas that may be deficient to meet future growth and development. Identified system deficiencies will culminate in capital improvement projects to replace or upsize infrastructure to ensure level of service requirements are met and to avoid SSOs.

- **SSO tracking**

As part of Element 9, Monitoring, Measurements, and Program Modifications, the City tracks SSOs and their causes, including capacity-related overflows. Data associated with the capacity-related SSOs is useful in conjunction with hydraulic modeling in identifying hydraulic deficiencies in the collection system and creating capital improvement projects.

8.2.2 Capital Improvement Projects

Capital improvement projects are planned during updates to the Sewer Collection System Master Plan, which on the basis of the hydraulic modeling results, list projects that address both near-term and long-term/buildout collection system capacity issues. Currently, the Sewer Collection System Master Plan CIP has approximately \$0.55 million allocated to address near-term capacity deficiencies and an additional \$1.4 million allocated to address future capacity issues as City growth approaches buildout. The Sewer Collection System Master Plan CIP also specifies projects to expand the collection system's service area.

8.2.3 Design Criteria

Sanitary sewer design criteria currently exist in the City Standards, the latest version of which was adopted by the City Council in March 2022. Section 6, Sanitary Sewer Design, of the City Standards contains design criteria to ensure that all new connections to the existing system have adequate capacity. Section 6 is included in Appendix D (Design and Performance).

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Section 9 **Element 9 Monitoring, Measurements, and Program Modifications**

This Element of the SSMP outlines the process that the City will follow to evaluate the effectiveness of the SSMP and to identify updates that may be needed for a more effective program.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications Element

Element 9, Goals, Monitoring, Measurements, and Program Modifications, of the WDRs states the following:

Section D.13 (ix) – Monitoring, Measurement, and Program Modifications: The Enrollee shall:

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

9.2 Monitoring, Measurement, and Program Modifications Discussion

The City will maintain information that can be used in the SSMP performance monitoring through the CIWQS database administered by the Regional Water Quality Control Board to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal: http://www.waterboards.ca.gov/water_issues/programs/ciwqs/public_reports.shtml.

The City also uses various tracking systems to measure and monitor activities and performance measures. These tracking systems include the following:

- Microsoft Excel for tracking maintenance activities
- Microsoft Outlook for scheduling maintenance activities
- Microsoft Maps for mapping locations of spills

The City is currently transitioning the previously mentioned tracking systems into CityWorks, a GIS-based asset management software that will centrally track maintenance scheduling, maintenance activities, and allow geo-location tracking of SSOs and hotspots.

The City will evaluate the performance of its sanitary sewer system using the performance measures in Section 9.3, Performance Measures. The City will also update the SSMP based on the results of the biennial audit discussed in Section 10, Element 10 Sewer System Management Plan Program Audits.

9.3 Performance Measures

The City’s intends to use the following indicators to measure the performance of its sanitary sewer system and the effectiveness of its SSMP:

- Total number of SSO locations (for City system)
- Cause of each SSO (roots, grease, debris, pipe failure, capacity, lift station failure, and/or other)
- Volume of spilled wastewater recovered (gallons per year (gal/yr)) compared with total volume of wastewater spilled (gal/yr)
- Volume of spilled sewage discharged to surface water (gal/yr) compared with total volume of wastewater spilled (gal/yr)

The City has historical performance data from 1998 to present. Table 1, Sanitary Sewer Overflow Data – 2005 to 2021, summarizes the SSO data for 2005–2021. Appendix H contains further detail of the historical data, including information on general sewer callouts, response time, and SSOs from private laterals.

Table 1. Sanitary Sewer Overflow Data – 2005 to 2021

		2005	2006	2007–2013	2014	2015–2016	2017–2021
Number of SSOs		3	1	0	1	0	0
SSO Causes	Roots	0	0	0	0	0	0
	Grease	2	0	0	1	0	0
	Debris	1	1	0	0	0	0
	Pipe Failure	0	0	0	0	0	0
	Lift Station Failure	0	0	0	0	0	0
	Vandalism	0	0	0	0	0	0
Volume of Spilled Sewage Contained/Recovered (gallons)		220	5	0	0	0	0
Portion of Spilled Sewage Contained/Recovered		100%	100%	NA	NA	NA	NA
Volume of Spilled Sewage Entering Storm Drains and/or Surface Waters (gallons)		0%	0%	NA	NA	NA	NA

Notes: NA = not applicable; SSO = sanitary sewer overflow

The City will continue to track the data shown in Table 1 and Appendix H. Tracking such data will allow the City to identify and illustrate SSO trends, including frequency, location, and volume.

Additional measures to improve performance include implementation of the programs mentioned in previous Elements of the SSMP (Table 2, Collection System Management Enhancements).

Table 2. Collection System Management Enhancements

Future Activities	Completion Dates
Schedule and document routine inspections of the City’s Wastewater Discharge Permit holders	Ongoing
Complete system-wide CCTV and manhole inspections on a 5-year cycle	Ongoing
Update and implement a 5-year CIP	Annually
Develop and deploy an Integrated CMMS, GIS, and FOG BMP software for collection system management of scheduled maintenance, reactive maintenance, and FOG program inspections.	“January 2027”
Update and implement a documentable training program of Collections System Staff.	“July 2024”
Implement the FOG Public Outreach Program	“June 2023”
Finalize and Ratify FOG Management Policy	“Dec 2023”

9.4 Performance Monitoring and Program Changes

City staff will periodically update the SSMP with information such as contact numbers and the SSO response chain of communication. The City will annually evaluate the performance of the wastewater collection system and programs and will review the successes and needed improvements of the SSMP as part of the audit as described in Element 10, Sewer System Management Plan Program Audits. A comprehensive SSMP update will occur every 5 years as required by the State Water Resources Control Board.

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Section 10 **Element 10 Sewer System Management Plan Program Audits**

This Element of the SSMP presents the process that the City will follow to audit its SSMP program.

10.1 Regulatory Requirements for the Sewer System Management Plan Program Audits Element

Element 10, Goals, SSMP Program Audits, of the WDRs states the following:

Section D.13 (x) – SSMP Program Audits: As part of the SSMP, the Enrollee shall conduct 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 of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

10.2 Sewer System Management Plan Audits

The City’s collection system serves more than 10,000 people; therefore, the City will conduct an audit of its SSMP every two years. The Engineering staff will complete audits and may include members from other areas of the City, outside agencies, and/or consultants. The scope of the audit will cover each SSMP Element.

The audit will qualitatively review the effectiveness of implementing each SSMP Element. An audit checklist is included in Appendix I. The checklist is not meant to be a complete audit. The results of the audit, including identification of any deficiencies and steps taken (or planned to be taken) to correct them, will be included in an audit report that shall be kept on file.

The City will update its SSMP per the required update due date cycles established by the Water Quality Control Board (Table 3, Sewer System Management Plan Update and Audit Due Dates). According to this timetable, the City will complete the next update to this document on or before August 2025. The City will determine the need to update its SSMP more frequently if warranted by the results of the audits and/or the performance of its sanitary sewer system using information from the Monitoring and Measuring Program.

The City Council will approve any significant changes to the SSMP. The City Engineer/Director of Utilities has the authority for approval of minor changes, such as employee names, contact information, updated appendix documents, or limited procedural changes.

Table 3. Sewer System Management Plan Update and Audit Due Dates

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Dixon CS	5SSO10931	8/2/2009	8/2/2014	8/2/2019	8/2/2025

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	Required Plan Audit Due Date	End of Required 3-Year Audit Period**
Dixon CS	5SSO10931	8/2/2011	8/2/2013	8/2/2015	8/2/2017	8/2/2019	8/2/2021	8/2/2024

Section 11 Element 11 Communication Plan

This Element of the SSMP outlines the process involved in communicating with the public on the development, implementation, and performance of the SSMP.

11.1 Regulatory Requirements for the Communication Plan

Element 11, Goals, of the WDRs states the following:

Section D.13 (xi) – Communication Program: The Enrollee 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 to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system.

Note: No tributary systems to the City’s sanitary sewer system exist.

11.2 Communication Plan

The City maintains open communication with the public using several outlets:

- **City Website** – The City maintains a website with a Sewer System Management Plan webpage that contains a brief narrative on and links to the SSMP, as well as contact information for public input. An image of the SSMP webpage is presented in Appendix J. The webpage URL is <https://www.cityofdixon.us/SSMP>.
- **City Council Meetings** – City Council meetings are public meetings that are televised on a local broadcast station, streamed live on the City’s website, and recorded for future viewing. Significant changes to the SSMP will result in a council agenda action item presented at a regularly scheduled City Council meeting.
- **Wastewater Committee Meetings** – The City formed a Wastewater Committee in 2007 to discuss wastewater issues and provide recommendations to the City Council. The committee provided input during the development of the original SSMP. The committee meetings were noticed public meetings open to public attendance and input. The City Council disbanded the committee in March 2013 by Resolution 13-038.
- **Utility Billing** – The City uses inserts in the utility bills, printed in both English and Spanish, to notify ratepayers of applicable information.
- **Notices in Public Spaces** – Staff posts notices at City Hall and the City Library, similar to the notice postings for public meetings.
- **Social Media** – The City posts notices on the City’s Facebook page, as a “newsflash” on the City’s website, and through the City’s Twitter account.

Opportunities for public input in the development and implementation of the SSMP have occurred numerous times since 2007 at public meetings of both the City’s Wastewater Committee and City Council. On October 23, 2007, a presentation on the topic of the SSMP was given to the City

Council. At that same meeting, the City Council passed a resolution approving the goals, organization structure, and schedule of the SSMP. In conjunction with the 2023 update, the City Council reviewed and approved this SSMP on April 18, 2023.

The City will also use the following sources of communication to disseminate SSMP information:

- Utility bill insert mailers
- Electronic media and social media, including the City’s website and Facebook and Twitter accounts

Internally, the City will communicate and coordinate with various departments for the various SSMP Elements as required and as shown in Table 4, Sewer System Management Plan Roles and Responsibilities.

Table 4. Sewer System Management Plan Roles and Responsibilities

Element	Department
1. Goals	City Engineer/Director of Utilities
2. Organization	City Engineer/Director of Utilities, City Manager (including City Clerk)
3. Legal Authority	City Engineer/Director of Utilities, City Manager (including City Clerk)
4. Operation and Maintenance Program	City Engineer/Director of Utilities
5. Design and Performance Provisions	City Engineer/Director of Utilities, Community Development (Building Division)
6. Overflow Emergency Response Plan	City Engineer/Director of Utilities, City Manager (Human Resources)
7. FOG Control Program	City Engineer/Director of Utilities, Community Development (Building Division)
8. System Evaluation and Capacity Assurance Plan	City Engineer/Director of Utilities
9. Monitoring, Measurement and Program Modifications	City Engineer/Director of Utilities
10. SSMP Program Audits	City Engineer/Director of Utilities
11. Communication Plan	City Engineer/Director of Utilities, Administrative Services, City Manager (City Clerk), Public Works

Notes: FOG = fats, oils, and grease; SSMP = Sewer System Management Plan

Note: The City’s Wastewater Treatment and Collections System Maintenance and Operations Divisions are part of and supervised by the City Engineer/Director of Utilities.

Appendix A. Resolution 07-179 and City Council Report

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RESOLUTION NO. 07-179

**RESOLUTION APPROVING THE CITY OF DIXON SANITARY SEWER
MANAGEMENT PLAN GOALS, ORGANIZATION STRUCTURE, AND SCHEDULE**

WHEREAS, the City of Dixon must adopt a Sanitary Sewer Management Plan (SSMP) Goals, Organization Structure, and Schedule by November 2, 2007, to address the new Statewide General Waste Discharge Requirements (WDR) adopted by the State Resources Control Board on May 22, 2006; and

WHEREAS, the City of Dixon has prepared plans to meet requirements of the California Regional Water Quality Control Board Central Valley Region for the SSMP.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dixon approves the SSMP Goals, Organization, and Schedule as shown in Exhibits A-1 Goals, A-2 Organization Structure, A-3 Organization Chart, and A-4 Schedule.


PASSED AND ADOPTED THIS 23rd DAY OF OCTOBER 2007 BY THE FOLLOWING VOTE:

AYES: Alexander, Batchelor, Gomez, Smith, Courville

NOES: None

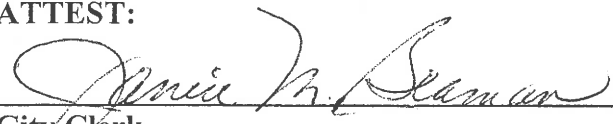
ABSENT: None

ABSTAIN: None



MAYOR

ATTEST:



City Clerk

Exhibit-A1

The primary **Goals of the SSMP** are to:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows; and
3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

The City has identified six key areas of concern that must be addressed on an on-going basis to achieve and consistently implement the SSMP Goals.

1. Customer Service
2. Water Quality and Environmental Protection
3. Long-Term Wastewater Collection and Treatment Service
4. Long-Term Infrastructure Investment
5. Long-Term Financial Stability.
6. Workforce Planning and Development

RESOLUTION NO.: 07-179

DATE: OCT 23 2007

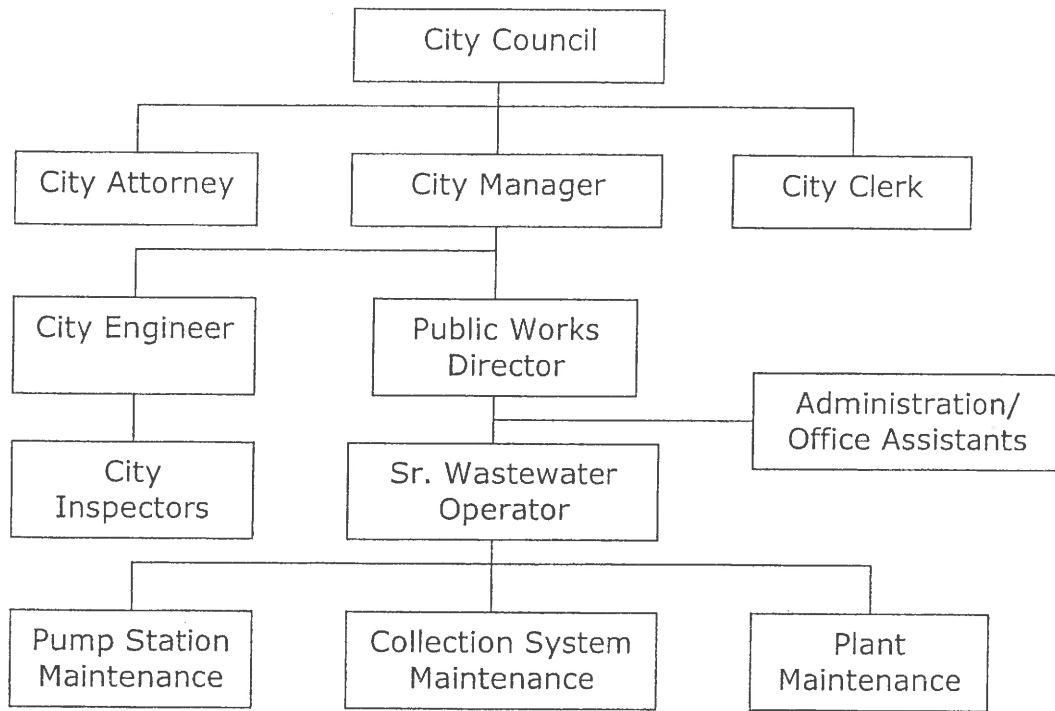
Exhibit-A2

Organization

- **Requirement:** The SSMP must identify
 - a. The name of the agency's responsible or authorized representative
 - b. The names and telephone numbers for management, administrative, and maintenance positions 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
 - c. 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)).

RESOLUTION NO.: 07-179
DATE: OCT 23 2007

Exhibit-A3



RESOLUTION NO.: 07-179
DATE: OCT 23 2007

Exhibit-A4

The **SSMP Compliance Plan** is to implement the elements identified in the SSMP Draft Compliance Audit on the timeline summarized in the following table:

SSMP Element	Completion Date	Responsible Party
Application for Permit Coverage	November 2006	Director of Public Works
Apply for LRO username and password for Online SSO Database	November 2006	Director of Public Works
Complete Questionnaire (online SSO Database)	August 2006	Director of Public Works
Begin Reporting SSOs in accordance with MRP	September 2007	Director of Public Works
SSMP Development Plan and Schedule (Accepted by City Council)	November 2007	Director of Public Works
Goals and Organizational Structure	November 2007	Director of Public Works
Overflow Emergency Response Program	May 2009	Director of Public Works
Legal Authority	May 2009	Director of Public Works
Operation and Maintenance Program	May 2009	Director of Public Works
Grease Control Program	May 2009	Director of Public Works
Design and Performance Standards	August 2009	Director of Public Works
System Evaluation and Capacity Assurance Plan	August 2009	Director of Public Works
Monitoring, Measurement, and Program Modification Plan	August 2009	Director of Public Works
SSMP Program Audit Procedures	August 2009	Director of Public Works
Communication Program	August 2009	Director of Public Works
Final SSMP	August 2009	Director of Public Works

RESOLUTION NO.: 07-179

DATE: OCT 23 2007

**SUMMARY REPORT
CITY COUNCIL**

OK COM CCL
10-23-07

Agenda No. 9.11

Key Words: Sanitary Sewer Management Plan (SSMP)

Meeting Date: October 23, 2007

PREPARED BY:

David S. Melilli, Director of Public Works Operations and Maintenance *D. S. Melilli*
Department of Public Works

RECOMMENDATION/REQUESTED ACTION:

Adopt a resolution approving the goals, organization structure, and schedule as components of the City of Dixon's Sanitary Sewer Management Plan (SSMP) as required by Water Quality Order (WQO) No. 2006-0003- State Department of Water Quality (DWQ).

BACKGROUND/DISCUSSION/ANALYSIS:

The City of Dixon received a new Statewide General Waste Discharge Requirement (WDR) from the State Water Resources Control Board adopted on May 2, 2006, requiring the City of Dixon and other agencies that own sanitary sewer collection systems greater than one mile in length to develop a SSMP. In that requirement there are certain components, objectives, and scope of work that must be completed and/or adopted by certain dates to be in compliance with that WDR (see attached Exhibit A-4).

To develop a regulatory compliant SSMP, the State defines a three year compliance program with on-going oversight, maintenance, and periodic audits (see attached Exhibit A-4). To ensure that the City remains compliant as the regulatory environment changes, and provide a feasible and cost effective means to manage the City's sanitary sewer system, the following objectives and scope of work must be fulfilled:

- Identify and establish programs, policies, procedures and ordinances needed to ensure compliance with the WDR.
- Ensure a feasible and sustainable SSMP, building upon current City activities.
- Identify needed resources to support and sustain the SSMP programs.
- Investigate potential funding solutions for implementation of the SSMP program.
- Collaborate with the City consultant and State staff on SSMP program development including audits.

In addition to the above mentioned objectives and scope of work, the proposed SSMP will also identify any additional studies that might be required to further quantify sanitary sewer collection system conditions. It is unknown at this time what additional programs might be developed or enhanced in order to achieve WDR compliance, so quantification of multi-year costs cannot be presented at this time.

The attached components address key sections listed below as identified in the WDR to be approved by the governing body (City Council) and completed by the mandated date of November 2, 2007:

- **SSMP Development section of The Development Plan Goals** - the City will maintain or improve the condition of the collection system now and the future, cost-effectively minimize infiltration and inflow (I&I) to provide adequate sewer capacity, and minimize the number and impact of sanitary sewer overflows (SSOs) that occur.
- **Organization Structure** - the names of the identified responsible or authorized City representative(s) in management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program through an organizational chart identifying lines of authority.
- **Schedule** - the listed dates that certain activities or programs are to be in place to meet required deadlines per the WQO.

The Wastewater Project Committee has reviewed components of the Draft SSMP compliance Audit with a recommendation to the City Council that supports limited funding of the preliminary aspects of the proposed SSMP Development Plan components.

ENVIRONMENTAL DETERMINATION:

Not applicable.

ALTERNATIVES/OPTIONS:

If the City Council chooses to not approve the SSMP, the City will not meet the mandated completion date of November 2, 2007.

SUBSEQUENT ACTION(S):

If the SSMP components are approved, City staff will certify acceptance to the State prior to the required date. Also, the System Evaluation and Capacity Assurance Plan is to be completed by August 2, 2009, that includes cleaning, videoing, and identifying any projects necessary for the repairs or replacement of the collection system to minimize SSOs. The Wastewater Committee has reviewed the proposed costs to complete this work and has recommended these costs to be included in the proposed financing plan.

FINANCIAL IMPACT:

City staff will submit costs and data as developed by the SSMP implementation as part of the annual Sewer Maintenance and Operation budget, and Capital Improvement Program budget.

ATTACHMENTS:

1. Resolution-includes Exhibits A-1 Goals, A-2 Organization Structure, A-3 Organization Chart, and A-4 Schedule

RESOLUTION NO. _____

**RESOLUTION APPROVING THE CITY OF DIXON SANITARY SEWER
MANAGEMENT PLAN GOALS, ORGANIZATION STRUCTURE, AND SCHEDULE**

WHEREAS, the City of Dixon must adopt a Sanitary Sewer Management Plan (SSMP) Goals, Organization Structure, and Schedule by November 2, 2007, to address the new Statewide General Waste Discharge Requirements (WDR) adopted by the State Resources Control Board on May 22, 2006; and

WHEREAS, the City of Dixon has prepared plans to meet requirements of the California Regional Water Quality Control Board Central Valley Region for the SSMP.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Dixon approves the SSMP Goals, Organization, and Schedule as shown in Exhibits A-1 Goals, A-2 Organization Structure, A-3 Organization Chart, and A-4 Schedule.

**PASSED AND ADOPTED THIS 23rd DAY OF OCTOBER 2007 BY THE
FOLLOWING VOTE:**

AYES:

NOES:

ABSENT:

ABSTAIN:

MAYOR

ATTEST:

City Clerk

The primary **Goals of the SSMP** are to:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Cost-effectively minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows; and
3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

The City has identified six key areas of concern that must be addressed on an on-going basis to achieve and consistently implement the SSMP Goals.

1. Customer Service
2. Water Quality and Environmental Protection
3. Long-Term Wastewater Collection and Treatment Service
4. Long-Term Infrastructure Investment
5. Long-Term Financial Stability.
6. Workforce Planning and Development

Organization

- **Requirement:** The SSMP must identify
 - a. The name of the agency's responsible or authorized representative
 - b. The names and telephone numbers for management, administrative, and maintenance positions 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
 - c. 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)).

Exhibit-A3

WILL NEED TO REVISE THIS ORGANIZATIONAL CHART, TALK W/POPEAN TO BREAK OUT DUTIES + RESPONSIBILITIES

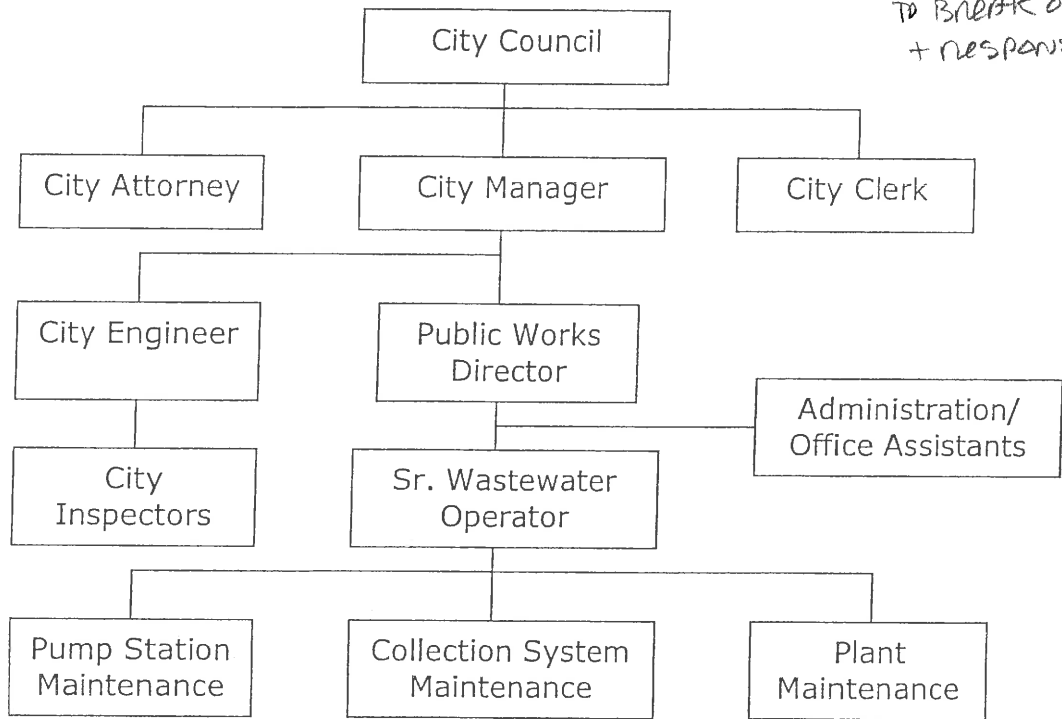


Exhibit-A4

The **SSMP Compliance Plan** is to implement the elements identified in the SSMP Draft Compliance Audit on the timeline summarized in the following table:

SSMP Element	Completion Date	Responsible Party
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Overflow Emergency Response Program	May 2009	Director of Public Works
Legal Authority	May 2009	Director of Public Works
Operation and Maintenance Program	May 2009	Director of Public Works
Grease Control Program	May 2009	Director of Public Works
Design and Performance Standards	August 2009	Director of Public Works
System Evaluation and Capacity Assurance Plan	August 2009	Director of Public Works
Monitoring, Measurement, and Program Modification Plan	August 2009	Director of Public Works
SSMP Program Audit Procedures	August 2009	Director of Public Works
Communication Program	August 2009	Director of Public Works
Final SSMP	August 2009	Director of Public Works

Appendix B. Dixon Municipal Code, Chapter 14.01, Sewers

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City of Dixon Municipal Code can be found online at:
<https://www.codepublishing.com/CA/Dixon>

Chapter 14.01 SEWERS

Sections:

Article I. General Provisions

[14.01.010 Purpose and policy.](#)

[14.01.020 Administration.](#)

[14.01.030 Abbreviations.](#)

[14.01.040 Definitions.](#)

Article II. General Sewer Use Requirements

[14.01.200 Connection requirements.](#)

[14.01.210 Sewer user charges.](#)

[14.01.211 *Repealed.*](#)

[14.01.215 Vandalism prohibited.](#)

[14.01.220 Repairs - Maintenance.](#)

[14.01.230 Prohibited discharge standards.](#)

[14.01.240 Local limits for all dischargers.](#)

[14.01.250 Additional local limits for commercial and industrial dischargers.](#)

[14.01.260 City's right of revision.](#)

[14.01.270 Dilution.](#)

Article III. Pretreatment of Wastewater

[14.01.300 Pretreatment facilities.](#)

[14.01.310 Additional pretreatment measures.](#)

[14.01.320 Accidental discharge/slug control plans.](#)

Article IV. Wastewater Discharge Permit Application

[14.01.400 Wastewater analysis.](#)

[14.01.410 Wastewater discharge permit requirement.](#)

[14.01.420 Wastewater discharge permitting - Existing conditions.](#)

[14.01.430 Wastewater discharge permitting - New connections.](#)

[14.01.440 Wastewater discharge permit application contents.](#)

[14.01.450 Application signatories and certification.](#)

[14.01.460 Wastewater discharge permit decisions.](#)

Article V. Wastewater Discharge Permit Issuance Process

[14.01.500 Wastewater discharge permit duration.](#)

[14.01.510 Wastewater discharge permit contents.](#)

[14.01.520 Wastewater discharge permit appeals.](#)

[14.01.530 Wastewater discharge permit modification.](#)

[14.01.540 Wastewater discharge permit transfer.](#)

[14.01.550 Wastewater discharge permit revocation.](#)

[14.01.560 Wastewater discharge permit reissuance.](#)

Article VI. Reporting Requirements

[14.01.600 Periodic compliance reports.](#)

[14.01.610 Reports of changed conditions.](#)

[14.01.620 Reports of potential problems.](#)

[14.01.630 Reports from unpermitted users.](#)

[14.01.640 Notice of violation – Repeat sampling and reporting.](#)

[14.01.650 Analytical requirements.](#)

[14.01.660 Sample collection.](#)

[14.01.670 Record keeping.](#)

Article VII. Compliance Monitoring

[14.01.700 Right of entry – Inspection and sampling.](#)

[14.01.705 Right of entry – Maintenance and repair.](#)

[14.01.710 Search warrants.](#)

[14.01.720 Publication of users in significant noncompliance.](#)

Article VIII. Administrative Enforcement Remedies

[14.01.800 Notification of violation.](#)

[14.01.810 Consent orders.](#)

[14.01.820 Show cause hearing.](#)

[14.01.830 Compliance orders.](#)

[14.01.840 Cease and desist.](#)

[14.01.850 Administrative fines.](#)

[14.01.860 Emergency suspensions.](#)

[14.01.870 Termination discharge.](#)

Article IX. Judicial Enforcement Remedies

[14.01.900 Injunctive relief.](#)

[14.01.910 Civil penalties.](#)

[14.01.920 Criminal prosecution.](#)
[14.01.930 Remedies nonexclusive.](#)

Article X. Supplemental Enforcement Action

[14.01.1000 Performance bonds.](#)
[14.01.1010 Liability insurance.](#)
[14.01.1020 Water supply.](#)
[14.01.1030 Public nuisances.](#)
[14.01.1040 Informant rewards.](#)
[14.01.1050 Contractor listing.](#)

Article XI. Residential Brine Discharging Water Softening and Conditioning Appliances

[14.01.1100 Purpose.](#)
[14.01.1110 Authorization.](#)
[14.01.1120 Definitions.](#)
[14.01.1130 Findings.](#)
[14.01.1140 Prohibition on new water softening/conditioning appliances.](#)
[14.01.1150 Removal of existing water softening/conditioning appliances.](#)
[14.01.1160 *Repealed.*](#)
[14.01.1170 Enforcement.](#)
[14.01.1180 Medical exemption.](#)

Article XII. Discharges of Fats, Oils, and Grease from Food Service Establishments

[14.01.1200 General provisions.](#)
[14.01.1210 Regulations.](#)
[14.01.1220 Fees.](#)
[14.01.1230 Administration.](#)
[14.01.1240 Enforcement.](#)

Article XIII. Private Sewer Laterals

[14.01.1310 Purpose.](#)
[14.01.1320 Definitions.](#)
[14.01.1330 Regulations.](#)
[14.01.1340 Administration of repair and replacement.](#)
[14.01.1350 Enforcement.](#)

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**Appendix C. General Provisions of the
City of Dixon Engineering Standards and Specifications**

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The full version of the City of Dixon General Provisions can be found online at:
<https://www.cityofdixon.us/media/Engineering/2022%20StandardsSpecs/City%20of%20Dixon%20Engineering%20Standards%20and%20Specifications%202022.pdf>

**CITY OF DIXON
 GENERAL PROVISIONS**

TABLE OF CONTENTS

SECTION 1 DEFINITIONS AND TERMSGP - 1

SECTION 2 PROPOSAL REQUIREMENTS AND CONDITIONSGP - 13

2-1.01 Contents of Proposal Forms GP - 13

2-1.02 Approximate Estimate GP - 13

2-1.03 Examination of Plans, Specifications, Contract, and Site of Work..... GP - 13

2-1.04 Addendum GP - 14

2-1.05 Proposal Forms GP - 14

2-1.06 Blank..... GP - 14

2-1.07 Proposal Guarantee GP - 14

2-1.08 Withdrawal of Proposals GP - 14

2-1.09 Public Opening of Proposals..... GP - 15

2-1.10 Relief of Bidders GP - 15

2-1.11 Disqualification of Bidders..... GP - 15

2-1.12 Blank..... GP - 15

2-1.13 Blank..... GP - 15

SECTION 3 AWARD AND EXECUTION OF CONTRACTGP - 17

3-1.01 Award of Contract..... GP - 17

3-1.02 Bonds GP - 17

3-1.03 Execution of Contract..... GP - 18

3-1.04 Failure to Execute Contract..... GP - 18

3-1.05 Return of Proposal Guaranties GP - 18

SECTION 4 SCOPE OF WORKGP - 19

4-1.01 Intent of Plans and Specifications..... GP - 19

4-1.02 Final Cleaning Up..... GP - 20

4-1.03 Changes GP - 20

4-1.04 Detours GP - 22

4-1.05 Use of Materials Found in the Work GP - 23

SECTION 5 CONTROL OF WORKGP – 25

5-1.01 Authority of Engineer..... GP - 25

5-1.02	Plan and Working Drawings	GP - 25
5-1.03	Conformity With Contract Documents and Allowable Deviations.....	GP - 26
5-1.04	Coordination and Interpretation of Plans, Standard Specifications, and Special Provisions	GP - 26
5-1.05	Order of Work.....	GP - 27
5-1.06	Superintendence	GP - 27
5-1.07	Lines and Grades	GP - 28
5-1.08	Inspection	GP - 28
5-1.09	Removal of Rejected and Unauthorized Work	GP - 29
5-1.10	Equipment and Plants	GP - 29
5-1.11	Alternative Equipment.....	GP - 30
5-1.12	Character of Workers.....	GP - 32
5-1.13	Final Inspection	GP - 32
5-1.14	Blank.....	GP - 32
5-1.15	Means and Methods.....	GP - 32

SECTION 6 CONTROL OF MATERIALS.....GP - 33

6-1 GENERAL

6-1.01	Source of Supply and Quality of Materials.....	GP - 33
6-1.02	City Furnished Materials	GP - 34
6-1.03	Storage of Materials	GP - 34
6-1.04	Defective Materials.....	GP - 34
6-1.05	Trade Names and Alternatives	GP - 35
6-1.06	Plant Inspection.....	GP - 36
6-1.07	Certificates of Compliance	GP - 36
6-1.08	Foreign Materials.....	GP - 36
6-1.09	State Specification Numbers.....	GP - 37

6-2 LOCAL MATERIALS

6-2.01	General.....	GP - 38
6-2.02	Possible Local Material Sources.....	GP - 39
6-2.03	Mandatory Local Material Sources	GP - 40

6-3 TESTING

6-3.01	General.....	GP - 42
6-3.02	Testing By Contractor	GP - 44

SECTION 7 LEGAL RELATIONS AND RESPONSIBILITYGP - 45

7-1.01	Laws to be Observed	GP - 45
--------	---------------------------	---------

7-1.02	Load Limitations	GP - 59
7-1.03	Payment of Taxes	GP - 62
7-1.04	Permits and Licenses	GP - 62
7-1.05	Patents	GP - 63
7-1.06	Safety and Health Provisions	GP - 63
7-1.07	Blank.....	GP - 63
7-1.08	Public Convenience	GP - 63
7-1.09	Public Safety.....	GP - 66
7-1.10	Use of Explosives.....	GP - 69
7-1.11	Preservation of Property	GP - 69
7-1.12	Indemnification and Insurance	GP - 68
7-1.13	Disposal of Material Outside the Public Right of Way	GP - 75
7-1.14	Cooperation	GP - 78
7-1.15	Relief From Maintenance and Responsibility	GP - 78
7-1.16	Contractor's Responsibility for the Work and Materials	GP - 79
7-1.17	Acceptance of Contract.....	GP - 81
7-1.18	Property Rights in Materials	GP - 82
7-1.19	Rights in Land and Improvements	GP - 82
7-1.20	Personal Liability	GP - 82
7-1.21	Repair of Equipment	GP - 82
7-1.22	Material Plants.....	GP - 82

SECTION 8 PROSECUTION AND PROGRESS.....GP - 85

8-1.01	Subcontracting	GP - 85
8-1.02	Assignment.....	GP - 86
8-1.03	Beginning of Work.....	GP - 86
8-1.04	Progress Schedule.....	GP - 87
8-1.05	Temporary Suspension of Work	GP - 93
8-1.06	Time of Completion	GP - 94
8-1.07	Liquidated Damages	GP - 95
8-1.08	Termination of Control.....	GP - 96
8-1.09	Right of Way Delays.....	GP - 98
8-1.10	Utility and Non-Highway Facilities	GP - 99
8-1.11	Termination of Contract.....	GP - 100

SECTION 9 MEASUREMENT AND PAYMENTGP - 105

9-1.01	Measurement of Quantities	GP - 105
9-1.02	Scope of Payment	GP - 109
9-1.03	Force Account Payment.....	GP - 109
9-1.04	Blank.....	GP - 118
9-1.05	Stop Notices	GP - 118
9-1.06	Partial Payments	GP - 118
9-1.07	Payment After Acceptance.....	GP - 121
9-1.08	Blank.....	GP - 129
9-1.09	Clerical Errors.....	GP - 129
9-1.10	Blank.....	GP - 129
9-1.11	Contractor Not an Agent for the City.....	GP - 130
9-1.12	Third Party Claims.....	GP - 130

9-1.13 Guarantee GP - 130
9-1.14 Miscellaneous Provisions..... GP - 130
9-1.15 Public Contract Code Section 20104 Et Seq GP - 131

Appendix D. City of Dixon Engineering Standards and Specifications

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The full version of the City of Dixon Engineering Standards & Specifications can be found online at: <https://www.cityofdixon.us/media/Engineering/2022%20StandardsSpecs/City%20of%20Dixon%20Engineering%20Standards%20and%20Specifications%202022.pdf>



CITY OF DIXON

**ENGINEERING STANDARDS
&
SPECIFICATIONS**

March, 2022

Prepared By:

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Appendix E. Overflow Emergency Response Plan

Sanitary Sewer Backup Procedures

Sanitary Sewer Overflow Response Packet

Customer Response Handout

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Overflow Emergency Response Plan



Effective Date:

Revised Date:

Approved By:

Signature:

Date:

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Table of Contents

Sanitary Sewer Overflow Emergency Response Plan.....	1
Section 1 Purpose.....	3
Section 2 Policy.....	5
Section 3 Definitions Used in this Overflow Emergency Response Plan.....	7
Section 4 State Regulatory Requirements for Element 6, Overflow Emergency Response Plan.....	11
Section 5 Goals.....	13
Section 6 Sanitary Sewer Overflow Detection and Notification.....	15
6.1 Public Notification.....	15
6.2 City Staff Observation.....	17
6.3 Contractor Observation.....	17
Section 7 Sanitary Sewer Overflow Response Procedures.....	19
7.1 Sewer Overflow/Backup Response Summary.....	19
7.2 First Responder Priorities.....	20
7.3 Safety.....	20
7.4 Initial Response.....	20
7.5 Initiate Spill Containment Measures.....	21
7.6 Restore Flow.....	21
7.7 Equipment.....	21
Section 8 Recovery and Cleanup.....	23
8.1 Estimate the Volume of Spilled Sewage.....	23
8.2 Recovery of Spilled Sewage.....	23
8.3 Cleanup and Disinfection.....	23
8.4 Public Notification.....	24
Section 9 Water Quality.....	25
Section 10 Sewer Backup into/onto Private Property Claims Handling Policy.....	27
Section 11 Notification, Reporting, Monitoring, and Recordkeeping Requirements.....	29
11.1 Regulatory Required Notifications.....	29
11.2 Complaint Records.....	31
Section 12 Post SSO Event Debriefing.....	33
Section 13 Failure Analysis Investigation.....	35
Section 14 SSO Response Training.....	37
14.1 Initial and Annual Refresher Training.....	37

14.2 Sanitary Sewer Overflow Response Drills.....	38
14.3 Sanitary Sewer Overflow Training Record Keeping	38
14.4 Contractors Working on City Sewer Facilities	38

Section 15 Authority	41
-----------------------------------	-----------

Section 16 References	43
------------------------------------	-----------

Figures

Figure 1. Overview of Receiving a Sewage Overflow or Backup Report Procedure	16
Figure 2. Overview of Sanitary Sewer Overflow/Backup Response	19

Tables

SSO Categories	9
----------------------	---

Appendices

- Appendix A. Regulatory Notifications Packet
- Appendix B. Sanitary Sewer Backup Response Procedures
- Appendix C. Sanitary Sewer Overflow Packet
- Appendix D. Contractor Orientation

Sanitary Sewer Overflow Emergency Response Plan

(ref. State Water Resources Control Board [SWRCB] Order No. 2006-0003-DWQ, D.13.;
SWRCB Order No. 2013-0058-EXEC)

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Section 1 Purpose

The purpose of the City of Dixon's (City's) Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to sanitary sewer overflows (SSOs). The OERP provides guidelines for City personnel to follow in responding to, cleaning up, and reporting SSOs that may occur in the City's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDRs), which require wastewater collection agencies to have an OERP.

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Section 2 Policy

The City's employees are required to report all wastewater overflows found and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The City's goal is to respond to sewer system overflows as soon as possible following notification. The City will follow reporting procedures regarding sewer spills as set forth by the Central Valley Regional Water Quality Control Board and SWRCB.

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Section 3 **Definitions Used in this Overflow Emergency Response Plan**

California Integrated Water Quality System (CIWQS): The SWRCB online electronic reporting system that is used to report SSOs, certify completion of the Sewer System Management Plan (SSMP), and provide information on the sanitary sewer system.

FROG – Fats, Roots, Oils, and Grease: Fats, oils, and grease (FOG) typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system. Tree root invasion (R) presents an additional problem. If a mat of root hair forms in the sewer line, it slows the flow of wastewater and exacerbates the rate of accumulation of FOG materials.

Enrollee: A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the WDRs, and that has submitted a complete and approved application for coverage under this order.

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

Satellite Collection System: The portion, if any, of a sanitary sewer system owned or operated by a different public agency other than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

Legally Responsible Official (LRO): An individual who has the authority to certify reports and other actions that are submitted through the CIWQS.

Mainline Sewer: The City wastewater collection system piping that is not a private lateral connection to a user.

Maintenance Hole or Manhole: An engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

Notification of an SSO: The time at which the City becomes aware of an SSO event through observation or notification by the public or other source.

Nuisance: California Water Code, Section 13050(m), defines “nuisance” as anything that meets all of the following requirements:

1. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
2. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
3. Occurs during, or as a result of, the treatment or disposal of wastes.

Preventative Maintenance: The maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g., cleaning, closed-circuit television [CCTV], inspection).

Private Lateral Sewage Discharges (PLSD): Sewage discharges that are caused by blockages or other problems within a privately owned lateral. In accordance with Dixon Municipal Code, Section 14.01, laterals are privately owned and not the responsibility of the City.

Sanitary Sewer System: Any publicly owned system of pipes, pump stations, sewer lines, or other conveyances upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, and impoundments, tanks) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

Sensitive Area: Areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health (e.g., parks, aquatic habitats)

Sewer Service Lateral: The piping that conveys sewage from the building to the City’s wastewater collection system. In accordance with Dixon Municipal Code, Section 14.01, laterals are privately owned and not the responsibility of the City.

Untreated or Partially Treated Wastewater: Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

Waters of the State: “Waters of the state” (or “waters of the United States”) means any surface water, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the state unless the sewage is completely contained and returned to the wastewater collection system and that portion of the storm drain is cleaned.

SSO: Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. Spills into a public right-of-way that result from a private lateral obstruction are not SSOs. SSOs include the following:

- Overflows or releases of untreated or partially treated wastewater that reach waters of the United States
- Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States
- Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in the CIWQS.

Note: Wastewater backups into buildings or public rights-of-way caused by a blockage or other malfunction of a building lateral are not SSOs.

SSO Categories

Categories	Definitions
Category 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach an 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 stormwater or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
Category 2	<p>Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or an MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
Category 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.</p>
PLSD	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. The PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the CIWQS Online SSO Database.</p>

Notes: CIWQS = California Integrated Water Quality System; MS4 = Municipal Separate Storm Sewer System; PLSD = private lateral sewage discharge; SSO = sanitary sewer overflow

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Section 4 State Regulatory Requirements for Element 6, Overflow Emergency Response Plan

The collection system agency shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, 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 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 Quality Control Boards, water suppliers) 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 Quality Control Board Waste Discharge Requirements or National Pollutant Discharge Elimination System 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 OERP and are appropriately trained.
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
- A program to ensure that all reasonable steps are taken to contain untreated wastewater, prevent discharge of untreated wastewater to waters of the United States, and 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.

The SSMP and critical supporting documents are available to the public at www.cityofdixon.us.

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Section 5 Goals

The City's goals with respect to responding to SSOs are as follows:

- Work safely
- Respond quickly to minimize the volume of the SSO
- Eliminate the cause of the SSO
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable
- Contain the spilled wastewater to the extent feasible
- Minimize public contact with the spilled wastewater
- Mitigate the impact of the SSO
- Meet the regulatory reporting requirements
- Evaluate the causes of failure related to certain SSOs
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs

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Section 6 Sanitary Sewer Overflow Detection and Notification

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(a); SWRCB Order No. 2013-0058-EXEC, A., B.]

Processes to notify the City of the occurrence of an SSO include observation by the public, receipt of an alarm, or observation by City staff or other public employees during the normal course of their work.

6.1 Public Notification

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the City's website: www.cityofdixon.us. **The City's telephone number for reporting sewer problems during business hours is (707) 678-7030. During non-business hours, the reporting number is (707) 676-3156.**

Business Hours

When a report of a sewer spill or backup is made during business hours (Monday–Thursday, 7:00 a.m.–4:30 p.m.; Friday, 7:00 a.m.–3:30 p.m.), City staff receives the call, takes the information from the caller, and communicates it to the field crew.

Non-Business Hours

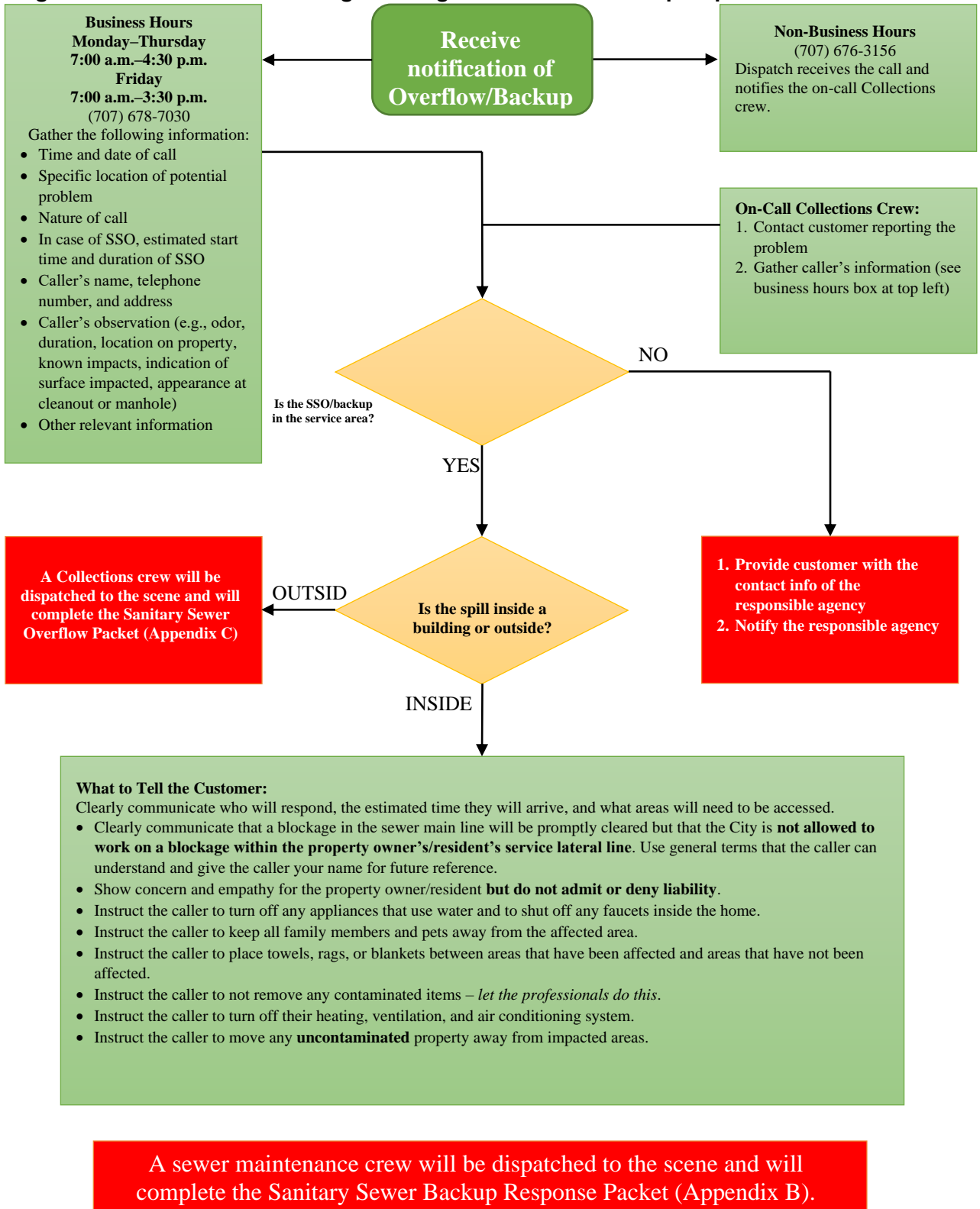
Dispatch receives the call, takes the information from the caller, contacts the on-call crew via cell phone, and communicates the necessary information to the on-call crew.

When calls are received, either during business hours or non-business hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential overflow or incident
- Nature of call
- In case of SSO, estimated start time and duration
- Caller's name, telephone number, and address
- Caller's observations (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

Figure 1, Overview of Receiving a Sewage Overflow or Backup Report Procedure, is an overview of receiving an SSO or backup report.

Figure 1. Overview of Receiving a Sewage Overflow or Backup Report Procedure



6.2 City Staff Observation

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff who, in turn, respond to emergency situations. Work orders are issued to correct non-emergency conditions.

6.3 Contractor Observation

The following procedures are to be followed in the event that a contractor causes or witnesses an SSO. If the contractor causes or witnesses an SSO they will:

- Immediately notify the City by calling (707) 678-7030 during business hours or (707) 676-3156 during non-business hours
- Protect storm drains
- Protect the public
- Provide information, such as start time, appearance point(s), suspected cause, and weather conditions, to City staff
- Direct all media and public relations requests to the City Engineer/Director of Utilities

Appendix D, Contractor Orientation, includes a handout for contractors with a flowchart of the above procedures.

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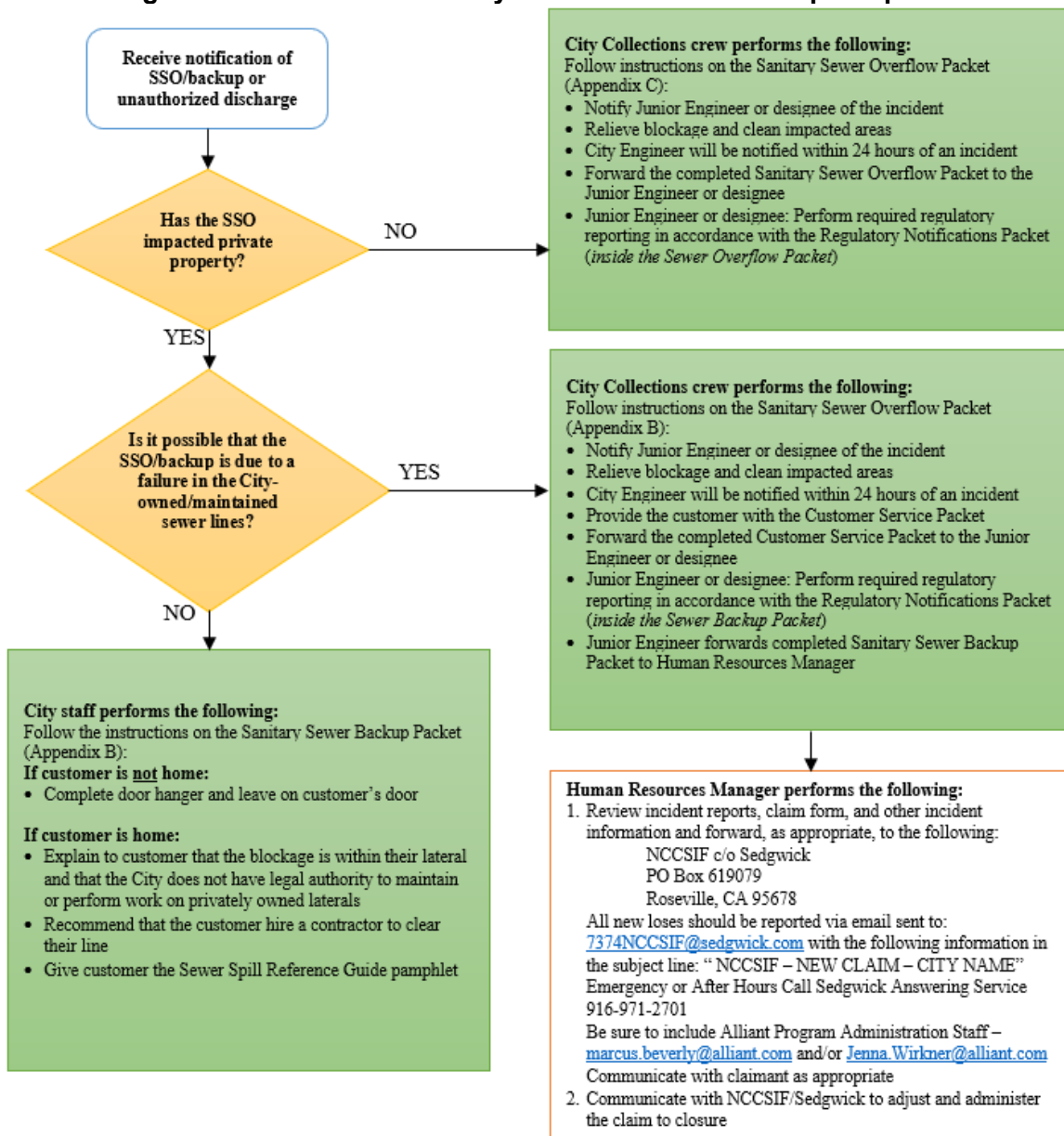
Section 7 Sanitary Sewer Overflow Response Procedures

[ref. SWRCB Order No. 006-0003-DWQ, D.13.(vi)(b)]

7.1 Sewer Overflow/Backup Response Summary

The City will respond to SSOs as soon as feasible following notification of an SSO/backup or unauthorized discharge. The following Figure 2, Overview of Sanitary Sewer Overflow/Backup Response, is an overview of the response activities.

Figure 2. Overview of Sanitary Sewer Overflow/Backup Response



7.2 First Responder Priorities

The following are the first responder's priorities:

- Follow safe work practices
- Respond promptly with the appropriate and necessary equipment
- Contain the spill wherever feasible
- Restore flow as soon as practicable
- Minimize public access to and/or contact with the spilled sewage
- Promptly notify the Public Works Operations Manager in the event of a major SSO
- Return the spilled sewage to the sewer system
- Restore the area to its original condition (or as close as possible)
- Photograph and document areas affected and unaffected by the spill

7.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions are necessary when performing sewer work. There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards particular to sewer work. In such cases, it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job. This includes use of gas monitoring detectors for air quality in manholes and traffic controls on the site.

7.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will perform the following tasks:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of the spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs.
- Decide whether to proceed with clearing the blockage to restore the flow or initiate containment measures. Guidance for this decision is as follows:
 - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage.
 - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.

- Moderate or large spills where containment may be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures.
- Take steps to contain the SSO. For detailed procedures refer to Appendix B, Sanitary Sewer Backup Response Procedures, and Appendix C, Sanitary Sewer Overflow Packet.

7.5 Initiate Spill Containment Measures

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage/pipe failure.

For detailed procedures, refer to Appendix C.

7.6 Restore Flow

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival or if the sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If assistance is required, immediately contact other employees, contractors, and equipment suppliers. For detailed procedures, refer to Appendix C.

7.7 Equipment

This section provides a list of specialized equipment that is required to support this OERP. Standard operating procedures are stored with the equipment.

- **CCTV Inspection Unit** – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- **Camera** – A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.
- **Emergency response trucks** – A utility body pickup truck or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and cleanup materials.

- **Portable generators, portable pumps, piping, and hoses** – This equipment will be used to bypass pump, divert, or power equipment to mitigate an SSO.
- **Combination sewer cleaning trucks** – Combination high-velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- **Air plugs, sandbags and plastic mats.**
- **SSO sampling kits.**
- **Portable lights.**

Section 8 Recovery and Cleanup

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(f)]

8.1 Estimate the Volume of Spilled Sewage

Use the methods outlined in the Sanitary Sewer Backup Response Procedures (Appendix B), SSO Packet (Appendix C), and/or the Field Guide to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photographs and/or video of the SSO site before and during the recovery operation.

8.2 Recovery of Spilled Sewage

Vacuum and/or pump the spilled sewage and rinse water, and discharge it back into the sanitary sewer system.

8.3 Cleanup and Disinfection

Cleanup and disinfection procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Private Property

City crews are responsible for cleanup when property damage is minor in nature and is outside private building dwellings, such as front, side, and backyards and easements. Private property cleanup will only occur if it has been determined that the source of the blockage is within the City main. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call a water damage restoration contractor to complete the cleanup and restoration. In all cases, City claim forms may be issued if requested by the property owners.

Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be at least three times the estimated volume of the spill. Take reasonable steps to contain and vacuum the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The California Department of Fish and Wildlife will be notified by the California Governor's Office of Emergency Services for SSOs greater than or equal to 1,000 gallons.

Wet Weather Modifications

Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling will not provide meaningful results.

8.4 Public Notification

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. Follow County Environmental Health instructions and directions regarding placement and language of public warnings when directed. Additionally, the Junior Engineer will use their best judgment regarding supplemental sign placement to protect the public and local environment. Signs will not be removed until directed by County Environmental Health, Junior Engineer, or designee.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

The City Engineer/Director of Utilities will be notified within 24 hours of the spill.

When contact with the local media is deemed necessary, the City Engineer/Director of Utilities or their designee will provide the media with all relevant information.

Section 9 Water Quality

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(f)]

The City does not have naturally occurring surface waters that an SSO could drain to. In the City, the storm drain system discharges to both privately maintained retention ponds and City maintained detention ponds, and the detention ponds discharge to channels maintained by Dixon Regional Conservation District.

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Section 10 Sewer Backup into/onto Private Property Claims Handling Policy

It is the City's policy that a claims form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all SSOs/backups into/onto private property:

- City staff will offer a City claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the City-owned sewer lines or whenever a City customer requests a claim form. The claim may be rejected later if subsequent investigations into the cause of the loss indicate the City was not at fault.
- It is the responsibility of the Collections crew to gather information regarding the incident and notify the City Engineer or their designee.
- The City Engineer or his/her designee will notify the Director of Utilities and Human Resources Manager of possible submittal of claim form within 24 hours of the incident.
- It is the responsibility of the Human Resources Manager to review all claims and oversee the adjustment and administration of the claim to closure.

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Section 11 Notification, Reporting, Monitoring, and Recordkeeping Requirements

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(c); SWRCB Order No. 2013-0058-EXEC]

In accordance with the Statewide WDRs for Sanitary Sewer Systems, the City maintains records for each SSO. Records include the following:

- Documentation of response steps and/or remedial actions.
- Photographic evidence to document the extent of the SSO, field crew response operations, and site conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.
- Documentation of how any estimations of the volume of discharged and/or recovered volumes were calculated including all assumptions made.
- Regulator required notifications are outlined in Section 11.1, Regulatory Required Notifications (Appendix A, Regulatory Notifications Packet).

11.1 Regulatory Required Notifications

Element	Requirement	Method
Notification (see Section B of MRP)	<ul style="list-style-type: none"> • Within 2 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 Governor's Office of Emergency Services and obtain a notification control number. 	Call California Governor's Office of Emergency Services at (800) 852-7550.
Reporting (see Section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within 3 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 the SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's LROs.

Element	Requirement	Method
	which 50,000 gallons or greater are spilled to surface waters. <ul style="list-style-type: none"> • “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. 	
Water Quality Monitoring (see Section D of MRP)	<ul style="list-style-type: none"> • 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.
Record Keeping (see Section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting 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 on to document and/or estimate SSO volume. 	Self-maintained records shall be available during inspections or upon request.

Notes: CIWQS = California Integrated Water Quality System; LRO = legally responsible official; MRP = Monitoring and Reporting Program; SSMP = Sewer System Management Plan; SSO = sanitary sewer overflow

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS that includes the Global Positioning System (GPS) coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that cause the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

In the event that the CIWQS Online SSO Database is not available, the City Engineer will notify the SWRCB by phone in accordance with the time schedules identified above. In such an event, the City will submit the appropriate reports using the CIWQS Online SSO Database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO file.

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

11.2 Complaint Records

The City maintains records of all complaints received whether or not they result in SSOs. These complaint records include the following:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO or occurrence related to the call
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the state
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint with the original complainant
- Work service request information used to document all feasible and remedial actions taken

All service call requests are logged into an Excel spreadsheet and stored on a network drive showing caller, date, issue, and outcome. Service call requests will transition from being stored on network drive to computerized maintenance management system when the system is operational. If the call is an SSO/backup, the Sanitary Sewer Overflow Report is completed. If the call is not an SSO/backup, the City Incident Report is completed. If the call is a PLSD, the PLSD form is completed.

All complaint records will be maintained for a minimum of 5 years whether or not they result in an SSO. SSO records are kept under the direction and control of the Junior Engineer.

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Section 12 Post SSO Event Debriefing

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(d)]

Every SSO event is an opportunity to evaluate the City response and reporting procedures. Each SSO event is unique with its own elements and challenges, including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after Category 1 and Category 2 SSO events, all participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in preventing or responding to and mitigating future SSO events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled. The documented results are kept with spill reporting documentation.

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Section 13 Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective actions needed that will reduce or eliminate future potential for the SSO to recur or for other SSOs to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective actions for the line segment. The investigation will include the following:

- Reviewing and completing the SSO Report (in Appendix B and Appendix C) and any other documents related to the incident
- Reviewing the incident timeline and other documentation regarding the incident
- Reviewing communications with the reporting party and witness
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions, and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records
- Reviewing past CCTV records
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the SSO and reviewing the video and logs
- Reviewing any FROG-related information or results
- Posting SSO debrief records
- Interviewing the public at the SSO location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in Appendix B and in Appendix C) will be used to document the investigation and will be stored with spill reports.

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Section 14 SSO Response Training

[ref. SWRCB Order No. 2006-0003-DWQ, D.13.(vi)(d)]

This section provides information on the training required to support this OERP.

14.1 Initial and Annual Refresher Training

All City/Utilities personnel responsible for responding to, reporting, and/or mitigating an SSO will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. The City will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The City's OERP and SSMP
- SSO volume estimation techniques
- Researching and documenting SSO start times
- Impacted surface waters: response procedures
- SWRCB employee knowledge expectations
- Employee core competency evaluations on SSOs
- Water Quality Sampling Plan

The City will verify that annual safety training requirements are current for each employee and that employees are competent in the performance of all core competencies. This will be verified through testing, interviews, and observations. The City will address, through additional training/instruction, any identified gaps in required core competencies.

Through SWRCB Employee Knowledge Expectations training, employees will be able to answer the following:

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any SSO complaints.
4. Please describe your standard operating procedures used to respond/mitigate SSOs when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.

6. We are interested in learning more about how your historical SSO response activities have worked in the field. We understand from discussions with management earlier that you use the OERP from the SSMP. Please elaborate on how you implement and use the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any SSO complaints in the field?
8. Can you tell us who is responsible for estimating SSO volumes discharged? If it is you, please describe how you go about estimating the SSO volume that you record on the work order/service request forms?
9. What other information do you collect or record other than what is written on the work order form?
10. Describe if and when you ever talk with people that call in SSOs (either on site or via telephone) to further check out when the SSO might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these SSOs, when else would you typically take any pictures of an SSO?
12. Please walk us through anything else you would like to add to help us better understand how your field crews respond and mitigate SSO complaints.

The City will quiz staff once per year on the above items, and records of such will be kept by the supervisor.

14.2 Sanitary Sewer Overflow Response Drills

Periodic training drills or field exercises will be held once per year to ensure that employees are up to date on these procedures, equipment is in working order, and required materials are readily available. Supervisors will keep records of training drills and field exercises. The training drills will cover scenarios typically observed during sewer related emergencies (e.g., mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded, and action items will be tracked to ensure completion.

14.3 Sanitary Sewer Overflow Training Record Keeping

Records will be kept, by the supervisor, of all training that is provided in support of this OERP. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainers, and names and titles of attendees.

14.4 Contractors Working on City Sewer Facilities

All construction contractors working on City sewer facilities will be required to develop a project-specific OERP, provide project personnel with training regarding the content of the contractor's

OERP and their role in the event of an SSO, and follow the OERP in the event that they cause or observe an SSO. Emergency response procedures shall be discussed at project pre-construction meetings, regular project meetings, and after any contractor involved incidents. Records of these items will be kept with the SSO records.

All service contractors will be provided, and required to observe contractor procedures. See Appendix D.

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Section 15 Authority

- California Health and Safety Code, Sections 5410–5416
- California Water Code, Section 13271
- California Fish and Game Code, Sections 5650–5656
- SWRCB Order No. 2006-0003-DWQ
- SWRCB Order No. 2013-0058-EXEC effective September 9, 2013

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Section 16 References

- SSO and Backup Response Field Guide, 2013, DKF Solutions Group, LLC
- Appendix A, Regulatory Notifications Packet
- Appendix B, Sanitary Sewer Backup Response Packet
- Appendix C, Sanitary Sewer Overflow Packet
- Appendix D, Contractor Orientation

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Appendix A. Regulatory Notifications Packet

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City of Dixon: Overflow Emergency Response Plan
Regulatory Notifications Packet

Instructions:

1. Receive call from on-site crew reporting a Sanitary Sewer Overflow.
2. Open this packet.
3. Refer to the Regulatory Reporting Guide (A-1) for instructions.
4. Use the SSO Reporting Checklist for the appropriate category of spill (A-2a or A-2b) to document that all notifications are made according to the reporting schedule.

Contents:

<u>Form</u>	<u>Page Number</u>
Regulatory Reporting Guide	A-1
Reporting Checklist: Category 1.....	A-2a
Reporting Checklist: Categories 2 and 3	A-2b

Print on 6” x 9” envelope

Notification, Reporting, Monitoring, and Record Keeping Requirements

Deadline	Category 1 SSO	Category 2 SSO	Category 3 SSO
<u>2 hours after becoming aware of the SSO</u>	If the spill is 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, call CalOES and obtain a notification control number	-	-
<u>48 hours after initial SSO notification</u>	Conduct water quality sampling for SSO in which 50,000 gallons or greater are spilled to surface waters	-	-
<u>3 business days of becoming aware of the SSO</u>	Submit Draft Spill Report into CIWQS database	Submit Draft Spill Report into CIWQS database	-
<u>15 calendar days after response conclusion</u>	Submit Certified Spill Report into CIWQS database	Submit Certified Spill Report into CIWQS database	-
<u>30 calendar days after end of calendar month in which SSO occurred</u>	-	-	Submit Certified Spill Report into CIWQS database
<u>45 calendar days after SSO end date</u>	If 50,000 gallons or greater are spilled to surface waters, submit SSO Technical Report to CIWQS database	-	-

Other Reporting Requirements to be entered into CIWQS:

- “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.

Self-Maintained Record Keeping Requirements (shall be available during inspections or upon request):

- SSO event records.
- Records documenting Sewer System 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.

Note: For reporting purposes, if one SSO event results in multiple appearance points, complete one SSO report in the CIWQS SSO Online Database, and report the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, in the CIWQS SSO Online Database, including all the discharge points associated with the SSO event.

Authorized Personnel

- The City Engineer or his/her designee is authorized to make regulatory notifications following an SSO/Backup.
- The City’s Legally Responsible Official (LRO) who is authorized to perform regulatory reporting and to electronically sign and certify SSO reports in CIWQS is the City Engineer/Director of Utilities.

Definitions of SSO Categories

The response crew will complete the SSO Report Form in the SSO Packet to document how the category was determined.

Categories	Definitions
<p>Category 1</p>	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • 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).
<p>Category 2</p>	<p>Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee’s sanitary sewer system failure or flow condition that <u>do not</u> 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.</p>
<p>Category 3</p>	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.</p>
<p>Private Lateral Sewage Discharge (PLSD)</p>	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</p>

Use this Checklist for Category 1 SSOs only

STEP 1: 2-hour Notification

If the SSO is greater than or equal to 1,000 gallons, notify CalOES within 2 hours of the time the City was notified of the SSO.

Notify CalOES at (800)-852-7550:

• Date Called: _____

• Time Called: _____

:

AM PM

• CalOES Control Number: _____

• Individual spoken to at CalOES: _____

STEP 2: Within 3 Days after awareness of SSO

Submit a Draft Spill Report using the CIWQS online reporting database.

STEP 3: Within 15 Days after response conclusion

LRO must certify the Spill Report using the CIWQS online reporting database. Amendments to the Spill Report may be made for up to 120 days following the conclusion of the SSO Response.

This form completed by:

Name: _____

Title: _____

Date: _____

Use this Checklist for Category 2 and 3 SSOs only

STEP 2: Submit Draft Spill Report (Category 2 only)

- Submit a Draft Spill Report using the CIWQS online reporting database within 3 days after awareness of Category 2 SSO.

STEP 3: Certify Spill Report

- Certify the Spill Report using the CIWQS online reporting database:
 - Category 2 SSO: Within 15 days after the conclusion of the response
 - Category 3 SSO: Within 30 days after the end of the calendar month in which the SSO occurred
- Updates to the Spill Report may be made for up to 120 days following the conclusion of the SSO Response.

This form completed by:

Name: _____
Title: _____
Date: _____

This form completed by:

Name: _____
Title: _____
Date: _____

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Appendix B. Sanitary Sewer Backup Response Procedures

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City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Table of Contents

<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody.....	packet envelope
Backup Response Flowchart.....	B-1
Bubbled Toilets Letter	-2
Private Lateral Sewage Discharge Report	-3
First Responder Form	-4
Declination of Cleaning Services (3-copy NCR).....	-5
Lodging Authorization Form (3-copy NCR)	-6
Sewer Overflow Report	-7
Start Time Determination Form.....	-8
Volume Estimation Forms	-9a, -9b, -9c
Claims Submittal Checklist.....	-10
Collection System Failure Analysis Form	-11
Customer Service Packet	
Instructions.....	packet envelope
Customer Information.....	CS-1
Claim Form	-2
Sewer Spill Reference Guide	pamphlet
Regulatory Notifications Packet	
Instructions.....	envelope
Regulatory Reporting Guide	A-1
Category 1 SSO Reporting Checklist	-2a
Category 2 & 3 SSO Reporting Checklist	-2b
Door Hanger.....	n/a

**In the event of a Sewer Backup into a home/business
READ THIS FIRST**

If this is a Category 1 SSO greater than or equal to 1,000 gallons, contact the City Engineer or his/her designee immediately to make the 2-hour notification to CalOES.

Notifications Trigger:	Contact Immediately:	Telephone:
For Category 1 SSO \geq 1,000 gallons	City Engineer/Director of Utilities	(707) 678-1315
For all backups into/onto private property possibly due to problems in public sewer	Collections Senior Maintenance Worker	(707) 410-7211
For restoration/remediation – Collections Senior Maintenance Worker contact one of the following:	JM Environmental	(866) 726-0304
	PuroClean	(530) 554-2703
For any media requests	City Engineer/Director of Utilities	(707) 678-1315

Collections Crew:

<input type="checkbox"/> Follow the instructions on the Sewer Backup Response Flowchart (B-1). Note: If multiple dwelling units are affected, use one packet per unit and check here: <input type="checkbox"/> If indicated on the flowchart, give the customer the Bubbled Toilets Letter and/or the Customer Service Packet and have them initial here: <i>Customer acknowledgement of receipt of Bubbled Toilets Letter: _____</i> <i>Customer acknowledgement of receipt of Customer Service Packet: _____</i> <input type="checkbox"/> Place completed forms in this envelope, complete the Chain of Custody record (right) and forward this packet to the Collections Senior Maintenance Worker	Print Name:	
	Initial:	
	Date:	
	Time:	

Collections Senior Maintenance Worker:

<input type="checkbox"/> Review the enclosed forms. <input type="checkbox"/> Complete the Claims Submittal Checklist <input type="checkbox"/> Complete the Chain of Custody record (right) and forward this packet to City Attorney's Office.	Print Name:	
	Initial:	
	Date:	
	Time:	

City Engineer or his/her designee:

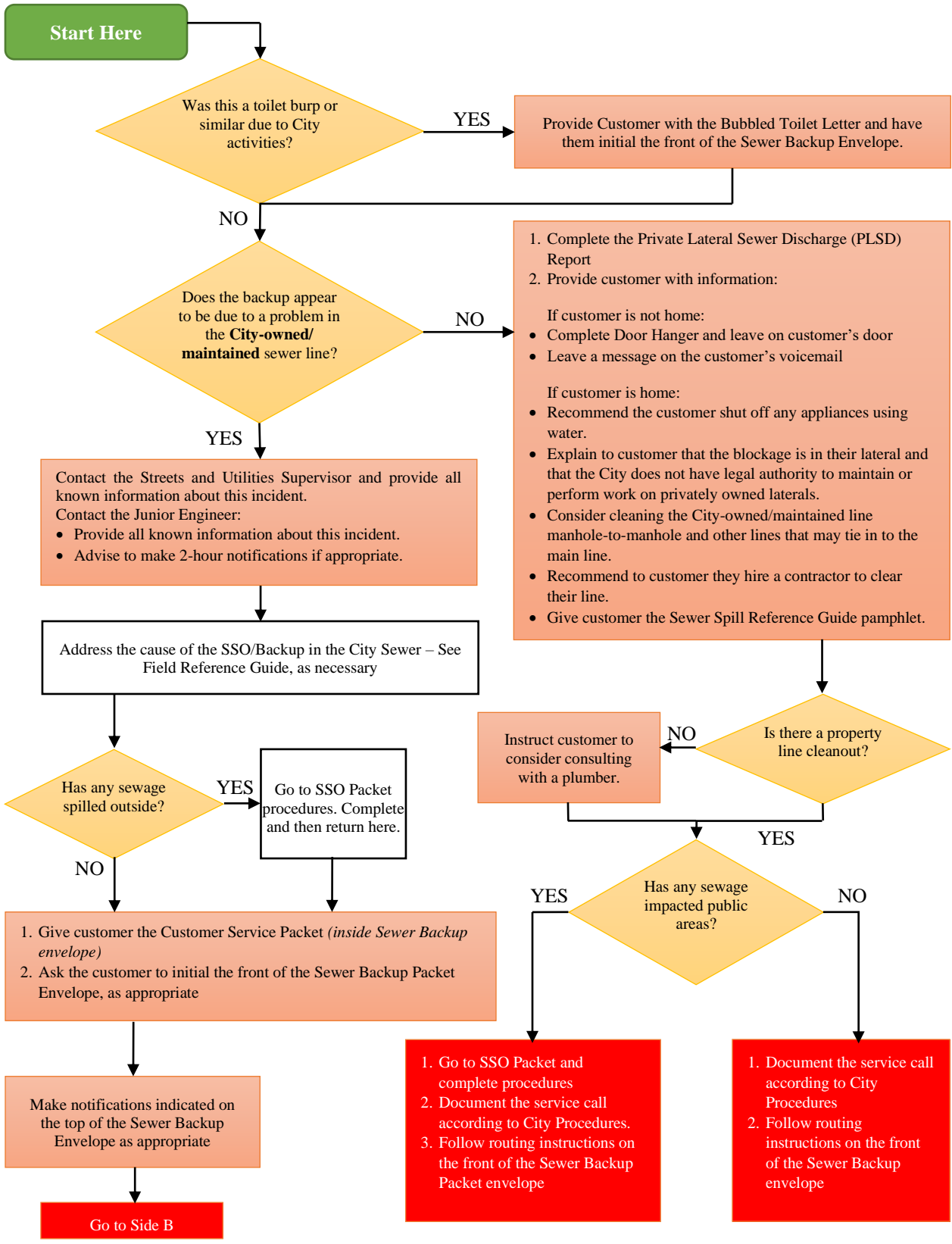
Review the enclosed forms. Complete the Regulatory Notifications Packet. Complete the Chain of Custody record (right) and forward this packet to the Human Resources Manager.	Print Name:	
	Time:	
	Initial:	
	Date:	

Human Resources Manager:

<input type="checkbox"/> Refer to the Claims Submittal Checklist
--

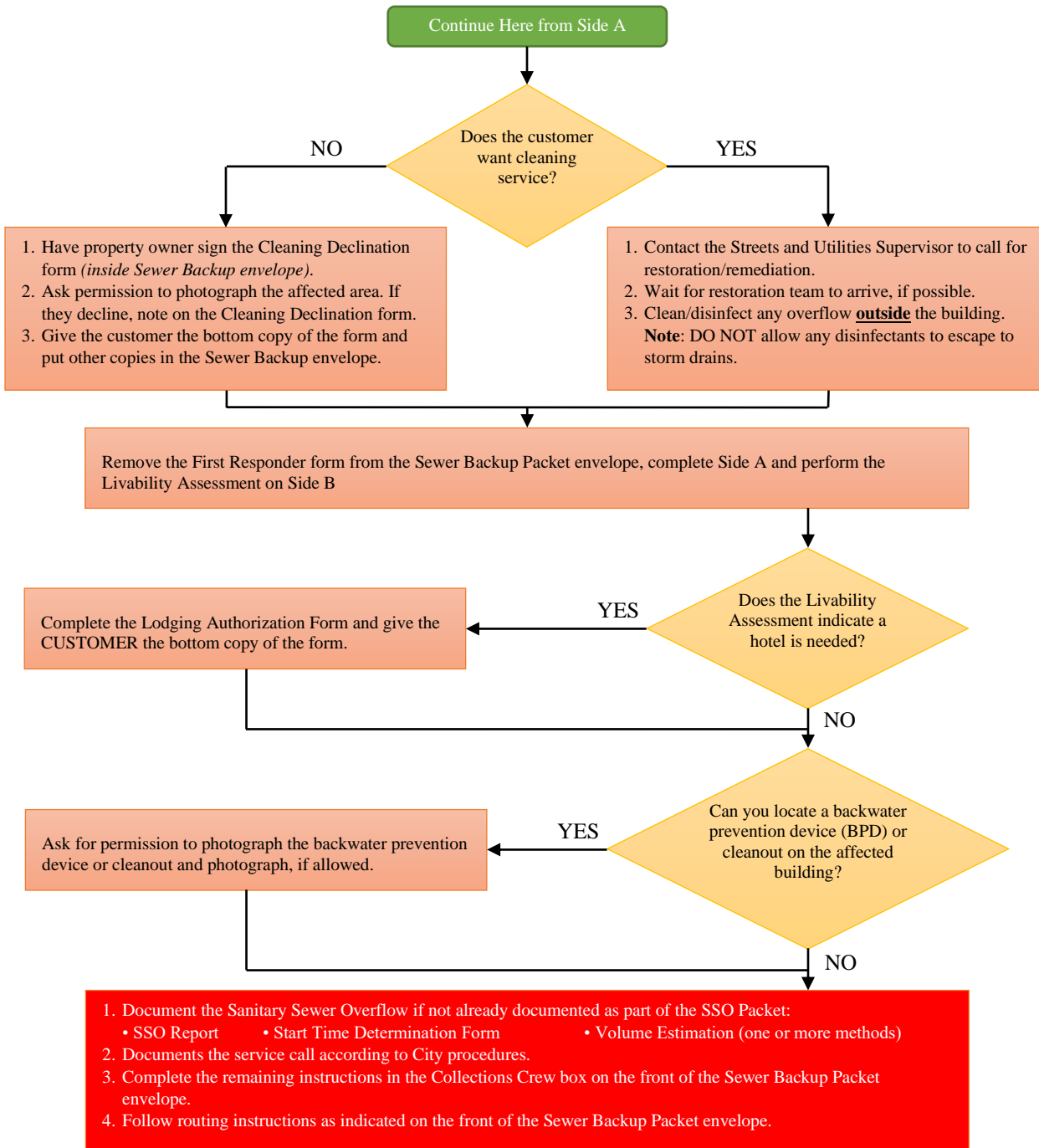
City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Backup Response Flowchart

B-1
Side A



City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Backup Response Flowchart

B-1
Side B



MEDIA AND PUBLIC RELATIONS GUIDELINES:

Exercise caution in contacts with the public media when you respond to a spill. Any information you provide or statements you make may become pertinent in the event of possible court action, it is important to **AVOID THE FOLLOWING:**

- Giving out the wrong information,
- Making accusations against customers, businesses or other agencies
- Speculating about the situation you are responding to
- Providing incorrect facts about a company or another agency

Be courteous and attempt to provide accurate information to questions within the limits above. In some cases, it may be appropriate to say that we do not have any information, or to delay answering a question and then to say when an answer might be available.

In most cases, refer media requests to the City Engineer/Director of Utilities at (707) 678-7030

Dear City of Dixon Customer,

Thank you for informing us that your toilet bubbled while our crews were working in proximity of your property. We apologize for the inconvenience and hope that this letter will answer some of your questions about bubbling toilets.

1. Is this a health risk?

The water that came out of your toilet is potable water from the toilet bowl. Unless your toilet was in use when this occurred, this water is no different than that encountered while cleaning your toilet.

2. What is the City doing in the street?

In order to insure reliable sewer service, the City inspects, cleans, and repairs its sewer system on a continuous basis.

3. How does sewer cleaning cause my toilet to bubble?

Typical industry cleaning equipment uses high-pressure water to clean sewers. The first step is to use the high-pressure water jets to propel the hose and cleaning nozzle upstream as far as 800 feet. During this process, air within the main pipe is displaced and sometimes goes up the private lateral pipe and releases through the toilet. This can also happen during the cleaning phase, when high-pressure water is pulled downstream to the cleaning truck.

4. What causes the air to come from my toilet?

Over the years, City crews have found that the bubbling of toilets have many causes, some of which are:

- Obstructed vent pipes;
- Vent pipes that are positioned too far from the toilet; Lateral pipes that may be in use as the crew is cleaning (e.g. draining washing machine, draining bathtub, etc.);
- Lateral pipes that may be in use as the crew is cleaning (e.g. draining washing machine, draining bathtub, etc.);
- Lateral pipes that may have obstructions that are causing them to hold water (e.g. roots, grease, etc.).

5. What does City staff do, once informed of a bubbling toilet?

Once notified of a bubbling toilet, the crew leader explains to the customer what has happened, and checks to see if there is a clean-out in the customer's yard that could be opened in the future during cleaning. The crew leader then makes notes and completes paperwork that puts the address on the City's computerized notification list. In the future, crews will notice that this address was "bubbled" at one time, and, before commencing the cleaning, they will notify the occupant of the possibility of bubbling toilets. In the event the occupant is not present when the cleaning begins, the crews will attempt to open clean-outs and/or lower water pressure to avoid bubbling.

6. What can I do to prevent my toilet from bubbling?

When a sewer begins to drain slowly, it may be a sign that it needs to be cleaned or repaired. Trees and shrubs may have root structures that are entering the lateral pipe. The homeowner needs to make sure to have a clean-out for accessing the line. It is the homeowner's responsibility to keep the sewer lateral pipe in good working condition.

It is always a good idea to keep the toilet lid down when not in use, and not install carpets in the bathroom unless they can be easily removed and cleaned. For more information please call the City office at (707) 678-7030.

Sincerely,

City of Dixon

Estimado Cliente de la Ciudad de Dixon:

Gracias por habernos informado que su lavabo burbujeó mientras que nuestros empleados estaban trabajando en proximidad a su propiedad. Le pedimos perdón por la inconveniencia y esperamos que esta carta le contestará algunas de sus preguntas acerca de inodoros burbujeantes.

1. ¿Es riesgo de salud esto?

El agua que salió de su inodoro es agua potable de la taza del inodoro. Menos que su inodoro estaba en uso cuando esto ocurrió, esa agua no es diferente de aquella encontrada mientras que limpia su inodoro.

2. ¿Qué está haciendo la Ciudad en la calle?

Para asegurar servicio de alcantarilla confiable, la Ciudad inspecciona, limpia, and repara su Sistema de alcantarillado en una forma continua.

3. ¿Cómo causa la limpieza de la alcantarilla que burbujee mi inodoro?

El equipamiento industrial de limpieza típico usa agua de alta presión para limpiar alcantarillas. La primer medida es de usar chorros de agua de alta presión para propulsar a la manguera y a la boquilla de limpieza contracorriente tan lejos como ochocientos (800) pies. Durante este proceso, el aire dentro la tubería principal es desplazada y a veces camina para arriba de la tubería lateral privada y se libera por el inodoro. Esto también puede ocurrir durante la fase de limpieza, cuando agua de alta presión es jalada corriente abajo al camión de limpieza.

4. ¿Qué causa al aire que venga de mi inodoro?

A lo largo de los años, los empleados de la Ciudad han encontrado que el burbujeo de inodoros tiene muchas causas, algunas de cuales son:

- Tubería de ventilación obstruida;
- Tubería de ventilación que está posicionada muy lejos del inodoro;
- Tubería lateral que pueda estar en uso mientras que los empleados estén limpiando (por ej., vaciando la máquina de lavar, vaciando el baño, etcétera);
- Tubería lateral que podrá tener obstrucciones que están causándola a contener agua (por ej., raíces, grasa, etcétera).

5. ¿Qué hace el personal de la Ciudad, una vez informados de un inodoro burbujeante?

Una vez notificado de un inodoro burbujeante, el líder de nuestros empleados le explica al cliente lo que ha ocurrido, y hace un chequeo para ver si hay una limpieza general en el patio del cliente que se pudiera abrir en el futuro durante la limpieza. El líder de personal luego toma apuntes y completa papeleo que pone a la dirección en la lista de notificación computarizada de la Ciudad. En el futuro, los empleados tomarán nota que hubo un tiempo en que esta dirección fue «burbujeada», y, antes de empezar la limpieza, ellos le avisarán al ocupante de la posibilidad de inodoros burbujeantes. En el evento que el ocupante no esté presente cuando la limpieza empiece, los empleados tratarán de abrir las limpiezas generales y/o rebajar la presión del agua para impedir la ocurrencia de burbujeo.

6. ¿Qué puede hacer para impedir a mi inodoro de burbujeando?

Cuando una alcantarilla empieza a desaguar lentamente, puede que sea un indicio que se necesita limpiar o reparar. Puede que los árboles y arbustos tengan estructuras de raíces que estén entrando a la tubería lateral. El dueño/la dueña de casa necesita asegurar de tener una limpieza general para acceder la línea. Es la responsabilidad del dueño/la dueña de mantener la tubería de alcantarilla lateral en buena condición operativa.

Siempre es buena idea de mantener la tapa del inodoro bajada cuando no esté el inodoro en uso, y no instalar alfombra en el cuarto de baño menos que esa se pueda quitar y limpiar. Para más información, por favor llame a la oficina de la Ciudad por medio del número de teléfono (707) 678-7030.

Atentamente,

La Ciudad de Dixon



**City of Dixon
Wastewater/Collections Division
First Responder Reporting Worksheets**

**PRIVATE LATERAL SEWER DISCHARGE
(PLSD)**

FOR OFFICE USE

Date: _____ Time call received: _____ am/pm File Number: _____

Received by: _____ Department: _____

Caller's name: _____

Incident address: _____

Cross St: _____

City, State, Zip: _____

Caller's phone number: _____

Sewer call description: _____

Person(s) or Crew(s) Dispatched: _____ Time: _____ am/pm

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

1. Spill Location Name: _____

2. Estimated Spill Volume _____ gallons

3. Did the spill discharge to a drainage channel and/or surface water:

Yes or No

4. Did the spill reach a storm drain pipe that is not part of a combined sewer system

Yes or No

5. If spill reached a separate storm drain pipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system:

Yes or No

6. Estimate volume of spill recovered _____ gallons

7. Estimate volume of spill that reached surface water, drainage channel, or not recovered from a separate storm drain _____ gallons

8. Latitude of spill location (only required if 10-14 are not answered)

Latitude of spill location: ____ deg. ____ min. ____ sec. or _____ Decimal Degrees

9. Longitude of spill location (only required if 10-14 are not answered)

Longitude of spill location: ____ deg. ____ min. ____ sec. or _____ Decimal Degrees

10. – 14. Physical Location Details

Street Number: _____ Street Name _____ Suite/Apt# _____

City: _____ Zip Code _____

15. Spill location description (describe in detail the location of the spill and any significant characteristics or considerations) _____

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

16. Spill appearance point

- | | |
|---|--|
| <input type="checkbox"/> Inside Building or Structure | <input type="checkbox"/> Gravity Mainline |
| <input type="checkbox"/> Private Lateral Cleanout | <input type="checkbox"/> Manhole |
| <input type="checkbox"/> Upper Lateral (behind property line) | <input type="checkbox"/> Pump Station |
| <input type="checkbox"/> Lower Lateral (in City ROW) | <input type="checkbox"/> Other (specify below) |

17. Spill appearance point explanation: (If “Other” and/or multiple appearance points are selected, enter a description including location details of each appearance point)

18. Final spill destination:

- | | |
|---|--|
| <input type="checkbox"/> Inside Building or Structure | <input type="checkbox"/> Storm Drain Line |
| <input type="checkbox"/> Unpaved Surface | <input type="checkbox"/> Drainage Channel |
| <input type="checkbox"/> Paved Surface | <input type="checkbox"/> Surface Water |
| <input type="checkbox"/> Street Curb and Gutter | <input type="checkbox"/> Other (specify below) |

19. Explanation of final spill destination: (If “Other” is selected)

20. Estimated spill start date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

21. Date and time sanitary sewer system agency was notified of or discovered the spill

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

22. Estimated Operator arrival date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

23. Estimated spill end date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

24. Spill cause:

- | | |
|--|---|
| <input type="checkbox"/> ARV/BOV Failure | <input type="checkbox"/> Natural Disaster |
| <input type="checkbox"/> Debris from Construction | <input type="checkbox"/> Operator Error |
| <input type="checkbox"/> Construction Diversion Failure | <input type="checkbox"/> Pipe Structural Problem/Fail |
| <input type="checkbox"/> Collection System (CC) Maintenance
Caused Spill/Damage | <input type="checkbox"/> Pipe Structural Installation
Problem/Fail |
| <input type="checkbox"/> Damage by Others Not Related to CS
Construction | <input type="checkbox"/> Pump Station Failure-Controls |
| <input type="checkbox"/> Debris-General | <input type="checkbox"/> Pump Station Failure-Mechanical |
| <input type="checkbox"/> Debris-Rags | <input type="checkbox"/> Pump Station Failure-Power |
| <input type="checkbox"/> Flow Exceeded Capacity | <input type="checkbox"/> Rainfall Exceeded Design, I and I |
| <input type="checkbox"/> Grease Deposition (Fog) | <input type="checkbox"/> Root Intrusion |
| <input type="checkbox"/> Inappropriate Discharge | <input type="checkbox"/> Vandalism |
| | <input type="checkbox"/> Other (Specify Below) |

25. Spill Cause Explanation (If "Other" is selected):

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

26. PLSD Source:

- | | |
|---|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Industrial Property |
| <input type="checkbox"/> Multi-Family Home (4 or less units) | <input type="checkbox"/> Commercial Property (office, retail) |
| <input type="checkbox"/> Food Service Establishment (FSE) | <input type="checkbox"/> Public quasi-public institutions |
| <input type="checkbox"/> High Density Residential (5 or more) | (hospital, school, fire dept, etc.) |
| <input type="checkbox"/> Mixed Use Property | <input type="checkbox"/> Other (Specify Below) |

27. Explanation of PLSD Source (If “Other” is selected):

28. Where did failure occur:

- | | |
|--|--|
| <input type="checkbox"/> Air Relief Valve (ARV)/ Blow-Off
Valve (BOV) | <input type="checkbox"/> Pump Station-Controls |
| <input type="checkbox"/> Upper Lateral (behind property line) | <input type="checkbox"/> Pump Station-Mechanical |
| <input type="checkbox"/> Lower Lateral (in City ROW) | <input type="checkbox"/> Pump Station-Power |
| <input type="checkbox"/> Gravity Mainline | <input type="checkbox"/> Siphon |
| <input type="checkbox"/> Manhole | <input type="checkbox"/> Other (specify below) |

29. Explanation of where the failure occurred (If “Other” is selected):

30. Diameter of sewer pipe at the point of blockage or failure (if applicable): _____ inches

31. Material of sewer pipe at the point of blockage or failure (if applicable): _____

32. Estimated age of sewer asset at the point of blockage or failure (if applicable): ____ yrs

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

33. Spill response activities

- | | |
|---|---|
| <input type="checkbox"/> Cleaned-Up | <input type="checkbox"/> Returned All Spill to Sanitary Sewer |
| <input type="checkbox"/> Mitigated Effects of Spill | System |
| <input type="checkbox"/> Contained All or Portions of Spill | <input type="checkbox"/> Other (Specify Below) |
| <input type="checkbox"/> Restored Flow | |

34. Explanation of spill response activities (If “Other” is selected):

**City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
First Responder Form**

**B-4
Side A**

Fill out this form as completely as possible.

Ask customer if you may enter the home. If so, take photos of all damaged and undamaged areas.

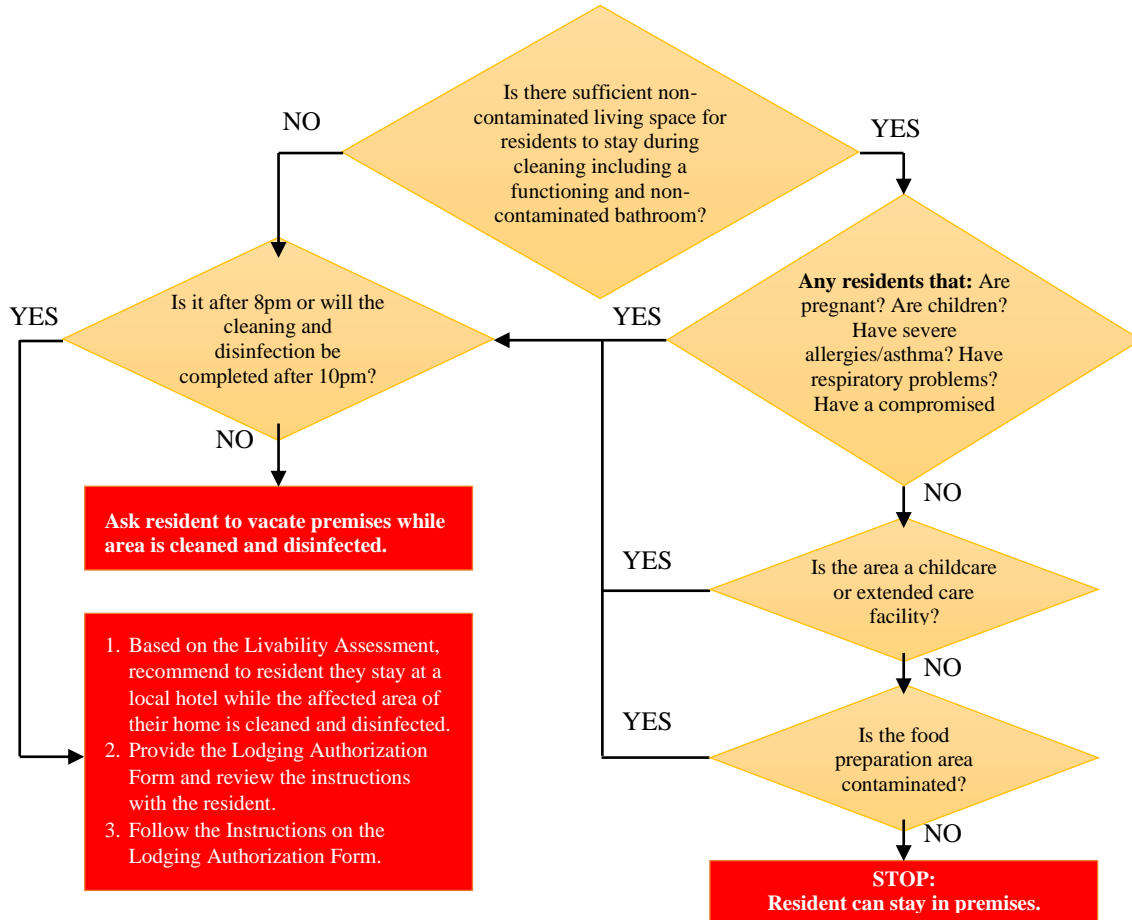
PERSON COMPLETING THIS FORM:		PHONE:
Name: _____		DATE:
Title: _____		TIME:
TIME STAFF ARRIVED ON-SITE:		
DID CUSTOMER CALL CLEANING CONTRACTOR? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, name of contractor:		
RESIDENT NAME: <input type="checkbox"/> Owner <input type="checkbox"/> Renter	IF RENT, PROPERTY MANAGER(S): OWNER:	
STREET ADDRESS:	STREET ADDRESS:	
CITY, STATE AND ZIP:	CITY, STATE AND ZIP:	
PHONE:	PHONE:	
Is nearest upstream manhole visibly higher than the drain/fixture that overflowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
# OF PEOPLE LIVING AT RESIDENCE:		
Approximate Age of Home:	# of Bathrooms:	# of Rooms Affected:
Approximate Amount of Spill (gallons):	Approximate Time Sewage Has Been Sitting (hrs/days):	
Numbers of Photographs or Videos Taken: <input type="checkbox"/> Photographs <input type="checkbox"/> Video	Where are photos/video stored?	
Does property have a Property Line Cleanout or BPD? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown		
If yes, was the Property Line Cleanout/BPD operational at the time of the overflow? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown		
Have there ever been any previous spills at this location? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown		
Has the resident had any plumbing work done recently? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>If YES, please describe:</i>		

GO TO SIDE B

**City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
First Responder Form**

**B-4
Side B**

LIVABILITY ASSESSMENT



SANITARY SEWER LINE BLOCKAGE LOCATION

PLEASE CHECK THE BOXES THAT DESCRIBE YOUR OBSERVATIONS:

On the diagram below, indicate the location of the sewer line and where the problem occurred.

Customer Cleanout was:
 Non-Existent
 Full
 Empty

Public Cleanout was:
 Non-Existent
 Full
 Empty

Affected House

Upstream House

Recommended Follow-Up Action(s):

Did sewage go under buildings?
 Yes No Unsure

Place completed form in Sewer Backup Envelope and follow routing instructions.

City of Dixon: Overflow Emergency Response Plan

Sanitary Sewer Backup Response Packet Declination of Sewage Cleaning Services

B-5

Customer Information		
NAME:	ADDRESS:	TELEPHONE:

ON (date)	AT (time)	Approximately (quantity)	GALLONS OF: <input type="checkbox"/> Sewage <input type="checkbox"/> Grey Water <input type="checkbox"/> Toilet Bowl Water <input type="checkbox"/> Odor <input type="checkbox"/> Other (describe):			
Overflowed from (or odor emanating from) <input type="checkbox"/> Toilet <input type="checkbox"/> Shower/Tub <input type="checkbox"/> Washer <input type="checkbox"/> Other (describe):			The overflow affected the following areas (check one): <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedroom <input type="checkbox"/> Hallway <input type="checkbox"/> Garage <input type="checkbox"/> Kitchen <input type="checkbox"/> Crawlspace <input type="checkbox"/> Other (specify):			
The overflow affected the following flooring: <input type="checkbox"/> Tile <input type="checkbox"/> Wood Flooring <input type="checkbox"/> Linoleum <input type="checkbox"/> Carpet <input type="checkbox"/> Other (specify):		and/or additional materials: <input type="checkbox"/> Area Rugs <input type="checkbox"/> Towels <input type="checkbox"/> Clothing <input type="checkbox"/> Other (specify):				
Were photos taken?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where are photos stored?						
This Form Completed By: (Write legibly)			Name:		Date: _____	
			Title:		Time: _____	

CUSTOMER, please read the following and sign below: I/We acknowledge that City of Dixon, CA (City) has offered to provide professional cleaning and decontamination services to remediate the sewage backup and/or overflow described above and that we declined the offer. We further understand and acknowledge that because we have declined, any necessary remediation activities will be conducted without City assistance, and that the City will not accept responsibility for work performed by persons other than those engaged by the City. The City will also not accept responsibility for any charges related to this incident that are not usual and customary. Please refer to the Customer Service Packet for whom to contact if you have any questions.	
Customer Signature*:	Date:
The information above was explained to the customer by the following employee:	Name:
	Signature:
	Title:
	Date:

*Note to responders: if customer declines to sign this form, then have a co-worker sign here as a witness:

Name: _____ Signature: _____ Date: _____

Recommendations to customer to clean up the spill:

- Keep pets and children out of the affected area
- Turn off heating/air conditioning systems
- Wear rubber boots, rubber gloves, and goggles during cleanup of the affected area.
- Remove and discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, baby toys, etc.)
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.
- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture, countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.
- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow water to cool before washing your hands.) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash all clothes worn during the cleanup in hot water and detergent (wash separately from uncontaminated clothes).
- Wash clothes contaminated with flood or sewage water in hot water and detergent. Use a laundromat for washing large quantities of clothes and linens until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured or ill.

INSTRUCTIONS TO EMPLOYEE:

1. Contact the Streets and Utilities Supervisor at (530) 682-6248 or their designee and explain the circumstances of the backup. Request permission to offer alternate lodging to the customer. If they agree, ask the customer whether they agree to relocate temporarily. If so, the Streets and Utilities Supervisor will contact the hotel and make the necessary arrangements.
2. Review this form with the customer and instruct them to read the Instructions to Resident section below.
3. Instruct the customer that this emergency authorization is for **LODGING ONLY – NO FOOD, MINIBAR, MOVIE, PHONE or Other Charges**.
4. Explain to customer that if circumstances require additional nights’ lodging and other incidentals, the City Human Resources Manager will address them.
5. Have the customer sign the Acknowledgement section of this form.
6. Complete this Authorization Form and sign.
7. Give the bottom copy of this form to the customer.

INSTRUCTIONS TO RESIDENT: The City of Dixon recommends that you temporarily relocate to a local hotel for your safety and convenience while your residence is being cleaned. Please note that this emergency authorization is granted under the following conditions:

1. This authorization provides for one (1) nights’ lodging at the hotel selected below.
2. The authorization is good for **room and tax ONLY**.
3. Additional nights, other allowances, and special circumstances may be discussed by contacting the City Human Resources Manager at (707) 678-7000.

CUSTOMER ACKNOWLEDGEMENT: I/we have read and understood the terms and conditions governing this offer of temporary relocation and agree to abide by them as described above.

Customer Name (please print): _____

Customer Address: _____

Phone # where customer may be reached: _____

Customer Signature: _____ Date: _____

Check here to decline this offer of temporary relocation. Customer Signature: _____

Good for one (1) night’s stay on (date): _____ Number of affected residents: _____

City of Dixon Representative’s Name: _____ Phone Number: _____

This voucher is valid at the following hotel:

- **Best Western Plus Inn** 1345 Commercial Way Dixon, CA 95620, (800) 780-7234

Distribution: Top Copy to: City records Middle Copy to: Streets and Utilities Supervisor
Bottom Copy to Customer

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Sanitary Sewer Overflow Report

B-7
Side A

INSTRUCTIONS: Complete all items EXCEPT those that are shaded gray

SSO Category (*check one*):

- Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either (1) Reaches surface water and/or drainage channel tributary to a surface water; OR (2) Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
- Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either (1) Does not reach surface water, a drainage channel, or an MS4, OR (2) The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
- Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition
- Private Lateral Sewage Discharge (specify): Single Family Home Multi-Family Home
 - High Density Residential (5+ units) Food Service Establishment (FSE)
 - Mixed Use Property Industrial Property Commercial Property
 - Public quasi-public institution (hospital, schools, fire department, etc.)

IMMEDIATE NOTIFICATION: If this is a Category 1 SSO ≥1,000 gallons contact the City Engineer/Director of Utilities at (530) 219-8691 to notify CalOES within 2 hours of the time the City was notified of the SSO.

A. SSO LOCATION			
SSO Location Name:			
Latitude Coordinates*:		Longitude Coordinates:	
Street Name and Number:			
Nearest Cross Street:		City:	Zip Code:
County:		SSO Location Description:	
B. SSO DESCRIPTION (Complete Volume Estimation Worksheets and/or refer to Field Guide as needed for estimations.)			
SSO Appearance Point (check one or more): <input type="checkbox"/> Combined Sewer D.I. (Combined CS Only) <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline			
<input type="checkbox"/> Lateral Cleanout (Private) <input type="checkbox"/> Lateral Cleanout (Public) <input type="checkbox"/> Inside Building or Structure <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station			
<input type="checkbox"/> Lower Lateral (Private) <input type="checkbox"/> Lower Lateral (Public) <input type="checkbox"/> Upper Lateral (Private) <input type="checkbox"/> Upper Lateral (Public) <input type="checkbox"/> Other Sewer System Structure (specify):			
Were there multiple appearance points? <input type="checkbox"/> No <input type="checkbox"/> Yes, number of appearance points:			
If the SSO reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Category 1</i>)			
Was this spill from a private lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name of responsible party:			
Final Spill Destination: <input type="checkbox"/> Building/structure <input type="checkbox"/> Separate Storm drain <input type="checkbox"/> Combined storm drain <input type="checkbox"/> Paved surface <input type="checkbox"/> Unpaved surface			
<input type="checkbox"/> Street/curb/gutter <input type="checkbox"/> Other:			
Total Estimated SSO volume in gallons:			gallons
Est. volume that reached a separate storm drain that flows to a surface water body:		gal	Recovered: gal
Est. volume discharged to land:		gal	Recovered: gal
Calc. Methods: <input type="checkbox"/> Eyeball <input type="checkbox"/> Photo Comparison <input type="checkbox"/> Upstream Lat. Connections <input type="checkbox"/> Area/Volume (include sketch/photo with dimensions)			
<input type="checkbox"/> Other (describe):			
C. SSO OCCURRING TIME (complete Start Time Determination Form and then complete information below)			
Estimated SSO start date:		Estimated SSO start time:	
Date SSO reported to sewer crew:		Time SSO reported to sewer crew:	
Date sewer crew arrived:		Time sewer crew arrived:	
Who was interviewed to help determine start time?			
Estimated SSO end date:		Estimated SSO end time:	
D. CAUSE OF SSO			
Where did failure occur? (Check all that apply): <input type="checkbox"/> Air Relief or Blow-Off Valve <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Siphon			
<input type="checkbox"/> Lower Lateral (public) <input type="checkbox"/> Lower Lateral (private) <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station (specify): O Controls O Mechanical O Power			
<input type="checkbox"/> Upper Lateral (public) <input type="checkbox"/> Upper Lateral (private) Other:			

* If multiple appearance points, use the GPS coordinates for the location of the SSO appearance point closest to the failure point/blockage.

City of Dixon: Overflow Emergency Response Plan

Sanitary Sewer Backup Response Packet

Sanitary Sewer Overflow Report

**B-7
Side B**

D. CAUSE OF SSO (continued)

SSO cause (check all that apply): Air Relief or Blow-Off Valve Failure Construction Diversion Failure CS Maintenance
 Damage by others Debris (specify): O from Construction O from Lateral O General O Rags Flow Exceeded Capacity
 FROG (Fats, roots, oil, grease) Inappropriate Discharge Natural Disaster Operator Error Root Intrusion
 Pipe Structural Problem/Failure Pipe Structural Problem/Failure (Installation) Rainfall Exceeded Design
 Pump Station Failure (specify): O Controls O Mechanical O Power Siphon Failure Vandalism Surcharged Pipe
 Non - Dispersible Wipes Other (specify):

Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):

Sewer pipe material at point of blockage/spill cause (if applicable):

Estimated age of sewer asset at the point of blockage or failure (if applicable):

Description of terrain surrounding point of blockage/spill cause: Flat Mixed Steep

E. SSO RESPONSE

SSO response activities (check all that apply): Cleaned-Up Mitigated Effects of Spill Contained All or Portion of Spill
 Restored Flow Returned All Spill to Sanitary Sewer System Returned Portion of Spill to Sanitary Sewer System
 Property Owner Notified Other Enforcement Agency Notified (specify) Other (specify):

SSO response completed (date & time):

Were health warnings posted? Yes No If yes, provide health warning/beach closure posting/details:

Recommended corrective actions: (check all that apply and provide detail)

- Add sewer to preventive maintenance program
- Adjust schedule/method of preventive maintenance
- Enforcement action against FROG source
- Inspect Sewer Using CCTV to Determine Cause
- Plan rehabilitation or replacement of sewer
- Repair Facilities or Replace Defect
- Other (specify):

What major equipment was used in the response?

List all agency personnel involved in the response including name, title and their role in the response:

F. NOTES

G. NOTIFICATION DETAILS

CalOES contacted date and time (if applicable):

CalOES Control Number (if applicable): Spoke to:

This form prepared by: NAME:

TITLE:

DATE:

This form reviewed by: NAME:

TITLE:

DATE:

Place completed form in Sewer Backup Envelope and follow routing instructions.

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Start Time Determination

B-8

SSO Start Date: _____ Location: _____

Accurate start time determination is an essential part of SSO volume estimation. Depending on the flow rate, being even one minute off can have a huge impact on the volume estimation. Be as precise as possible. Do not round to quarter hour increments. Start time must be based on all available information (interviews with neighbors, emergency responders, etc.)

What time was the City notified of the SSO? _____ AM PM

Who notified the City? _____

Did they indicate what time they noticed the SSO? YES NO If yes, what time? _____ AM PM

Who at the City received the notification? _____

What time did the crew arrive at the site of the SSO? _____ AM PM

Who was interviewed regarding the start time of the SSO? Include their name, contact information, and the statement they provided:

Name	Contact Information	Statement
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe in detail how you determined the start time for this particular SSO:

SSO Start Date: _____ SSO Start Time: _____ AM PM

SSO End Date: _____ SSO End Time: _____ AM PM

SSO Duration: _____ **minutes**

This form completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Volume Estimation: Eyeball Estimation Method

B-9a

Use this method only for small SSOs of less than 200 gallons.

SSO Date: _____ Location: _____

STEP 1: Position yourself so that you have a vantage point where you can see the entire SSO.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the SSO, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s) or barrel(s)	How many of this size?	Multiplier	Estimated SSO Volume (gallons)
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total SSO Volume:			

STEP 5: Is rainfall a factor in the SSO? Yes No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

STEP 6: Calculate the estimated SSO volume by subtracting the rainfall from the SSO volume:

_____ gallons – _____ gallons = _____ gallons
 Estimated SSO Volume Rainfall **Total Estimated SSO Volume**

Do you believe that this method has estimated the entire SSO? Yes No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

SSO Date: _____ Location: _____

STEP 1: Compare the SSO to reference images on Side 2 to estimate flow rate of the current overflow. Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual SSO:

Flow Rate Based on Photo Comparison: _____gallons per minute (gpm)

STEP 2: Complete the **Start Time Determination Form** to provide a detailed description of how start time was determined. Copy the SSO Duration from the Start Time Determination Form here:

SSO Duration: _____minutes

STEP 3: Multiply the flow rate by the SSO duration to calculate the estimated SSO volume.

_____gpm X _____minutes = _____gallons
Flow Rate SSO Duration Estimated SSO Volume

STEP 4: Did the SSO occur during a period of consistent flow in this portion of the system? Yes No
If no, explain how, based on this portion of the collection system and its users, you believe it may have impacted the estimated SSO volume:

By what percentage are you adjusting the estimation? increase decrease _____%

Translate the percentage into gallons: _____gallons

STEP 5: Calculate the adjusted SSO volume estimate:

_____gpm + or - _____gallons = _____gallons
Estimated SSO Volume Adjustment Estimated SSO volume

Do you believe that this method has estimated the entire SSO? Yes No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

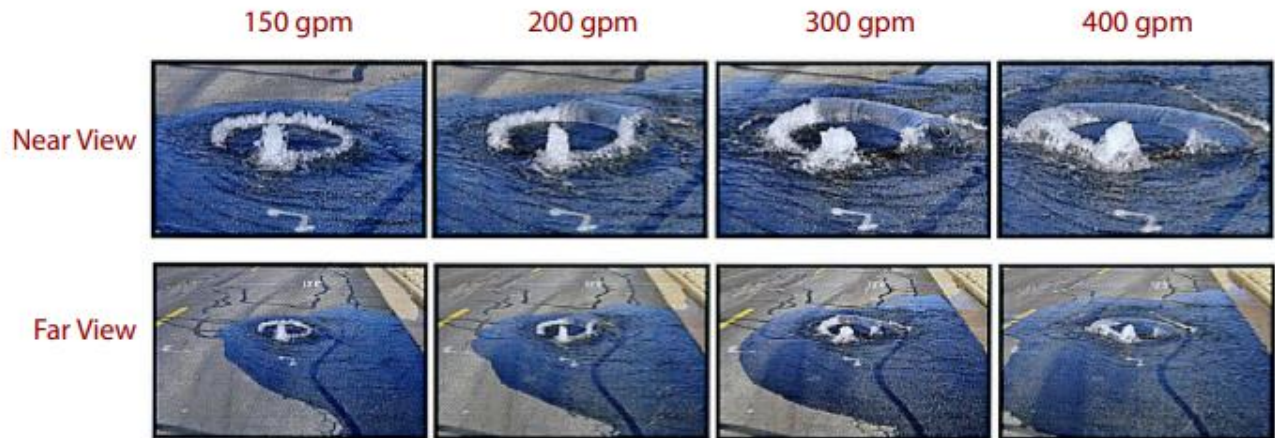
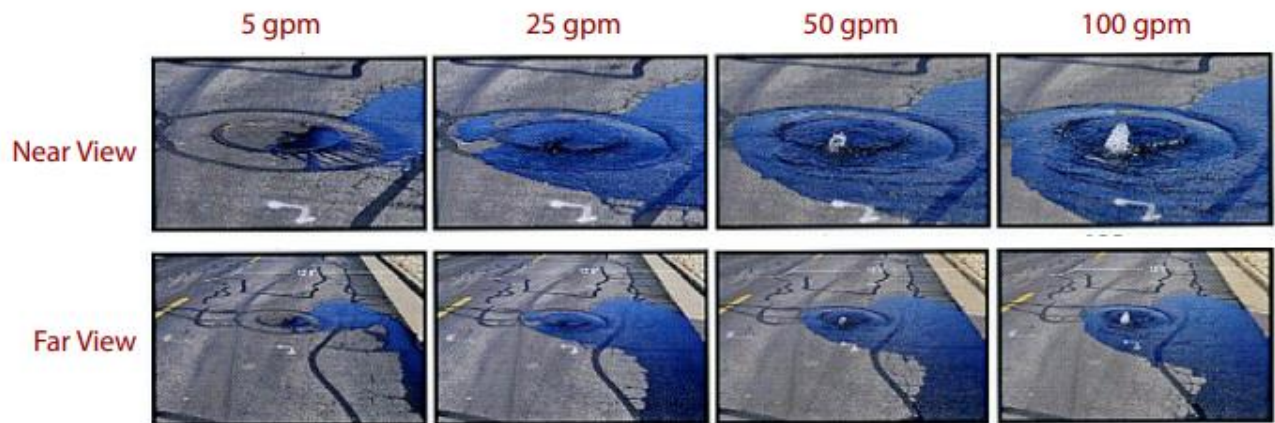
Name: _____ Signature: _____
Job Title: _____ Date: _____

IMPORTANT NOTE:

These photographs are provided as examples only and will change with many factors.

SSCSC Manhole Overflow Gauge

**CWEA Southern Section Collections Systems Committee Overflow
Simulation courtesy of Eastern Municipal Water District**



City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Volume Estimation: Upstream Lateral Connections Method

B-9c

SSO Date: _____ Location: _____

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this SSO: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to City documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily of usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the SSO was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated SSO Volume per EDU.

Time Period	Flow Rate Per EDU				SSO	
	A	B	C	D	E	F
	Gallons per Period	Hours per period	A ÷ B = Gallons per Hour	C ÷ 60 = Gallons per Hour	Minutes SSO was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated SSO Volume per EDU:						

STEP 3: Multiply the Estimated SSO Volume per EDU from Step 2 by the number of EDUs from Step 1.

$$\frac{\text{gallons}}{\text{Volume per EDU}} \times \frac{\text{# of EDUs}}{\text{# of EDUs}} = \frac{\text{gallons}}{\text{Estimated SSO Volume}}$$

STEP 4: Adjust SSO volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted SSO estimate (attach a separate page if necessary):

Estimated SSO Volume: _____ gallons

Do you believe that this method has estimated the entire SSO? Yes No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

Collections Senior Maintenance Worker

1. Complete the following information:

Title: _____

Name: _____

Phone: _____

Today's Date: _____

2. Copy the items listed below and retain originals for internal archiving purposes.
3. Place the copies in the Backup Response Envelope and forward to the City Engineer:

- Form B-3: First Responder Form
- Form B-4: Private Lateral Sewer Discharge Report
- Form B-5: Declination of Cleaning Services
- Form B-6: Lodging Authorization Form
- Form B-7: Sanitary Sewer Overflow Report
- Form B-8: Start Time Determination Form
- Form B-9: Volume Estimation Forms (a, b and/or c)
- Form B-10: Claims Submittal Checklist (this form)
- All photos taken: Check here if digital photographs will be forwarded separately
- Any other information you feel is important in this claim

City Engineer

1. Go to Regulatory Notifications Packet and make all appropriate notifications.
2. Notify Director of Utilities within 24 hours.
3. Forward Backup Response Envelope to Human Resources Manager
4. Complete Form BP-11: Collection System Failure Analysis

Human Resources Manager

1. Verify claims packet is complete.
2. Forward to: NCCSIF c/o York Insurance Services

48 Hanover #C
Chico, CA 95973

**City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Collection System Failure Analysis**

**B-11
Side A**

To be completed by the City Engineer or his/her designee.

Incident Report #		Prepared By	
SSO/Backup Information			
Event Date/Time		Address	
Volume Spilled		Volume Recovered	
Cause			
Summary of Historical SSOs/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		Tape Name/Number	
CCTV Tape Reviewed By		CCTV Review Date	
Observations			

Go to Side B.

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Backup Response Packet
Collection System Failure Analysis

B-11
Side B

Recommendations					
D	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Repair(s)				
	Construction				
	Capital Improvement(s)				
	Change(s) to Maintenance Procedures				
	Change(s) to Overflow Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Review Date:					

City of Dixon CA
Overflow Emergency Response Plan

Customer Service Packet

Contents:

<u>Form</u>	<u>Form Number</u>
Customer Information Letter	CS-1
Claim Form.....	-2
Sewer Spill Reference Guide.....	pamphlet

Instructions:

1. Review the Customer Information letter to determine actions that need to be taken immediately.
2. See the Customer Information letter for information about filing a claim.
3. Review the Sewer Spill Reference Guide pamphlet.

If you have any questions contact:

Regarding Sewer Issues: City Public Works Department at (707) 678-7030
Regarding Submitting a Claim for Damages: Human Resources Manager at (707) 678-7000

This packet provided by: _____ **Phone:** _____

Paquete de Servicio de Atención al Cliente

Contenido:

<u>Formulario</u>	<u>Número de formulario</u>
Carta de Información al Cliente	CS-1
Formulario de Demanda.....	-2
Guía de Referencia para Derrame de Alcantarilla.....	Folleto

Instrucciones:

1. Repasé la Carta de Información al Cliente para determinar las acciones que se necesitan que llevar a cabo inmediatamente.
2. Lea la Carta de Información para el Cliente que explica como presentar una demanda.
3. Repasé el Folleto-Guía de Referencia para Derrame de Alcantarilla.

Si usted tiene cualquier pregunta, llame:

- Acerca de Asuntos de Alcantarillado: Llame al Departamento Obras Públicas de la Ciudad al número (707) 678-7030
- Acerca de Presentando una Demanda para Daños y Perjuicios: Llame a los Gerente de Recursos Humanos al número (530) 678-7000

City of Dixon: Overflow Emergency Response Plan

Sanitary Sewer Backup Response Packet Customer Information Regarding Sewer Backup Claims

CS-1

Dear Resident:

We recognize that sewer back flow incidents can be stressful and require immediate response when all facts concerning how an incident occurred are unknown. Rest assured that we do all we can to prevent this type of event from occurring. Nevertheless, occasionally tree roots or other debris in the sewer lines cause a backup into homes immediately upstream of the blockage. At this time the City is investigating the cause of this incident.

If the City is found to be responsible for the incident, we are committed to cleaning and restoring your property, and to protecting the health of those affected during the remediation process.

The cleaning contractor provided by the City has been selected because of their adherence to established protocols that are designed to assure all parties thorough, cost-effective and expeditious cleaning services. You also have the right to select your own cleaning contractor, but the City does not guarantee payment of fees/expenses incurred and reserves the right to dispute fees/expenses deemed not usual and customary.

If you wish to discuss this matter, please contact the City Engineer/Director of Utilities at (707) 678-7030. If you wish to submit a claim for damages, please complete the enclosed claim form and submit it to the City Human Resources Manager at 600 East A Street, Dixon, CA 95620.

Claims against the City must comply with the California Government Code Sec. 910-913.2. The City Human Resources Manager has the responsibility for processing any claims for damages that are submitted and can be reached at (707) 678-7000.

What you need to do now:

The City has prepared this brief set of instructions to help you minimize the impact of the loss by responding promptly to the situation.

- Do not attempt to clean the area yourself; let the cleaning and restoration company handle this.
- Keep people and pets away from the affected area(s).
- Turn off all appliances that use water.
- Turn off heating/air conditioning systems.
- Do not remove items from the area – the cleaning and restoration company will handle this.
- If you had recent plumbing work, contact your plumber or contractor and inform them of this incident.
- If you intend to file a claim, do so as soon as practical in order to have your claim considered. To obtain a claim form contact the City Human Resources Manager at (707) 678-7000.
 - **Please Note:** The general provisions for the filing of claims against public entities are contained in Part 3 (commencing at Section 900) of Division 3.6 of the Government code. Certain claims are not governed by these provisions, including tax and assessment matters, liens, employee compensations, workers' compensation, unemployment compensation, welfare, securities, and others.
 - The form and contents of a claim are specified by Section 910, et seq. A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented not later than six months after accrual of the cause of action; other claims shall be presented within one year (Section 911.2).
 - Claims are to be presented by delivery or mailing to the City Human Resources Manager, Dixon, CA (Section 915).
 - It is suggested that the claimant refer to claims law and be fully advised with respect to the exceptions and further provisions contained therein.

Important Legal Notice: For your protection, read carefully, obtain a reliable translation, and/or consult your attorney.

Noticia Legal Importante: Para su proteccion lea usted con cuidado debe de obtener una translacion que sea puntual y de confianza o consulte con su abogado.

Estimado Residente:

Nosotros reconocemos que los incidentes de pueden ser estresante y requieren respuesta inmediata cuando los hechos acerca de cómo un incidente ocurrió son desconocidos. Tenga por seguro que nosotros hacemos todo lo que podemos hacer para impedir este tipo de evento de ocurrir. Sin embargo, de vez en cuando las raíces de los árboles u otra basura en las líneas de la alcantarilla causan un desbordamiento para dentro de hogares situados inmediatamente contracorriente del bloqueo. A este tiempo la Ciudad está investigando la causa de este incidente.

Si la Ciudad es encontrada ser responsable por el incidente, nosotros estaremos comprometidos a limpiar y restaurar su propiedad, y a proteger la salud de aquellos quienes fueron afectados durante el proceso de remedio.

El contratista de limpieza proveída de parte de la Ciudad ha sido escogido debido a su adherencia de establecer protocolos que son diseñados para asegurar a todos los partes con servicios de limpieza completos, económicos, y expeditivos. Usted también tiene el derecho to escoger su propio contratista de limpieza, pero la Ciudad no garantiza pago de tarifas/gastos incurridos y reserva el derecho de disputar las tarifas/gastos considerados no ser usuales o de costumbre.

Si usted desea discutir este asunto, por favor póngase en contacto con el ingeniero de la ciudad/Director de Obras Públicas al (707) 678-7030. Si desea presentar una reclamación por daños y perjuicios, por favor complete el formulario de reclamación adjunto y enviarlo a el Gerente de Recursos Humanos de la ciudad en 600 East A Street, Dixon, CA 95620.

Las reclamas contra la Ciudad tienen que cumplir con la Sección 910-913.2 del Código del Gobierno del Estado de California. El Gerente de Recursos Humanos de la ciudad tiene la responsabilidad para el procesamiento de las reclamaciones por daños y perjuicios que se presentan y se pueden llegar al (707) 678-7000.

Lo Que Usted Necesita Hacer Inmediatamente:

La Ciudad ha preparado este juego de instrucciones breve para ayudarle a usted a minimizar el efecto de la pérdida por medio de respondiendo rápidamente a la situación.

- No intenta de limpiar el área usted mismo; permita que la compañía de limpieza y restauración maneje esto.
- Mantenga a las personas y a las mascotas lejos de la(s) área(s) afectada(s).ú
- Apagüé todos los electrodomésticos que usan agua.
- Apagüé todos los sistemas de calefacción y aire acondicionado.
- No remueva artículos del área—la compañía de limpieza y restauración manejará esto.
- Si usted ha tenido trabajo de plomería llevado a cabo recientemente, póngase en contacto con su plomero u contratista para avisarles de este incidente.
- Si usted tiene la intención de presentar una demanda, hágalo tan pronto como sea práctico para que se le considere su demanda. Para obtener un formulario de demanda, póngase en contacto con el Gerente de Recursos Humanos de la ciudad por medio del número de teléfono (707) 678-7000.
 - **Favor de Notar:** Las provisiones generales para presentar demandas contra entidades públicas están contenidas en la Parte 3 (empezando en la Sección 900) de la División 3.6 del Código de Gobierno. Ciertas demandas no son gobernadas por estas provisiones, incluyendo asuntos de impuestos y valoraciones, gravámenes, compensación de empleados, compensación de trabajadores, subsidio por incapacidad laboral, beneficios sociales, títulos valores, y otros.
 - La forma y el contenido de una demanda son especificados por la Sección 910 y subsiguientes. Una demanda relacionada a un derecho de acción por muerte o por lesión a persona u a propiedad privada, o cosechas en pie será presentada no más tarde que seis (6) meses después de acrecimiento de la causa de acción; otras demandas serán presentadas dentro de un (1) año (Sección 911.2).
 - Las demandas serán presentadas por medio de entrega o correo a el Gerente de Recursos Humanos de la ciudad, Dixon, CA. (Sección 915).
 - Se recomienda que el demandante se refiera a las leyes de demandas y que sea completamente aconsejado con respecto a las excepciones y estipulaciones adicionales contenidas dentro de esas.

Noticia Legal Importante: Para su protección lea cuidadosamente, obtenga una traducción confiable, y/o consulte con su abogado.

**CLAIM FOR DAMAGES AGAINST
THE CITY OF DIXON, CALIFORNIA
(Govt. Code §910, 910.2 & 910.4)**

Date and Time filed with City Clerk:

TO: CITY CLERK
CITY OF DIXON
600 EAST A STREET
DIXON, CA 95620

(Date Stamp)

1. Name of Claimant: _____

Date of Birth _____ Social Security No. _____

2. Home Address: _____

3. Telephone Number: (Work) _____ (Home) _____

4. Address to Which Notices Regarding This Claim Should be Sent:

5. Date and Time of Occurrence: _____

6. Exact Place of Occurrence:* _____

7. Describe in Full Detail How the Injury or Damage Occurred, and Provide a General Description of the Injury or Damage:* _____

8. Particular Act or Omission by a City Employee, Officer or Agent Causing the Injury or Damage:

9. Name(s) of the City Employee, Officer or Agent Causing the Injury or Damage, if known (If unknown, so state): _____

10. Amount claimed, including to the extent possible the estimated amount of any claimed prospective injury, damage or loss as of the date of this claim. Please provide a basis for the computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), do not include a dollar amount, but instead indicate whether the claim would be a limited civil case pursuant to Chapter 5.1 of the California Code of Civil Procedure.* _____

IF THE AMOUNT CLAIMED EXCEEDS \$10,000, YOU NEED NOT SPECIFY THE PRECISE DOLLAR AMOUNT, BUT MUST INDICATE WHETHER JURISDICTION OVER THE CLAIM WOULD REST IN SUPERIOR OR MUNICIPAL COURT: _____

11. Total Amount Claimed as of date of claim presentation: \$_____.

Basis of Computation of Total Amount*: (Specify particular expenses, loss of earnings, prospective damages, general damages, and so on. Please attach copies of bills and/or two estimates for repair of damage.)

12. Names, Addresses and Telephone Numbers of Witnesses, Doctors, Hospital and Any Person Who Can Substantiate Your Claim or the Amount Claimed.*

DATED: _____

Signature of Claimant or Person on Claimant's Behalf

WARNING: PRESENTATION OF A FALSE CLAIM IS A FELONY (PENAL CODE §72).

CLAIMS FOR INJURY TO PERSONS, DEATH, OR INJURY TO PERSONAL PROPERTY MUST BE FILED WITHIN SIX MONTHS AFTER THE OCCURRENCE (GOVERNMENT CODE §911.2).

CLAIMS FOR INJURY TO REAL PROPERTY MUST BE FILED WITHIN ONE YEAR AFTER THE OCCURRENCE (GOVERNMENT CODE §911.2)

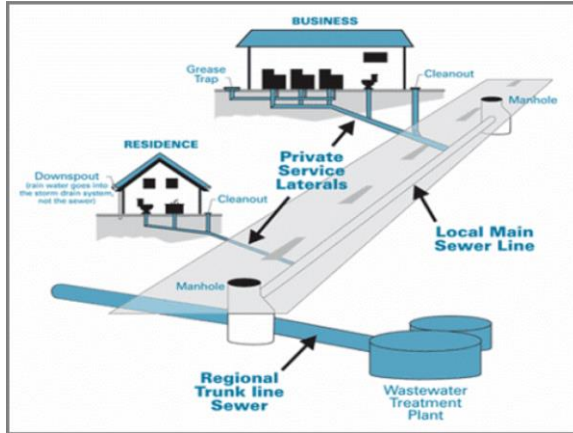
* If additional space is needed, attach sheets identifying paragraphs being answered.

How a Sewer System Works

A property owner's sewer pipes are called *service laterals* and are connected to larger local main and regional trunk lines.

Service laterals run from the connection at the home to the connection with the public sewer.

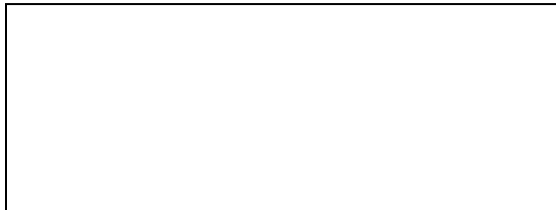
These laterals are the responsibility of the property owner and must be maintained by the property owner.



Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: "Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve." The intent of Section 710.1 is to protect the building interior from mainline sewer overflows or surcharges.

Additionally, U.P.C. 710.6 states: "Backwater valves shall be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, **shall** be enclosed in a masonry pit fitted with an adequately sized removable cover."



If you have a sewage spill from your private sewer line that impacts storm drains, waterways or public property, contact:

City of Dixon Engineering and Utilities
(707) 678-7030

Solano County Environmental Health
(707) 784-6765

California Health and Safety Code, Sections 5410-5416 requires:

- No person shall discharge raw or treated sewage or other waste in a manner that results in contamination, pollution, or a nuisance.
- Any person who causes or permits a sewage discharge to any state waters:
 - Must immediately notify the local health agency of the discharge.
 - Shall reimburse the local health agency for services that protect the public's health and safety.
 - Who fails to provide the required notice to the local health agency is guilty of a misdemeanor and shall be punished by a fine (between \$500-\$1,000) and/or imprisonment for less than one year.

Central Valley Regional Water Quality Control Board
(916) 464-3291

Requires the prevention, mitigation, response to, and reporting of sewage spills.

California Governor's Office of Emergency Services (CalOES)
(916) 845-8510

California Water Code, Article 4, Chapter 4, Sections 13268-13271 & California Code of Regulations, Title 23, Division 3, Chapter 9.2, Article 2, Sections 2250-2260 require:

- Any person who causes or permits sewage in excess of 1,000 gallons to be discharged to state waters shall immediately notify the Office of Emergency Services.
- Any person who fails to provide the notice required by this section is guilty of a misdemeanor and shall be punished by a fine (less than \$20,000) and/ or imprisonment for not more than one year.

Sewer Spill Reference Guide

Your Responsibilities as a Private Property Owner

Provided to you by:

**City of Dixon
Engineering and Utilities**

**600 East A Street
Dixon, CA 95620
(707) 678-7030**

How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes overflows through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches.

CAUTION!

When trying to locate a sewer problem, never open manholes or other public sewer structures. Only our crews are allowed to open & inspect these structures.

Common causes of sewage spills

- Grease build-up
- Tree roots
- Broken/cracked pipes
- Missing or broken cleanout caps
- Undersized sewers
- Groundwater/rainwater entering the sewer system through pipe defects and illegal connections

Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Protect the environment!

If you let sewage from your property discharge to a gutter or storm drain, you may be subject to penalties and/or out-of-pocket costs for clean-up and enforcement efforts. A property owner may be charged for costs incurred by agencies responding to spills from private properties.

What to look for:

Sewage spills can be a very noticeable gushing of water from a manhole or a slow water leak that may take time to be noticed. Don't dismiss unaccounted-for wet areas. Look for:

- Drain backups inside the building.
- Wet ground and/or water leaking around manhole lids onto your street.
- Leaking water from cleanouts or outside drains
- Unusual odorous wet areas: sidewalks, external walls, ground/ landscape around a building.

The following are indicators of a possible obstruction in your sewer line:

- Water comes up in floor drains, showers or toilets.
- Toilets, showers or floor drains below ground level drain very slowly.

What to do if there is a spill:

Immediately notify the City of Dixon. Our crews locate the blockage and determine if it is in the public sewer; if it is the crew removes the blockage and arranges for cleanup.

If the backup is in your private internal plumbing or in the private service laterals, you are required to immediately:

- Control and minimize the spill by shutting off or not using the water.
- Keep sewage out of the storm drain system using sandbags, dirt and/or plastic sheeting.
- Call a plumbing professional to clear blockages and make repairs as needed. Look in the yellow pages under "Plumbing Drain & Sewer Cleaning" or "Sewer Contractors."
- Always notify your sewer/ public works department or public sewer district of sewage spills.

Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas. You can locate local firms by looking in the Yellow Pages under "Water Damage" or "Fire Damage." If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent. If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Other Tips:

- Keep children and pets out of the affected area until cleanup has been completed.
- Turn off heating/air conditioning systems.
- Wear rubber boots, rubber gloves, and goggles during cleanup of the affected area.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, baby toys, etc.).
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.
- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture,

countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.

- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it sit and for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured or ill.

Spill cleanup outside the home:

- Keep children and pets out of the affected area until cleanup has been completed.
- Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
- Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
- On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solutions, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
- After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured/ ill.

City of Dixon

On (date) _____, at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- The sanitary sewer main and cleared the line
- The sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear the lateral you can look in the Yellow Pages of your telephone book under "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning". If you plan to hire a contractor we recommend getting estimates from more than one company.

City of Dixon representative notes: _____

City of Dixon Representative: _____

For questions or comments, please call:

City of Dixon

Business Hours: (530) 682-6263
After Hours: 678-7080

City of Dixon

On (date) _____, at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- The sanitary sewer main and cleared the line
- The sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear the lateral you can look in the Yellow Pages of your telephone book under "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning". If you plan to hire a contractor we recommend getting estimates from more than one company.

City of Dixon representative notes: _____

City of Dixon Representative: _____

For questions or comments, please call:

City of Dixon

Business Hours: (530) 682-6263
After Hours: 678-7080

Appendix C. Sanitary Sewer Overflow Packet

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City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Table of Contents

<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody	envelope label
Responding to a Sanitary Sewer Overflow	C-1
Private Lateral Sewage Discharge Report	2
Sewer Overflow Report	3
Start Time Determination Form.....	4
Volume Estimation Forms	5a, -5b, -5c
Collection System Failure Analysis Report.....	6
Regulatory Notifications Packet	
Instructions	envelope
Regulatory Reporting Guide	A-1
Category 1 SSO Reporting Checklist	2a
Category 2 & 3 SSO Reporting Checklist	2b
Door Hanger.....	n/a
Pamphlet	n/a

**In the event of a Sanitary Sewer Overflow
READ THIS FIRST**

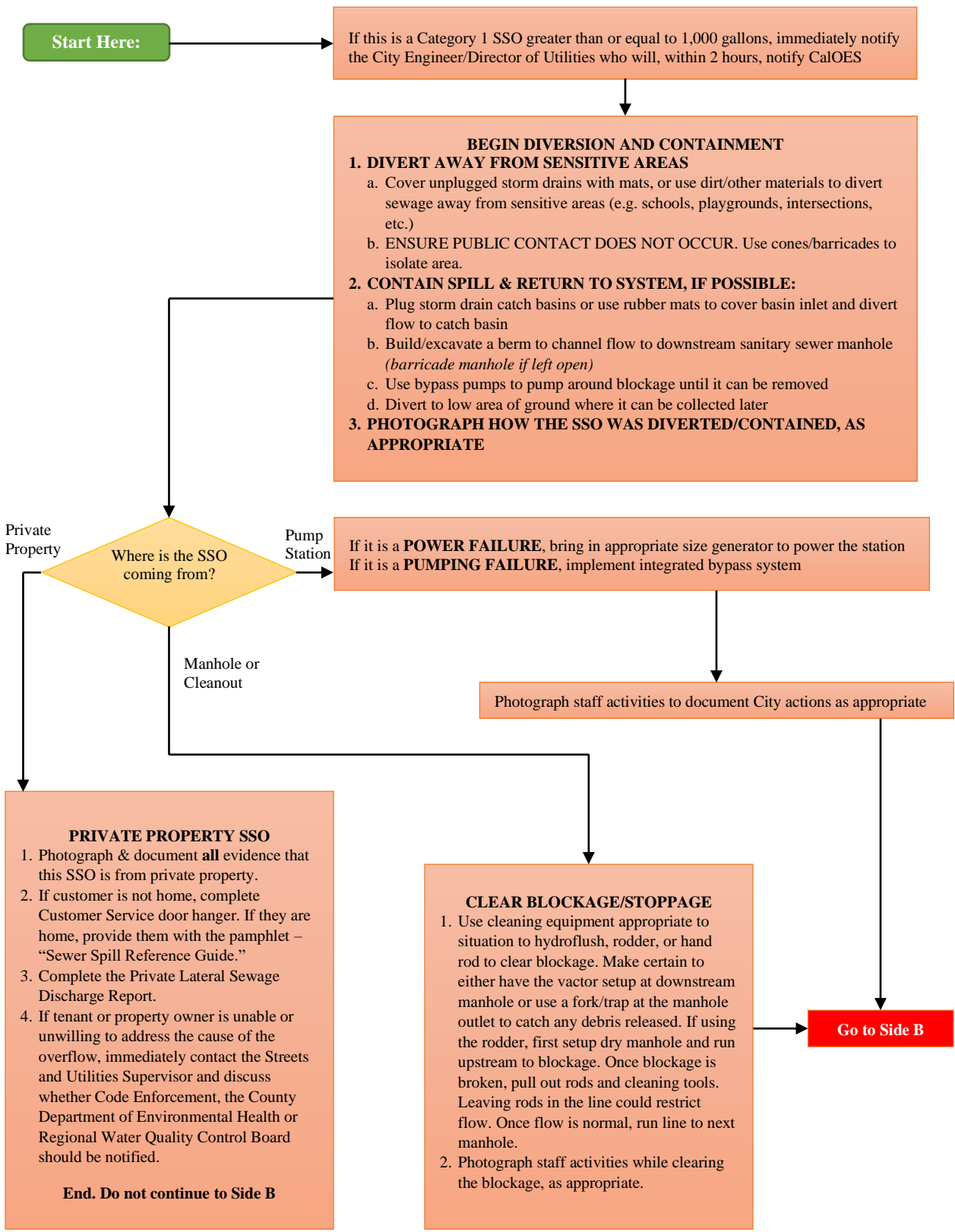
- If this is a Category 1 SSO greater than or equal to 1,000 gallons, contact the City Engineer or his/her designee immediately to make the 2-hour notification to CalOES.**
- Check here if you believe that fats, roots, oils and grease (FROG) caused or contributed to the SSO.**
- Contact the City Engineer/Director of Utilities at (707) 678-1315 for any media requests.**

<p>Collections Crew:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow instructions on the Sewer Overflow Response Flowchart (C-1). <input type="checkbox"/> Refer to the Field Guide as necessary. <input type="checkbox"/> Place completed forms in this envelope, complete the Chain of Custody (right) and forward this packet to the City Engineer 	<p>Print Name: _____</p> <p>Initial: _____</p> <p>Date: _____</p> <p>Time: _____</p>
<p>Collections Senior Maintenance Worker:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the enclosed forms for completeness and accuracy. <input type="checkbox"/> Place completed forms in this envelope, complete the Chain of Custody record (right) and forward this packet to the City Engineer. 	<p>Print Name: _____</p> <p>Initial: _____</p> <p>Date: _____</p> <p>Time: _____</p>
<p>City Engineer or his/her designee:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the enclosed forms. <input type="checkbox"/> Complete the Regulatory Notifications Packet. <input type="checkbox"/> Archive this packet and all other information regarding this overflow incident according to City policy. <input type="checkbox"/> Debrief using the Collection System Failure Analysis Form. 	<p>Print Name: _____</p> <p>Initial: _____</p> <p>Date: _____</p> <p>Time: _____</p>

City of Dixon Overflow Emergency Response Plan: Sanitary Sewer Overflow Packet

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Overflow Response Flowchart

C-1
Side A



Start Here:

If this is a Category 1 SSO greater than or equal to 1,000 gallons, immediately notify the City Engineer/Director of Utilities who will, within 2 hours, notify CalOES

BEGIN DIVERSION AND CONTAINMENT

- 1. DIVERT AWAY FROM SENSITIVE AREAS**
 - a. Cover unplugged storm drains with mats, or use dirt/other materials to divert sewage away from sensitive areas (e.g. schools, playgrounds, intersections, etc.)
 - b. ENSURE PUBLIC CONTACT DOES NOT OCCUR. Use cones/barricades to isolate area.
- 2. CONTAIN SPILL & RETURN TO SYSTEM, IF POSSIBLE:**
 - a. Plug storm drain catch basins or use rubber mats to cover basin inlet and divert flow to catch basin
 - b. Build/excavate a berm to channel flow to downstream sanitary sewer manhole (*barricade manhole if left open*)
 - c. Use bypass pumps to pump around blockage until it can be removed
 - d. Divert to low area of ground where it can be collected later
- 3. PHOTOGRAPH HOW THE SSO WAS DIVERTED/CONTAINED, AS APPROPRIATE**

Private Property

Where is the SSO coming from?

Pump Station

If it is a **POWER FAILURE**, bring in appropriate size generator to power the station
 If it is a **PUMPING FAILURE**, implement integrated bypass system

Manhole or Cleanout

Photograph staff activities to document City actions as appropriate

PRIVATE PROPERTY SSO

1. Photograph & document **all** evidence that this SSO is from private property.
2. If customer is not home, complete Customer Service door hanger. If they are home, provide them with the pamphlet – “Sewer Spill Reference Guide.”
3. Complete the Private Lateral Sewage Discharge Report.
4. If tenant or property owner is unable or unwilling to address the cause of the overflow, immediately contact the Streets and Utilities Supervisor and discuss whether Code Enforcement, the County Department of Environmental Health or Regional Water Quality Control Board should be notified.

End. Do not continue to Side B

CLEAR BLOCKAGE/STOPPAGE

1. Use cleaning equipment appropriate to situation to hydroflush, rodder, or hand rod to clear blockage. Make certain to either have the vacator setup at downstream manhole or use a fork/trap at the manhole outlet to catch any debris released. If using the rodder, first setup dry manhole and run upstream to blockage. Once blockage is broken, pull out rods and cleaning tools. Leaving rods in the line could restrict flow. Once flow is normal, run line to next manhole.
2. Photograph staff activities while clearing the blockage, as appropriate.

Go to Side B

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Overflow Response Flowchart

C-1
Side B

Continue Here
 from Slide A

Contact the Streets and Utilities
 Supervisor to request outside assistance,
 as appropriate

Were storm drains
 impacted?

YE

NO

STORM DRAIN CLEANING SOP

1. Seal or berm the storm drain immediately downstream of point the SSO reached
2. Photograph impacted storm drain catch basins before cleaning
3. Vacuum any visible sewage – *Record the volume of sewage recovered*
4. Flush impacted sections of storm drain with 3X amount of SSO, if possible – *Record volume of flush water*
5. Ensure all visible signs of sewage have been removed
6. Return flush water to sanitary sewer – *Record volume of flush water recovered*
7. Photograph all storm drain catch basins after cleaning is completed

AREA CLEANUP

1. Assign staff to begin cleanup

NOTE: If SSO was caused by a failure in a private service line, clean up impacted public areas and document staff time, equipment used & expenses incurred

2. Remove all signs of gross pollution

(toilet paper, solids, grease, etc.)

3. Flush area with unchlorinated water – Unless raining

(3X amount of SSO, if possible)

a. Setup berm/other means to contain all chlorinated flush water so it can be returned to sewer

b. Don't use disinfectants if they may enter storm drain system and not be fully recovered or if they may enter a water body

4. Photograph the area when cleanup operations are complete

ESTIMATE SPILL VOLUME

1. Complete the Start Time Determination form. Remember – the spill was probably occurring for a period of time before it was reported.
2. Estimate and document SSO volume using two or more worksheets provided.
3. Complete the Volume Estimation section on the Sanitary Sewer Overflow Report.

DOCUMENTATION

Complete the **Sanitary Sewer Overflow Report**.

Place in Sewer Overflow Packet envelope and follow paperwork routing instructions indicated on the front of the envelope:

1. All completed forms
2. Digital or disposable camera
3. ALL notes/documentation made

MEDIA AND PUBLIC RELATIONS GUIDELINES:

Exercise caution in contacts with the public or media when you respond to a spill. Any information you provide or statements you make may become pertinent in the event of possible court action, it is important to **AVOID THE FOLLOWING:**

- Giving out the wrong information including providing incorrect facts about a company or other agency
- Making accusations against customers, businesses or other agencies
- Speculating about the situation you are responding to

Be courteous and attempt to provide accurate information to questions within the limits above. In some cases, it may be appropriate to say that we do not have any information or to delay answering a question and then to say when an answer might be available.

In most cases, refer media requests to the media coordinator indicated on the front of the Sewer Overflow Packet envelope.



**City of Dixon
Wastewater/Collections Division
First Responder Reporting Worksheets**

**PRIVATE LATERAL SEWER DISCHARGE
(PLSD)**

FOR OFFICE USE

Date: _____ Time call received: _____ am/pm File Number: _____

Received by: _____ Department: _____

Caller's name: _____

Incident address: _____

Cross St: _____

City, State, Zip: _____

Caller's phone number: _____

Sewer call description: _____

Person(s) or Crew(s) Dispatched: _____ Time: _____ am/pm

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

1. Spill Location Name: _____

2. Estimated Spill Volume _____ gallons

3. Did the spill discharge to a drainage channel and/or surface water:

Yes or No

4. Did the spill reach a storm drain pipe that is not part of a combined sewer system

Yes or No

5. If spill reached a separate storm drain pipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system:

Yes or No

6. Estimate volume of spill recovered _____ gallons

7. Estimate volume of spill that reached surface water, drainage channel, or not recovered from a separate storm drain _____ gallons

8. Latitude of spill location (only required if 10-14 are not answered)

Latitude of spill location: ____ deg. ____ min. ____ sec. or _____ Decimal Degrees

9. Longitude of spill location (only required if 10-14 are not answered)

Longitude of spill location: ____ deg. ____ min. ____ sec. or _____ Decimal Degrees

10. – 14. Physical Location Details

Street Number: _____ Street Name _____ Suite/Apt# _____

City: _____ Zip Code _____

15. Spill location description (describe in detail the location of the spill and any significant characteristics or considerations) _____

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

16. Spill appearance point

- | | |
|---|--|
| <input type="checkbox"/> Inside Building or Structure | <input type="checkbox"/> Gravity Mainline |
| <input type="checkbox"/> Private Lateral Cleanout | <input type="checkbox"/> Manhole |
| <input type="checkbox"/> Upper Lateral (behind property line) | <input type="checkbox"/> Pump Station |
| <input type="checkbox"/> Lower Lateral (in City ROW) | <input type="checkbox"/> Other (specify below) |

17. Spill appearance point explanation: (If “Other” and/or multiple appearance points are selected, enter a description including location details of each appearance point)

18. Final spill destination:

- | | |
|---|--|
| <input type="checkbox"/> Inside Building or Structure | <input type="checkbox"/> Storm Drain Line |
| <input type="checkbox"/> Unpaved Surface | <input type="checkbox"/> Drainage Channel |
| <input type="checkbox"/> Paved Surface | <input type="checkbox"/> Surface Water |
| <input type="checkbox"/> Street Curb and Gutter | <input type="checkbox"/> Other (specify below) |

19. Explanation of final spill destination: (If “Other” is selected)

20. Estimated spill start date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

21. Date and time sanitary sewer system agency was notified of or discovered the spill

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

22. Estimated Operator arrival date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

23. Estimated spill end date/time

Date: _____ MM/DD/YYYY Time _____ (24-hour clock format)

24. Spill cause:

- | | |
|--|---|
| <input type="checkbox"/> ARV/BOV Failure | <input type="checkbox"/> Natural Disaster |
| <input type="checkbox"/> Debris from Construction | <input type="checkbox"/> Operator Error |
| <input type="checkbox"/> Construction Diversion Failure | <input type="checkbox"/> Pipe Structural Problem/Fail |
| <input type="checkbox"/> Collection System (CC) Maintenance
Caused Spill/Damage | <input type="checkbox"/> Pipe Structural Installation
Problem/Fail |
| <input type="checkbox"/> Damage by Others Not Related to CS
Construction | <input type="checkbox"/> Pump Station Failure-Controls |
| <input type="checkbox"/> Debris-General | <input type="checkbox"/> Pump Station Failure-Mechanical |
| <input type="checkbox"/> Debris-Rags | <input type="checkbox"/> Pump Station Failure-Power |
| <input type="checkbox"/> Flow Exceeded Capacity | <input type="checkbox"/> Rainfall Exceeded Design, I and I |
| <input type="checkbox"/> Grease Deposition (Fog) | <input type="checkbox"/> Root Intrusion |
| <input type="checkbox"/> Inappropriate Discharge | <input type="checkbox"/> Vandalism |
| | <input type="checkbox"/> Other (Specify Below) |

25. Spill Cause Explanation (If "Other" is selected):

CITY OF DIXON PRIVATE LATERAL SEWER DISCHARGE (PLSD) REPORT

26. PLSD Source:

- | | |
|---|---|
| <input type="checkbox"/> Single Family Home | <input type="checkbox"/> Industrial Property |
| <input type="checkbox"/> Multi-Family Home (4 or less units) | <input type="checkbox"/> Commercial Property (office, retail) |
| <input type="checkbox"/> Food Service Establishment (FSE) | <input type="checkbox"/> Public quasi-public institutions |
| <input type="checkbox"/> High Density Residential (5 or more) | (hospital, school, fire dept, etc.) |
| <input type="checkbox"/> Mixed Use Property | <input type="checkbox"/> Other (Specify Below) |

27. Explanation of PLSD Source (If “Other” is selected):

28. Where did failure occur:

- | | |
|--|--|
| <input type="checkbox"/> Air Relief Valve (ARV)/ Blow-Off
Valve (BOV) | <input type="checkbox"/> Pump Station-Controls |
| <input type="checkbox"/> Upper Lateral (behind property line) | <input type="checkbox"/> Pump Station-Mechanical |
| <input type="checkbox"/> Lower Lateral (in City ROW) | <input type="checkbox"/> Pump Station-Power |
| <input type="checkbox"/> Gravity Mainline | <input type="checkbox"/> Siphon |
| <input type="checkbox"/> Manhole | <input type="checkbox"/> Other (specify below) |

29. Explanation of where the failure occurred (If “Other” is selected):

30. Diameter of sewer pipe at the point of blockage or failure (if applicable): _____ inches

31. Material of sewer pipe at the point of blockage or failure (if applicable): _____

32. Estimated age of sewer asset at the point of blockage or failure (if applicable): ____ yrs

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Sanitary Sewer Overflow Report

C-3
Side A

INSTRUCTIONS: Complete all items EXCEPT those that are shaded gray

SSO Category (check one):

- Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either (1) Reaches surface water and/or drainage channel tributary to a surface water; OR (2) Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
- Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either (1) Does not reach surface water, a drainage channel, or an MS4, OR (2) The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
- Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition
- Private Lateral Sewage Discharge (specify): Single Family Home Multi-Family Home
 - High Density Residential (5+ units) Food Service Establishment (FSE)
 - Mixed Use Property Industrial Property Commercial Property
 - Public quasi-public institution (hospital, schools, fire department, etc.)

IMMEDIATE NOTIFICATION: If this is a Category 1 SSO ≥1,000 gallons contact the City Engineer/Director of Utilities at (530) 219-8691 to notify CalOES within 2 hours of the time the City was notified of the SSO.

A. SSO LOCATION	
SSO Location Name:	
Latitude Coordinates*:	Longitude Coordinates:
Street Name and Number:	
Nearest Cross Street:	City: Zip Code:
County:	SSO Location Description:
B. SSO DESCRIPTION (Complete Volume Estimation Worksheets and/or refer to Field Guide as needed for estimations.)	
SSO Appearance Point (check one or more): <input type="checkbox"/> Combined Sewer D.I. (Combined CS Only) <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline	
<input type="checkbox"/> Lateral Cleanout (Private) <input type="checkbox"/> Lateral Cleanout (Public) <input type="checkbox"/> Inside Building or Structure <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station	
<input type="checkbox"/> Lower Lateral (Private) <input type="checkbox"/> Lower Lateral (Public) <input type="checkbox"/> Upper Lateral (Private) <input type="checkbox"/> Upper Lateral (Public) <input type="checkbox"/> Other Sewer System Structure (specify):	
Were there multiple appearance points? <input type="checkbox"/> No <input type="checkbox"/> Yes, number of appearance points:	
If the SSO reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No (<i>Category 1</i>)	
Was this spill from a private lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name of responsible party:	
Final Spill Destination: <input type="checkbox"/> Building/structure <input type="checkbox"/> Separate Storm drain <input type="checkbox"/> Combined storm drain <input type="checkbox"/> Paved surface <input type="checkbox"/> Unpaved surface	
<input type="checkbox"/> Street/curb/gutter <input type="checkbox"/> Other:	
Total Estimated SSO volume in gallons: gallons	
Est. volume that reached a separate storm drain that flows to a surface water body:	gal Recovered: gal
Est. volume discharged to land:	gal Recovered: gal
Calc. Methods: <input type="checkbox"/> Eyeball <input type="checkbox"/> Photo Comparison <input type="checkbox"/> Upstream Lat. Connections <input type="checkbox"/> Area/Volume (include sketch/photo with dimensions)	
<input type="checkbox"/> Other (describe):	
C. SSO OCCURRING TIME (complete Start Time Determination Form and then complete information below)	
Estimated SSO start date:	Estimated SSO start time:
Date SSO reported to sewer crew:	Time SSO reported to sewer crew:
Date sewer crew arrived:	Time sewer crew arrived:
Who was interviewed to help determine start time?	
Estimated SSO end date:	Estimated SSO end time:
D. CAUSE OF SSO	
Where did failure occur? (Check all that apply): <input type="checkbox"/> Air Relief or Blow-Off Valve <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Siphon	
<input type="checkbox"/> Lower Lateral (public) <input type="checkbox"/> Lower Lateral (private) <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station (specify): <input type="checkbox"/> O Controls <input type="checkbox"/> O Mechanical <input type="checkbox"/> O Power	
<input type="checkbox"/> Upper Lateral (public) <input type="checkbox"/> Upper Lateral (private) Other:	

* If multiple appearance points, use the GPS coordinates for the location of the SSO appearance point closest to the failure point/blockage.

City of Dixon: Overflow Emergency Response Plan

Sanitary Sewer Overflow Response Packet

Sanitary Sewer Overflow Report

**C-3
Side B**

D. CAUSE OF SSO (continued)

SSO cause (check all that apply): Air Relief or Blow-Off Valve Failure Construction Diversion Failure CS Maintenance
 Damage by others Debris (specify): O from Construction O from Lateral O General O Rags Flow Exceeded Capacity
 FROG (Fats, roots, oil, grease) Inappropriate Discharge Natural Disaster Operator Error Root Intrusion
 Pipe Structural Problem/Failure Pipe Structural Problem/Failure (Installation) Rainfall Exceeded Design
 Pump Station Failure (specify): O Controls O Mechanical O Power Siphon Failure Vandalism Surcharged Pipe
 Non - Dispersible Wipes Other (specify):

Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):

Sewer pipe material at point of blockage/spill cause (if applicable):

Estimated age of sewer asset at the point of blockage or failure (if applicable):

Description of terrain surrounding point of blockage/spill cause: Flat Mixed Steep

E. SSO RESPONSE

SSO response activities (check all that apply): Cleaned-Up Mitigated Effects of Spill Contained All or Portion of Spill
 Restored Flow Returned All Spill to Sanitary Sewer System Returned Portion of Spill to Sanitary Sewer System
 Property Owner Notified Other Enforcement Agency Notified (specify) Other (specify):

SSO response completed (date & time):

Were health warnings posted? Yes No If yes, provide health warning/beach closure posting/details:

Recommended corrective actions: (check all that apply and provide detail)

Add sewer to preventive maintenance program
 Adjust schedule/method of preventive maintenance
 Enforcement action against FROG source
 Inspect Sewer Using CCTV to Determine Cause
 Plan rehabilitation or replacement of sewer
 Repair Facilities or Replace Defect
 Other (specify):

What major equipment was used in the response?

List all agency personnel involved in the response including name, title and their role in the response:

F. NOTES

G. NOTIFICATION DETAILS

CalOES contacted date and time (if applicable):

CalOES Control Number (if applicable): Spoke to:

This form prepared by: NAME: TITLE: DATE:

This form reviewed by: NAME: TITLE: DATE:

Place completed form in Sewer Backup Envelope and follow routing instructions.

City of Dixon: Overflow Emergency Response Plan

Sanitary Sewer Overflow Response Packet

Start Time Determination Form

C-4

SSO Start Date: _____ Location: _____

Accurate start time determination is an essential part of SSO volume estimation. Depending on the flow rate, being even one minute off can have a huge impact on the volume estimation. Be as precise as possible. Do not round to quarter hour increments. Start time must be based on all available information (interviews with neighbors, emergency responders, etc.)

What time was the City notified of the SSO? _____ AM PM

Who notified the City? _____

Did they indicate what time they noticed the SSO? YES NO If yes, what time? _____ AM PM

Who at the City received the notification? _____

What time did the crew arrive at the site of the SSO? _____ AM PM

Who was interviewed regarding the start time of the SSO? Include their name, contact information, and the statement they provided:

Name	Contact Information	Statement

Describe in detail how you determined the start time for this particular SSO:

SSO Start Date: _____ SSO Start Time: _____ AM PM

SSO End Date: _____ SSO End Time: _____ AM PM

SSO Duration: _____ **minutes**

This form completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Volume Estimation: Eyeball Estimation Method

C-5a

Use this method only for small SSOs of less than 200 gallons.

SSO Date: _____ Location: _____

STEP 1: Position yourself so that you have a vantage point where you can see the entire SSO.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the SSO, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s) or barrel(s)	How many of this size?	Multiplier	Estimated SSO Volume (gallons)
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total SSO Volume:			

STEP 5: Is rainfall a factor in the SSO? Yes No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

STEP 6: Calculate the estimated SSO volume by subtracting the rainfall from the SSO volume:

_____ gallons – _____ gallons = _____ gallons
 Estimated SSO Volume Rainfall **Total Estimated SSO Volume**

Do you believe that this method has estimated the entire SSO? Yes No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

SSO Date: _____ Location: _____

STEP 1: Compare the SSO to reference images on Side 2 to estimate flow rate of the current overflow. Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual SSO:

Flow Rate Based on Photo Comparison: _____gallons per minute (gpm)

STEP 2: Complete the **Start Time Determination Form** to provide a detailed description of how start time was determined. Copy the SSO Duration from the Start Time Determination Form here:

SSO Duration: _____minutes

STEP 3: Multiply the flow rate by the SSO duration to calculate the estimated SSO volume.

$$\frac{\text{_____ gpm}}{\text{Flow Rate}} \times \frac{\text{_____ minutes}}{\text{SSO Duration}} = \frac{\text{_____ gallons}}{\text{Estimated SSO Volume}}$$

STEP 4: Did the SSO occur during a period of consistent flow in this portion of the system? Yes No
If no, explain how, based on this portion of the collection system and its users, you believe it may have impacted the estimated SSO volume:

By what percentage are you adjusting the estimation? increase decrease _____%

Translate the percentage into gallons: _____gallons

STEP 5: Calculate the adjusted SSO volume estimate:

$$\frac{\text{_____ gpm}}{\text{Estimated SSO Volume}} + \text{or -} \frac{\text{_____ gallons}}{\text{Adjustment}} = \frac{\text{_____ gallons}}{\text{Estimated SSO volume}}$$

Do you believe that this method has estimated the entire SSO? Yes No

If no, you **MUST** use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

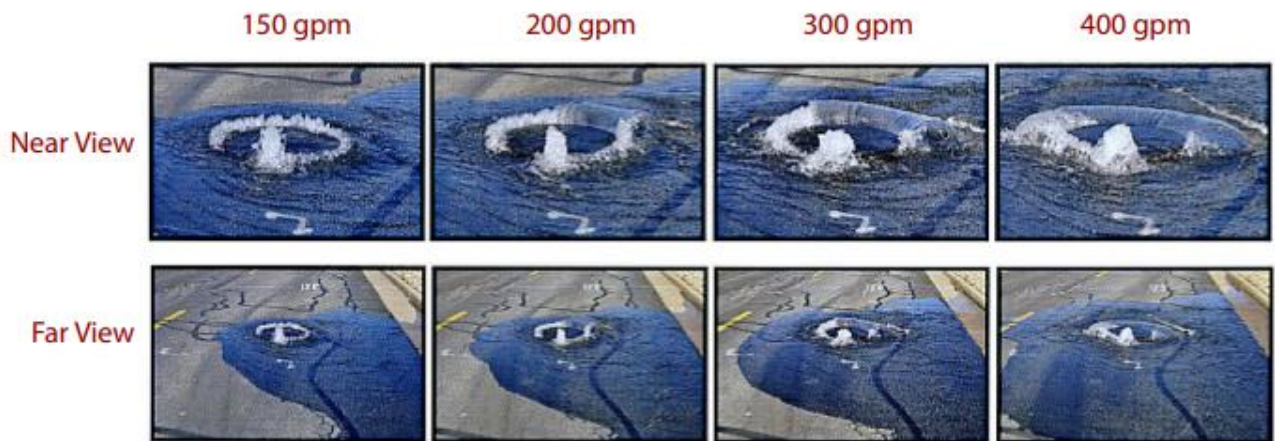
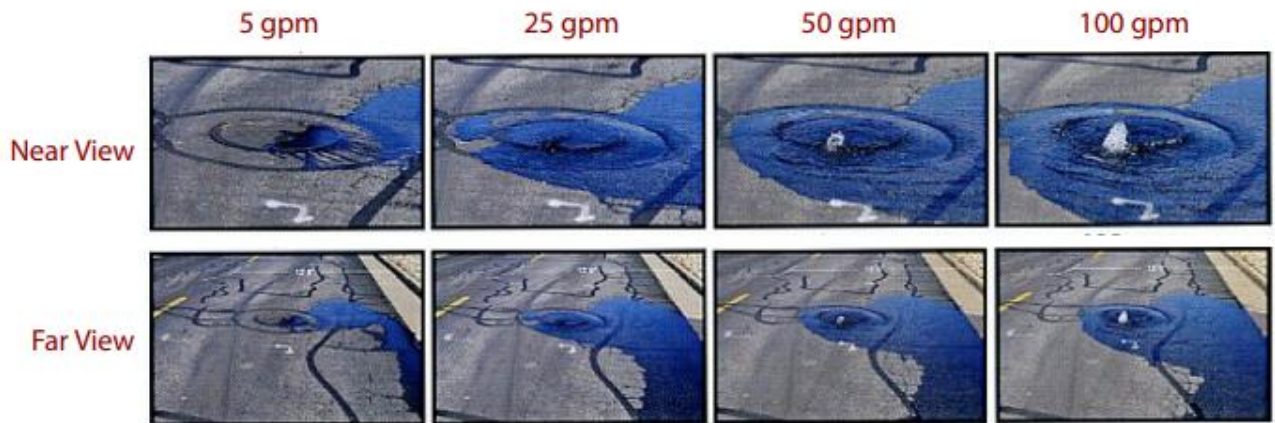
Name: _____ Signature: _____
Job Title: _____ Date: _____

IMPORTANT NOTE:

These photographs are provided as examples only and will change with many factors.

SSCSC Manhole Overflow Gauge

CWEA Southern Section Collections Systems Committee Overflow
Simulation courtesy of Eastern Municipal Water District



City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Volume Estimation: Upstream Lateral Connections Method

C-5c

SSO Date: _____ Location: _____

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this SSO: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to City documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily of usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the SSO was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated SSO Volume per EDU.

Time Period	Flow Rate Per EDU				SSO	
	A	B	C	D	E	F
	Gallons per Period	Hours per period	A ÷ B = Gallons per Hour	C ÷ 60 = Gallons per Hour	Minutes SSO was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated SSO Volume per EDU:						

STEP 3: Multiply the Estimated SSO Volume per EDU from Step 2 by the number of EDUs from Step 1.

$$\frac{\text{gallons}}{\text{Volume per EDU}} \times \frac{\text{# of EDUs}}{\text{# of EDUs}} = \frac{\text{gallons}}{\text{Estimated SSO Volume}}$$

STEP 4: Adjust SSO volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted SSO estimate (attach a separate page if necessary):

Estimated SSO Volume: _____ gallons

Do you believe that this method has estimated the entire SSO? Yes No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

**City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Collection System Failure Analysis**

**C-6
Side A**

To be completed by the Associate Civil Engineer.

Incident Report #		Prepared By	
SSO/Backup Information			
Event Date/Time		Address	
Volume Spilled		Volume Recovered	
Cause			
Summary of Historical SSOs/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		Tape Name/Number	
CCTV Tape Reviewed By		CCTV Review Date	
Observations			

Go to Side B.

**City of Dixon: Overflow Emergency Response Plan
Sanitary Sewer Overflow Response Packet
Collection System Failure Analysis**

**C-6
Side B**

Recommendations					
D	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Repair(s)				
	Construction				
	Capital Improvement(s)				
	Change(s) to Maintenance Procedures				
	Change(s) to Overflow Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Review Date:					

City of Dixon

On (date) _____, at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- The sanitary sewer main and cleared the line
- The sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear the lateral you can look in the Yellow Pages of your telephone book under "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning". If you plan to hire a contractor we recommend getting estimates from more than one company.

City of Dixon representative notes: _____

City of Dixon Representative: _____

For questions or comments, please call:

City of Dixon

Business Hours: (707) 678-7030
After Hours: (707) 676-3156

City of Dixon

On (date) _____, at (location) _____

we responded to a reported blockage of the sanitary sewer service to your property.

We discovered a blockage in:

- The sanitary sewer main and cleared the line
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City of Dixon representative notes: _____

City of Dixon Representative: _____

For questions or comments, please call:

City of Dixon

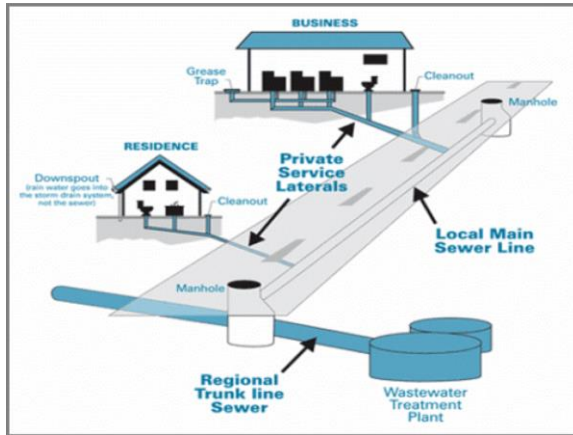
Business Hours: (707) 678-7030
After Hours: (707) 676-3156

How a Sewer System Works

A property owner's sewer pipes are called *service laterals* and are connected to larger local main and regional trunk lines.

Service laterals run from the connection at the home to the connection with the public sewer.

These laterals are the responsibility of the property owner and must be maintained by the property owner.



Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: "Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve." The intent of Section 710.1 is to protect the building interior from mainline sewer overflows or surcharges.

Additionally, U.P.C. 710.6 states: "Backwater valves shall be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, **shall** be enclosed in a masonry pit fitted with an adequately sized removable cover."



If you have a sewage spill from your private sewer line that impacts storm drains, waterways or public property, contact:

City of Dixon Engineering and Utilities
(707) 678-7030

Solano County Environmental Health
(707) 784-6765

California Health and Safety Code, Sections 5410-5416 requires:

- No person shall discharge raw or treated sewage or other waste in a manner that results in contamination, pollution, or a nuisance.
- Any person who causes or permits a sewage discharge to any state waters:
 - Must immediately notify the local health agency of the discharge.
 - Shall reimburse the local health agency for services that protect the public's health and safety.
 - Who fails to provide the required notice to the local health agency is guilty of a misdemeanor and shall be punished by a fine (between \$500-\$1,000) and/or imprisonment for less than one year.

Central Valley Regional Water Quality Control Board
(916) 464-3291

Requires the prevention, mitigation, response to, and reporting of sewage spills.

California Governor's Office of Emergency Services (CalOES)
(916) 845-8510

California Water Code, Article 4, Chapter 4, Sections 13268-13271 & California Code of Regulations, Title 23, Division 3, Chapter 9.2, Article 2, Sections 2250-2260 require:

- Any person who causes or permits sewage in excess of 1,000 gallons to be discharged to state waters shall immediately notify the Office of Emergency Services.
- Any person who fails to provide the notice required by this section is guilty of a misdemeanor and shall be punished by a fine (less than \$20,000) and/ or imprisonment for not more than one year.

Sewer Spill Reference Guide

Your Responsibilities as a Private Property Owner

Provided to you by:

City of Dixon Engineering and Utilities

**600 East A Street
Dixon, CA 95620
(707) 678-7030**

How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes overflows through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches.

CAUTION!

When trying to locate a sewer problem, never open manholes or other public sewer structures. Only our crews are allowed to open & inspect these structures.

Common causes of sewage spills

- Grease build-up
- Tree roots
- Broken/cracked pipes
- Missing or broken cleanout caps
- Undersized sewers
- Groundwater/rainwater entering the sewer system through pipe defects and illegal connections

Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Protect the environment!

If you let sewage from your property discharge to a gutter or storm drain, you may be subject to penalties and/or out-of-pocket costs for clean-up and enforcement efforts. A property owner may be charged for costs incurred by agencies responding to spills from private properties.

What to look for:

Sewage spills can be a very noticeable gushing of water from a manhole or a slow water leak that may take time to be noticed. Don't dismiss unaccounted-for wet areas. Look for:

- Drain backups inside the building.
- Wet ground and/or water leaking around manhole lids onto your street.
- Leaking water from cleanouts or outside drains
- Unusual odorous wet areas: sidewalks, external walls, ground/ landscape around a building.

The following are indicators of a possible obstruction in your sewer line:

- Water comes up in floor drains, showers or toilets.
- Toilets, showers or floor drains below ground level drain very slowly.

What to do if there is a spill:

Immediately notify the City of Dixon. Our crews locate the blockage and determine if it is in the public sewer; if it is the crew removes the blockage and arranges for cleanup.

If the backup is in your private internal plumbing or in the private service laterals, you are required to immediately:

- Control and minimize the spill by shutting off or not using the water.
- Keep sewage out of the storm drain system using sandbags, dirt and/ or plastic sheeting.
- Call a plumbing professional to clear blockages and make repairs as needed. Look in the yellow pages under "Plumbing Drain & Sewer Cleaning" or "Sewer Contractors."
- Always notify your sewer/ public works department or public sewer district of sewage spills.

Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas. You can locate local firms by looking in the Yellow Pages under "Water Damage" or "Fire Damage." If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent. If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Other Tips:

- Keep children and pets out of the affected area until cleanup has been completed.
- Turn off heating/air conditioning systems.
- Wear rubber boots, rubber gloves, and goggles during cleanup of the affected area.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, baby toys, etc.).
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.
- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture,

countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.

- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/ 8 teaspoon of household bleach per 1 gallon of water). Let it sit and for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured or ill.

Spill cleanup outside the home:

- Keep children and pets out of the affected area until cleanup has been completed.
 - Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
 - Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
 - On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solutions, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
 - After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/ 8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
 - Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
 - Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured/ ill.

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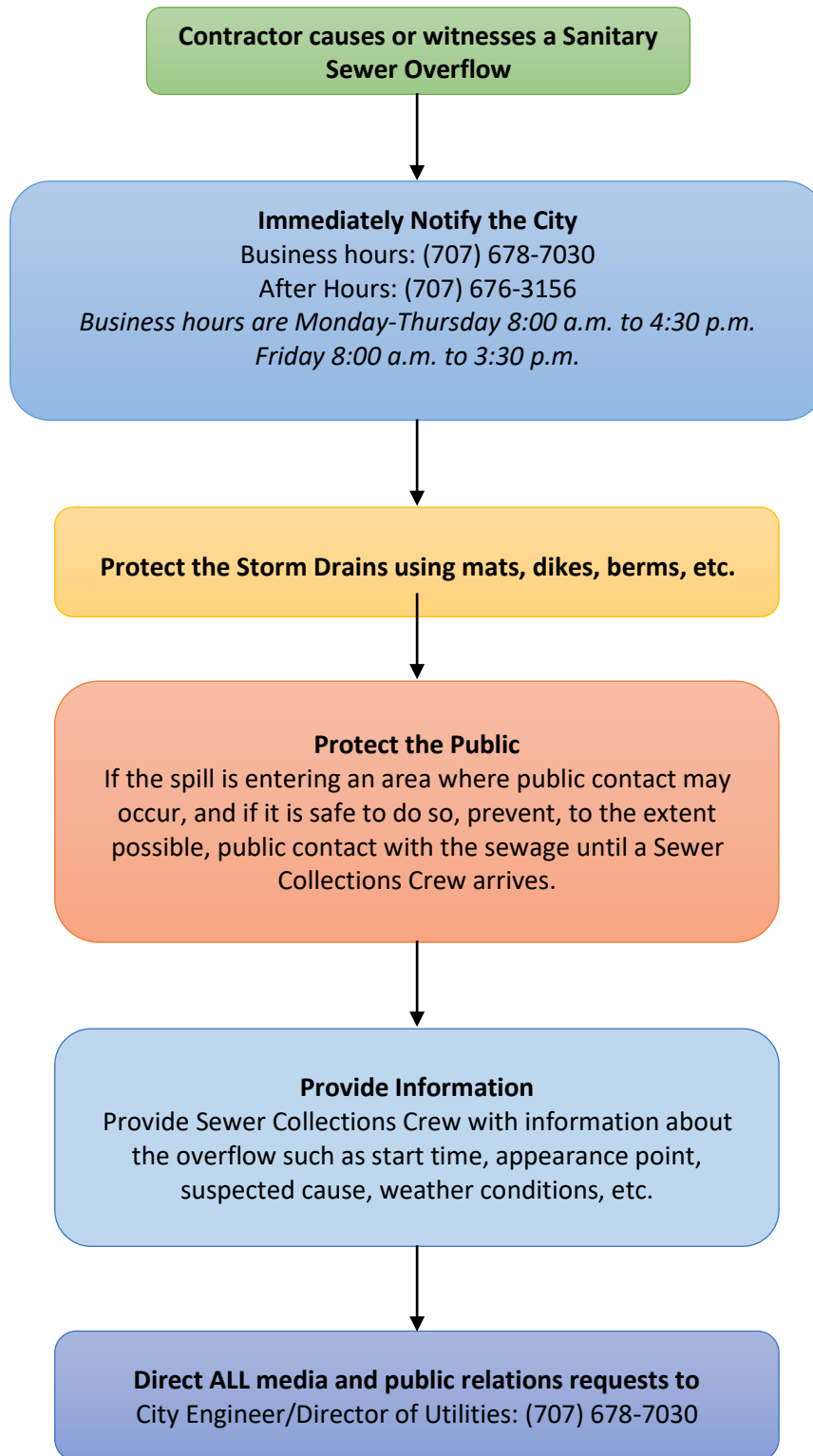
Appendix D. Contractor Orientation

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City of Dixon: Overflow Emergency Response Plan

Contractor Orientation

The following procedures are to be followed in the event that you cause or witness a Sanitary Sewer Overflow.



Sanitary Sewer Overflows

How to avoid them and what to do if you don't

What?

A sanitary sewer overflow (SSO) is a discharge of untreated human and industrial waste before it reaches the wastewater treatment facility.

Where?

SSOs usually occur through manholes, plumbing fixtures and service cleanouts.

Why?

SSOs are usually caused by grease, debris, root balls, or personal hygiene products blocking the sewer lines, or by unusually high flow volume.

How to prevent SSOs:

...when clearing plugged sewer laterals:

- Remove root balls, grease blockages and any other debris from the sewer
- If you can't prevent root balls, grease or debris from entering the sewer main, call us at (707) 678-7030, so we can work with you to remove the blockage and prevent blockages further downstream
- Use plenty of water to flush lines.

...when constructing or repairing sewer laterals:

- Contact the Building Department at (707) 678-7000 for a permit and lateral specifications.
- Contact the Engineering Department at 707-678-7030 for a permit if work is within the right-of-way.
- Check your work area. Make sure there is no debris left in the sewer line before you backfill.
- Avoid offset joints, which may make sewer lines vulnerable to root intrusion and grease or debris accumulation. Properly bed your joints and don't hammer tap.

If you cause or witness an SSO,
immediately contact:

City of Dixon

Business Hours:

(707) 678-7030

After Hours:

(707) 676-3156

City of Dixon

Public Works Department

600 East A Street

Dixon, California 95620

www.cityofdixon.us

Appendix F. City of Dixon DRAFT FOG Program

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City of Dixon Fats, Oil and Grease (FOG) Control Plan

Introduction

State Water Resources Control Board Order 2006-003 requires owners of sanitary sewer collection systems to develop a Sewer System Management Plan (SSMP) to reduce the potential for sanitary sewer overflows. As part of the SSMP, the City evaluated its service area to determine the necessity of a Fats, Oil and Grease (FAT) control program. As a result, the City developed and will implement a FOG Control Plan. This document summarizes the City of Dixon's FOG Control Plan.

Background

Justification for FOG program: The frequency of sewer line preventative maintenance (hydro-flushing), FOG buildup in lift stations and service lines, the volume of grease collection and more than 75 commercial FOG generators in the service area necessitates that a FOG program is required.

Problem Area Identification: A FOG problem area is identified by a line blockage determined to be the result of FOG or segments of the sewer system where preventative maintenance, such as hydro-flushing or video inspection, have identified accumulations of FOG. Potential FOG problem areas consist mainly of trunk line segments in commercial districts that serve a concentration of food facilities, such as the Market Lane and Ary Lane area. The attached Figure 1 shows the identified problem areas. Problem areas also appear to be associated with multi-family dwelling complexes, although sewer backups at these sites appear to be due to a combination of factors, including grease, line sags, roots and undersized lines. Also, any commercial facility that prepares food is considered a FOG generator.

Sewer Line FOG Obstruction/ Blockage Preventative Maintenance Program: Prevention of FOG-related interference to the sewer system consists of a two-prong approach: scheduled preventative maintenance (PM) of problem segments, and source control. Hydro-flushing is the most common method of preventative maintenance. Known problem areas are prioritized based on qualitative findings of previous preventative maintenance results and video inspections, such as surcharged condition or significant grease collected on the hose. High priority segments are put on a quarterly preventative maintenance schedule and the findings are documented on a priority list. The segment will remain on the priority list until subsequent observations determine that potential for obstruction or blockage have been reduced or eliminated. Examples of high priority areas are the South Jefferson Street, South Jackson Street, West F Street and West Washington Street areas.

FOG Control Plan History: In the past, the Wastewater Division began compiling grease control device data from food service facilities. The survey was not completed due to staffing issues. It is the intent of the Wastewater Division to conduct periodic inspection of food service facilities as part of the FOG Control Plan as staffing allows.

Legal Authority

City Code Chapter 17 (Sewer Ordinance), Sewers, regulates users of the City's sanitary sewer system. A summary of specific FOG related regulations is as follows:

17.2.4.B(17): Fats, oils and greases of animal or vegetable origin in concentrations greater than 100 milligrams per liter (100 mg/l), except as specifically authorized by the Director in the Wastewater Discharge Permit.

17.3.2.C: Grease, oil, and sand interceptors shall be provided when, in the opinion of the Director, they are necessary to comply with local limits of for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interceptor units shall be of type and capacity approved by the Director and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the user at their expense.

Chapter 17 also describes the Wastewater Discharge Permit process, contents and requirements; user compliance reporting; administrative enforcement process and actions; judicial enforcement remedies; and supplemental enforcement actions.

Further detail of the City's legal authority is discussed in Section 3 of the City's Sewer System Management Plan (SSMP).

Administration

The City of Dixon Director of Utilities is charged with implementing a FOG control plan throughout the City's sanitary sewer service area. The Wastewater Division of the City's Engineering Department administers the FOG control plan. The Building Division of the Community Development Department issues permits for grease control devices.

Regulatory/ Outreach Strategy:

Commercial/ Industrial Component: The current commercial/ industrial FOG control program consists of periodic inspections of commercial food service facilities. The program is being enhanced by expanding the existing Wastewater Discharge Permit program to food service facilities. Factors considered for the expansion include the following:

City of Dixon Fats, Oil and Grease (FOG) Program

- Commercial kitchen operations are the primary source of FOG, based on FOG being a part of their industrial process and their proximity to grease deposits in the collection system.
- Due to the high employee turnover rate at food service facilities, the verbal message conveyed to management during periodic inspection (which should occur every one to two years) is diluted or lost over time. A permit provides formal conveyance and ready reference of operating requirements to the business owner/ manager.
- Waste discharge permits convey more specific requirements for maintenance frequency, recordkeeping, and other requirements.
- Permitting provides a mechanism for recovery of a portion of costs incurred in implementing the commercial/ industrial component of the FOG program.

The goal is to inspect each permitted facility annually and dispense BMP information during inspection as needed.

Multi-family/ Residential Component: The non-commercial component of the FOG control program consists of the following:

- Distribution of educational brochures at municipal facilities, and issuance of periodic public service announcements (e.g., immediately prior to holidays) to remind residents of prudent food preparation waste handling practices.
- Investigation of the feasibility of mandating installation of grease interceptors on new multi-family developments over a certain number of dwelling units.
- Use of door hangers with FOG information on all residences connected to the sanitary sewer system.
- Use of other venues as opportunities arise.

Grease Removal Technology

Design and Sizing: Currently, the Sewer Ordinance does not provide specific direction regarding grease removal technology. It is the City’s intent to require the following:

- The owner of every commercial, industrial, or industrial food service facility, shall install or cause to be installed a pretreatment system for grease removal which meets or exceeds minimum sizing requirements of the 2010 version of the Uniform Plumbing Code (UPC). The Director shall approve final sizing.

The requirement shall be implemented by the Building Department and also conveyed in the Wastewater Discharge Permit.

Users requiring FOG pretreatment are listed in the following chart. Additional pretreatment may be required if FOG problems are evident in the sanitary sewer system. Garbage grinders are strongly discouraged, but not prohibited, and their installation must conform to UPC.

New construction w/ Interceptor	All kitchen fixtures, including floor drains
---------------------------------	--

City of Dixon Fats, Oil and Grease (FOG) Program

New construction and alterations w/ interior grease traps	Pot sinks, woks, mop/ utility sinks
Existing operation	Pot sinks, woks

- The owner of every commercial or industrial generator of grease serviced by a public sewer found to have grease buildup at the point of connection of the lateral, a history of grease blockage at such point, or accelerated maintenance of the public sewer resulting from the discharge of grease from said facility, may be required to implement additional grease control measures, which may include but are not limited to, installation of additional pretreatment equipment, elimination of the garbage grinder, or reimbursement of the City for cost of accelerated preventative maintenance of the public sewer to prevent blockage of the sewer related to such grease discharge.
- The City may, upon finding the existing system insufficient for effective FOG retention, require additional grease control measures.

Preventative System Maintenance: The ordinance(s) provide the following direction. The requirement is conveyed in the Wastewater Discharge Permit.

- Pretreatment systems shall be inspected and maintained by the user as needed to ensure continuous efficient operation.
- Pretreatment systems shall be inspected monthly by the user or per a schedule approved by the Director.
- A record of all inspection and maintenance activity shall be kept by the user at the facility showing the date of inspection or maintenance, the activity completed, and the disposition of the removed contents, filters, cartridges, or other components.
- Failure to operate or maintain the pretreatment system in a way so as to ensure optimum efficiency, or failure to keep records of pretreatment system maintenance shall constitute a violation of the Wastewater Discharge Permit (WWDP) and this FOG Control Plan.

Wastewater Discharge Permits

Policy and Applicability: The WWDP program as applied to FOG source control is summarized as follows:

- Issue WWDP’s to facilities that are required to have pretreatment systems, including food service facilities.
- A food service facility is defined as a commercial, industrial, institutional or residential facility that uses or generates grease when preparing food. Any such facility that has a cook-top or baking oven on the premises is subject to requirements for food service facilities.
- FOG pretreatment system maintenance frequency is established in WWDP’s. Frequency is negotiated with the user, and established by current owner practice, or by the benchmarks in the following chart or whichever is more frequent. Minimum frequencies for sizes not indicated may be set on a “sliding scale” between the specified sizes and frequencies.

1500 gallon grease interceptor	Quarterly
40 pound grease trap	Weekly
Automated grease removal device	Daily

17.5.2 (A) Permit Contents: The Food Service Facility permit package consists of the following:

1. A statement that indicates wastewater discharge permit duration. No event shall exceed five (5) years.
2. A statement that the wastewater discharge permit is non-transferable without prior notification to the City in accordance with Section 17.5.5, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
3. Effluent limits based on applicable pretreatment standards;
4. Self monitoring, sampling, flow measuring, reporting, notification. And record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on State and local law; and
5. A statement of applicable civil and criminal penalties for violation of this chapter, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable State or local law.

Inspection and Enforcement: Inspections are conducted to assess compliance with permit requirements. Compliance is determined by visual inspection of the pretreatment system, interview owner/ staff about general operations and waste handling; and documentation of pretreatment maintenance, pretreatment waste disposition and employee training. (Note: Waste stream monitoring and analysis is not required and is not ordinarily used to determine compliance.) Inspection goal is to conduct one inspection per year. Inspections are unannounced. A copy of the inspection form is attached.

Routine protocols for determination of FOG program compliance are summarized below, along with the required enforcement response.

Compliance issue	Enforcement remedy
Deficiency of record keeping*, but equipment appears maintained; no evidence of FOG discharge	Notice of Violation (NOV) The Director could access an administration fine not to exceed \$10,000 on a per violation per day basis.
Compliant with WWDP requirements, but evidence of FOG discharge (via visual manhole inspection or sewer line video inspection)	Notice of Violation (NOV) The Director could access an administration fine not to exceed \$10,000 on a per violation per day basis.
Equipment modified, bypassed or unmaintained; evidence of FOG in sewer system	Notice of Violation (NOV) The Director could access an administration fine not to exceed \$10,000 on a per violation per day basis.

City of Dixon Fats, Oil and Grease (FOG) Program

1 st follow up inspection finds failure to comply	Notice of Violation (NOV) The Director could access an administration fine not to exceed \$10,000 on a per violation per day basis.
2 nd follow up inspection finds failure to comply	Notice of Violation (NOV) The Director shall access an escalated administration fine not to exceed \$10,000 per violation and on a per day basis as well as a Termination of Discharge.
3 rd follow up inspection finds failure to comply	Notice of Violation (NOV) The Director shall access an escalated administration fine not to exceed \$10,000 per violation and on a per day basis as well as a Cease and Desist Order

*Required records include pretreatment equipment maintenance log and/or service receipts and FOG waste disposal receipts

FOG Waste Management: FOG discharge to the sanitary sewer system is prohibited. Users are required to properly dispose of pretreatment wastes (brown grease) and cooking grease (yellow grease). The City does not have a registration system for FOG waste haulers. FOG haulers are requested to submit documentation of the disposal facility used. The City’s WWTF does not currently accept trucked or hauled waste.

While a user generally is capable of maintaining an under-counter grease trap in-house, a pumping service must be hired to pump and properly dispose of grease interceptor contents. The user that conducts in-house maintenance of under-counter traps has a dilemma- what to do with the collected brown grease. There are few options available. Disposal of liquid wastes in the trash is unlawful. The source control inspector may suggest that the user hire a rendering service to supply a separate container for the brown grease. A facility may also be able to develop a procedure to dewater small quantities (e.g. daily cleanings) by absorbing liquid with absorbent or towels and dispose with solid waste.

The following policy is established to deal with verifying disposition of grease waste:

- Facilities with a grease interceptor shall keep receipts of pumping company names and service dates.
- Facilities with grease traps that utilize service companies shall keep records of company names and service dates.
- Facilities with grease traps that services in-house must keep record of service dates only, and describe and demonstrate pretreatment waste handling procedure.
- Facilities with fryers shall keep yellow grease storage containers on-site and receipts of rendering company service dates. (There may be other venues for handling the grease, such as transfer to another restaurant or release to a private party for personal use, such as making biodiesel fuel. The facility must, at a minimum, be able to show storage containers and explain yellow grease handling procedure. The inspector may require a facility without a fryer to off-haul used cooking grease if poor work practices are identified (e.g. FOG liquid in trash or accumulated in the sewer system)

City of Dixon Fats, Oil and Grease (FOG) Program

Equipment Summary:

- Flow meters (3)
- Automatic samplers with accessories (2)
- Portable gas analyzer (3)
- Light truck with utility boxes (5)
- Mobile radio (6)
- Desktop computer (5)
- Manhole safety guard and exhaust fan
- Digital camera
- Peristaltic pump
- Field testing equipment
- Miscellaneous sampling supplies
- Hand tools
- Traffic vests and safety cones
- First aid kit
- Protective clothing

Effectiveness Measures

Program effectiveness will be measured using the following:

1. FOG generator record of compliance with WWDP as determined by annual inspections
2. Periodic video inspection of sewer prior to conducting preventative maintenance to identify the need for continued preventative maintenance of a given sewer facility

INSERT WWDP HERE

DRAFT

INSERT WWDP
ATTACHMENT B HERE
(WWDP standard conditions)

DRAFT

INSERT WWDP
ATTACHMENT C HERE
(BMP's for food service facilities)

DRAFT

INSERT WWDP
ATTACHMENT D HERE

(User pretreatment system maintenance log)

DRAFT

INSERT FAQ's FOR WWDP
HERE

DRAFT

INSERT SOURCE CONTROL
INSPECTION REPORT
FORM HERE

DRAFT

**INSERT PREVENTATIVE
MAINTENANCE LIST HERE**

DRAFT

Appendix G. Grease Problem Areas

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Appendix G. Grease Problem Areas

Grease Problem Areas (Hotspots)

Manhole Number	Location	Manhole Number	Location
SS-0001	Hwy 113 north of Dorset Drive	SS-0262	Market place / Pittschool
SS-313	Jacobs /Lincoln	SS-0804	Pheasant run/Rehmann
SS-0351	North Lincoln Street and Merrill Court	SS-0278	Parkgreen/N.Lincoln
SS-0373	North Lincoln Street at Jacobs Drive	SS-0351	Merrill ct/ N.Lincoln
SS-0430	Stratford Ave near Hwy 113	SS-0373	Jacobs/N. Lincoln
SS-0456	Hst/Avon Ct	SS-0658	Alderglen Dr/S Lincoln
SS-0498	Sierra Court / Washington	SS-0702	Hillview Dr/
SS-0519	North Adams Street at West F Street	SS-0572	N. Washington/W. Bst
SS-0609	C ST/Adams	SS-0499	Washington st/W. Fst
SS-0158	Bell/fulmore	SS-0447	Amesbury/Washington st
SS-0629	Market / Pitt	SS-0413	Newgate/Makenze
SS-0775	Rehmann / Daily dr	N/A	Lincoln street Station
SS-0804	Pheasant Run Drive at Rehmann Drive	N/A	Pitt School at West A Street station
SS-0821	Pheasantrun at Madera	SS-0881	La Esperanza Dr
SS-0820	Pitt School Road at West A Street	SS-0978	5th st /Rossi
0976-0978	5TH Street Creekside	SS-0956	East C st/N. 7Th
SS-0994	East B Street at North Jackson Street	SS-0926	S. 8Th / 7Th
SS-1022	5th E Cst	SS-1063	Jefferson/W. Chestnut
SS-1073	Jefferson /E.Mayes	SS-1084	Country Fair
SS-1064	Chestnut/Adams	SS-0430	Stratford Ave near Hwy 113
SS-0086	SCHOONERRIDGE / Regency		

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Appendix H. Historical Data, including Information on General Sewer Callouts, Response Time, and SSOs from Private Laterals

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Appendix H. Historical Data, including Information on General Sewer Callouts, Response Time, SSOs from Private Laterals

Event ID	Cert Step	Version	Region	Type	Category	Spill Volume	Collection System	WDID	Spill Start	Location	Physical Address
843604	Certified	1.0	5	PLSD	Category 3	2	Dixon CS	5SSO10931	2018-01-01 12:30:00	Jefferson 351 So	351 South Jefferson Street Dixon CA 95620
863398	Certified	1.0	5	PLSD	Category 3	75	Dixon CS	5SSO10931	2019-11-16 00:00:00	145 N 2nd St	145 2nd St Dixon CA 95620
863400	Certified	1.0	5	PLSD	Category 3	5	Dixon CS	5SSO10931	2019-06-13 22:30:00	274 Stephens St/ West C St	274 Stephens St x West C St Dixon CA 95620
863396	Certified	1.0	5	PLSD	Category 3	300	Dixon CS	5SSO10931	2018-05-18 15:00:00	Cattleman's	250 Dorset Dr Dixon CA 95620
863397	Certified	1.0	5	PLSD	Category 3	15	Dixon CS	5SSO10931	2018-05-18 14:00:00	660 S D St/ X St N Almond St	660 S D St Dixon CA 95620
884183	Work In Progress	1.0	5	PLSD	Category 3	5	Dixon CS	5SSO10931	2022-10-25 10:15:00	731 East A Street	731 East A Street Dixon CA 95620
863399	Certified	1.0	5	PLSD	Category 3	0	Dixon CS	5SSO10931	2019-08-28 11:00:00	779 W B St	779 W B St Dixon CA 95620
833639	Certified	1.0	5	PLSD	Category 3	30	Dixon CS	5SSO10931	2017-01-31 10:15:00	Senior Multi-use Center (SMUC)	201 South Fifth Street Dixon CA 95620
884184	Work In Progress	1.0	5	PLSD	Category 1	250	Dixon CS	5SSO10931	2022-10-31 15:00:00	Super La Favorita Meat Market	925 North Adams Street Dixon CA 95620
833628	Certified	1.0	5	PLSD	Category 3	120	Dixon CS	5SSO10931	2017-01-15 12:00:00	IHOP Dixon	1465 Ary Lane Dixon CA 95620
863401	Certified	1.0	5	PLSD	Category 3	25	Dixon CS	5SSO10931	2019-04-16 10:45:00	810 Avon Ct	810 Avon Ct Dixon CA 95620
863395	Certified	1.0	5	PLSD	Category 3	15	Dixon CS	5SSO10931	2018-02-22 17:00:00	209/219 East B St	2019-219 East B St Dixon CA 95620

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Appendix I. Dixon Sewer System Management Plan
Annual Audit Report

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Sewer System Management Plan Audit Report

This audit must be performed annually (collection system serves $\geq 10,000$ people). At a minimum, prepare this report and maintain it on file.

Per State Water Resources Control Board Order No. WQ 2013-0058-EXEC, enrollee must maintain records documenting changes/updates made to the Sewer System Management Plan (SSMP) since its last certification, when the changes/updates were made, and who authorized the change or update. The registered designated person (i.e., legally responsible person) shall certify all required reports, including this Audit Report.

Name of Agency	City of Dixon
Date of Audit	
Name of Auditor	
Approved By (Name)	
Approved by (Signature)	

Please indicate YES or NO for each question below. To answer the following questions, refer to the text of each SSMP Element, any referenced material in the text, all corresponding attachments, and any data collected to assist in assessing SSMP effectiveness. For any NO responses, describe the updates or changes needed and the timeline to completion in Description of Scheduled Updates/Changes to the Sewer System Management Plan section at the end of this report.

Element 1, Goals

1. Are the goals stated in the SSMP still appropriate and accurate? Yes No

Element 2, Organization

1. Is the SSMP up to date with the following? Yes No
 - a. Agency organization
 - b. Role descriptions
 - c. Legally responsible person

- d. Staffing contacts
- e. Chain of communication information

Element 3, Legal Authority

1. Does the SSMP contain current references to the City’s code documenting the City’s legal authority to the following? Yes No
 - a. Prevent illicit discharges
 - b. Require proper design and construction of sewers and connections
 - c. Ensure access for maintenance, inspection, or repair of portions of the lateral owned or maintained by the City
 - d. Limit discharges of fats, oils, and grease (FOG)
 - e. Enforce any violation of the City’s sewer ordinances
2. Were any changes or modifications made to City sewer ordinances, regulations, or standards since the last version of the SSMP? Yes No
3. Does the City have sufficient legal authority to control sewer use and maintenance? Yes No

Element 4, Operation and Maintenance Program

Map of the Sanitary Sewer System

1. Does the SSMP reference up-to-date information about maps? Yes No
2. Are collection system maps complete, up to date, and sufficiently detailed? Yes No

Preventative Maintenance Program

1. Does the SSMP contain up-to-date information about preventative operations and maintenance activities? Yes No
2. Are preventative maintenance activities sufficient and effective in reducing and preventing sanitary sewer overflows (SSOs) and blockages? Yes No

Rehabilitation and Replacement Program

1. Does the SSMP contain up-to-date information about the rehabilitation and replacement program? Yes No
2. Does the SSMP contain up-to-date information about closed-circuit television (CCTV) inspections? Yes No

3. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies? Yes No
4. Does the CIP address prioritized projects for collection system assets? Yes No

Training

1. Do supervisors believe their staff is sufficiently trained? Yes No
2. Is staff satisfied with the training opportunities and support offered to them? Yes No

Equipment and Replacement Part Inventories

1. Does the SSMP reference up-to-date information about equipment and replacement part inventories? Yes No

Element 5, Design and Performance Standards

1. Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations, and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems? Yes No
2. Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines? Yes No

Element 6, Overflow Emergency Response Plan

1. Does the SSMP contain an up-to-date version of the City's Overflow Emergency Response Plan (OERP)? Yes No
2. Does the City's OERP contain proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs as required by the Waste Discharge Requirements (WDRs) and MRP? Yes No
3. Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP? Yes No
4. Does the OERP contain procedures to address emergency operations such as traffic, crowd control, and other necessary response activities? Yes No
5. Does the OERP 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 impacts on the environment resulting from SSOs, including such accelerated or additional monitoring that may be necessary to determine the nature and impacts of the discharge?

6. Considering SSO performance data, is the OERP effective in handling SSOs to safeguard public health and the environment? Yes No
7. Is the Water Quality Monitoring Plan current, has staff been trained on it, and does staff who would be involved in an SSO of large volume practice it? Yes No
8. Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons, and were results entered for these SSOs through the California Integrated Water Quality System (CIWQS) website? Yes No
9. Has the City prepared a technical report for all SSOs larger than 50,000 gallons? Have all technical reports been filed on the CIWQS website as required? Yes No

Element 7, Fats, Oils, and Grease Control Program

1. Does the SSMP contain up-to-date information about the City's FOG Control Program? Yes No
2. Does the FOG Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG? Yes No
3. Does the FOG Control Program include a plan for the disposal of FOG generated in the sewer system service area? Yes No
4. Does the City have sufficient legal authority to prohibit discharges to the sewer system and identify measures to prevent SSOs and blockages caused by FOG? Yes No
5. Are there requirements to install grease removal devices (such as traps or interceptors), best management practices requirements, record keeping, maintenance requirements, and reporting requirements established in the City's FOG Control Program? Yes No
6. Does the City have authority to inspect grease-producing facilities and have sufficient staff to inspect and enforce the FOG ordinance? Yes No
7. Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule, and address source control measures to minimize blockages? Yes No

- 8. Does the FOG Control Program implement source control measures for all sources of FOG discharged to the collection system? Yes No
- 9. Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system? Yes No

Element 8, System Evaluation and Capacity Assurance Plan

- 1. Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable? Yes No
- 2. Does the City’s CIP Program establish a schedule of approximate completion dates for both short- and long-term improvements, and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment? Yes No
- 3. Does the City take steps needed to establish a short- and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based on condition assessment and/or field maintenance results? Yes No

Element 9, Monitoring, Measurements, and Program Modifications

- 1. Does the City maintain relevant information that can be used to establish and prioritize appropriate SSMP activities? Yes No
- 2. Does the City monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP? Yes No
- 3. Does the City assess the success of the Preventative Maintenance Program? Yes No
- 4. Does the City update program elements, as appropriate, based on monitoring or performance evaluations? Yes No
- 5. Does the SSMP identify and illustrate SSO trends, including frequency, location, and volume of SSOs? Yes No

Element 10, Sewer System Management Plan Audits

- 1. Does the audit focus on the effectiveness of the SSMP? If not, what needs to change to increase the effectiveness of the overall collection system program? Yes No
- 2. Were the audit results shared with the City Council and the public (via the City’s website)? Yes No
- 3. Will the SSMP audit be completed, reviewed, and filed as an appendix to the SSMP on an annual basis? Yes No
- 4. Do any proposed changes to the SSMP require City Council approval because they substantially alter the policies and procedures for collection system operations and maintenance? Yes No

Element 11, Communication Plan

- 1. Does the City communicate on a regular basis with the public and other agencies on the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the City Council? Yes No
- 2. Is the SSMP change log current and up to date? Yes No

Description of Scheduled Updates/Changes to the Sewer System Management Plan:

Appendix J. City of Dixon Webpage, Sewer System Management Plan

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Sewer System Management Plan (SSMP)

[Home](#) > [Groups](#) > [152deletedWastewater](#) > [Sewer System Management Plan \(SSMP\)](#)

Sewer System Management Plan (SSMP)

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Water Quality Ordinance Order No. 2006-0003, which required all public wastewater collection agencies in California, with a wastewater collection system greater than one mile in length, to be regulated under the Statewide General Waste Discharge Requirement (GWDR). The GWDR requires public wastewater agencies to develop a Sewer System Management Plan (SSMP) for their wastewater collection systems. To view the city's current SSMP click on the corresponding links below.

- [General SSMP information \(PDF\)](#)
- [SSMP Table of Contents and Elements 1-11 \(PDF\)](#). UPDATED May 11, 2017
- [Appendix A: Introduction Supporting Documents \(PDF\)](#)
 - [California Integrated Water Quality System SSMP certification print \(PDF\)](#)
- [Appendix 1: Goals Supporting Documents \(PDF\)](#)
- [Appendix 3: Legal Authority Supporting Documents \(PDF\)](#). (Dixon Muni Code)
- [Appendix 4: Operation and Maintenance Supporting Documents \(PDF\)](#)
- [Appendix 5: Design and Performance Provisions Supporting Documents \(PDF\)](#)
- [Appendix 6: Overflow Emergency Response Plan Supporting Documents \(PDF\)](#)
- [Appendix 7: FOG Control Program Supporting Documents \(PDF\)](#)
- [Appendix 8: System Evaluation and Capacity Assurance Plan Supporting Documents \(PDF\)](#)
- [Appendix 9: Monitoring, Measurement and Program Modifications Supporting Documents \(PDF\)](#)
- [Appendix 10: SSMP Program Audits Supporting Documents \(PDF\)](#)
- [Appendix 11: SSMP Webpage print \(PDF\)](#)

152deletedWastewater
Menu

**Sewer System Management
Plan (SSMP)**

Collections

General Information

STAFF DIRECTORY

Contact Info

City of Dixon, California
600 East A Street
Dixon, CA 95620
Phone: 707-678-7000

Website developed by EvoGov

Quick Links

Activities
City Council
Boards & Commissions
Departments
Employment Opportunities
Municipal Code
Volunteering with the City

Helpful Links

Home
Contact Us
Accessibility
Employee Web Mail
Facebook
Twitter
Instagram



Appendix K. Sample Subdivision Improvement Agreement

This page intentionally left blank.

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

City of Dixon
600 East A Street
Dixon, CA 95620
Attn: City Clerk

Exempt from recording fees
(Gov. Code §§ 6103 and 27383)

(Space above this line for Recorder's use)

APN: 0114-012-040 (Portion)

SUBDIVISION IMPROVEMENT AGREEMENT

This Subdivision Improvement Agreement ("Agreement") is deemed effective as of _____, 2022, by and between the City of Dixon, a California municipal corporation (the "City") and _____, a California limited liability company ("Subdivider"). The City and Subdivider may individually be referred to herein as a "Party" or collectively as the "Parties." There are no other parties to this Agreement.

RECITALS

A. Subdivider owns or controls tracts of land consisting of approximately _____ acres, lying in the City of Dixon, County of Solano, California, known as the _____ project, which is currently identified as Solano County Assessor's Parcel Numbers _____ (Portion), as more fully described in the legal descriptions attached hereto as **Exhibit A** (the _____).

B. On October 25, 2005, the City Council of the City of Dixon ("City Council") adopted Resolution No. 05-217 approving the Southwest Dixon Specific Plan, along with the Southwest Dixon Supplemental Design Guidelines.

C. On May 14, 2019, the City Council approved an Amended and Restated Development Agreement, _____

D. On January 18, 2022, City Council adopted _____

[REDACTED]

[REDACTED]

[REDACTED]

G. Subdivider desires to enter into this Agreement, in order to facilitate the completion of all [REDACTED] ("Improvements").

H. Subdivider further desires to enter into this Agreement, whereby Subdivider promises to install and complete, at Subdivider's sole cost, expense and risk [REDACTED] including, but not limited to, grading work and site clearance, the Improvements, and all labor and materials required to complete the Improvements to the satisfaction of City ("Improvement Work").

I. Subdivider has secured this Agreement by depositing security with City consisting of a cash deposit, bond, or letter of credit in form acceptable to City to secure installation of the Improvements and a one-year warranty of workmanship in accordance with the terms provided herein (the "Securities").

[REDACTED]

NOW, THEREFORE, in consideration of the mutual covenants and benefits that accrue to each, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals above ("Recitals") are true and correct and are hereby incorporated into and made part of this Agreement. In the event of any inconsistency between the Recitals and Sections 1 through 23 of this Agreement, Sections 1 through 23 shall prevail.

[REDACTED]

2. Effective Date and Term. This Agreement shall become effective on the date that both Subdivider and City have executed this Agreement (the “Effective Date”) and shall terminate only after the release of all Securities, unless this Agreement is terminated in writing, signed and notarized by both Parties and recorded. This Agreement, however, shall automatically terminate after any lot within [REDACTED] Project has been conveyed to an individual homebuyer and a certificate of occupancy has been issued by City in accordance with this Agreement.

3. Dedication. Except as otherwise provided in this Agreement or in the action of the City Council approving the Final Map, City does accept as an easement on behalf of the public, the item below:

- a. Public Service Easement (P.S.E.) in conformity with the terms of the offer,
 - b. Emergency Vehicle Access Easement (E.V.A.E.), and
- rejects, on behalf of the public, any real property offered for dedication as public rights-of-way in conformity with the terms of the irrevocable offer of dedication:
- c. Roads, Streets, Drives, Ways, Parkways and Courts for public thoroughfares including [REDACTED] for public thoroughfare,
 - d. Parcel A and Parcel B for storm drain and open space purposes.

Such offers, however, shall remain open and constitute irrevocable offers of dedication in accordance with Government Code section 66477.2. All such offers of dedication may be accepted by City in its sole discretion at any later date without any further notice to the Subdivider.

4. Installation of Improvements. Subdivider agrees to furnish, construct and install at Subdivider’s own expense the Improvements, as shown on the Improvement Plans, which are to be installed to the sole satisfaction of the City Engineer. The Improvement Plans may only be modified by the Subdivider subject to prior written approval by the City Engineer.

5. Subdivider’s Obligations. Subdivider shall perform each of the following throughout the term of this Agreement, as conditions precedent to City’s issuance of a building permit for any lot within the [REDACTED] Project:

A. Complete, at Subdivider’s sole cost and expense in a good and workmanlike manner, all of the Improvements in conformance with the Subdivision Laws, all applicable City standards, and City’s general plan, related to the Improvements (collectively, the “Improvement Standards”).

B. Commence construction of the Improvements within three (3) months from the Effective Date of this Agreement. Subdivider shall notify the City Engineer in writing three (3) days before the commencement of construction of the Improvements.

C. Complete all Improvements within twelve (12) months from the Effective Date of this Agreement, unless otherwise approved or extended in writing by the City Engineer, for good cause, after written application by Subdivider. Such application shall state fully the grounds and facts showing good cause for such extension to be granted. In granting any extension

[REDACTED]

of time, the City Engineer may require a new or amended subdivision improvement agreement, or new security, to reflect increases in the costs of constructing the Improvements or other conditions related to the extension of time.

D. Furnish and pay for all necessary equipment, labor and materials to complete the Improvements in conformity with the Improvement Standards.

E. Replace or repair all public improvements, private property, public utility facilities, and surveying or subdivision monuments that are destroyed or damaged in the performance of any work related to this Agreement. Subdivider shall bear the entire cost of replacement or repairs of any and all public or private property damaged or destroyed in the performance of any work related to this Agreement. Any repair or replacement work shall be to the satisfaction, and subject to the approval, of the City Engineer.

F. Provide safe access for inspection of the Improvements by City.

G. Give good and adequate warning to the public of each and every dangerous condition existing on or near the Improvements, and take reasonable action to protect the public from any such dangerous condition.

H. Perform all construction work related to installing the Improvements between 7:00 a.m. and 7:00 p.m. on weekdays (Monday through Friday), unless otherwise previously approved in writing by the City Engineer.

I. Require each contractor and subcontractor to have a competent foreman on the job at all times when that contractor or subcontractor, or any employee or agent thereof, is performing any work related to the Improvements. Subdivider shall maintain an office with a telephone and Subdivider or a person authorized to make decisions and act for Subdivider in Subdivider's absence shall be available at the site of any Improvements within three (3) hours of being called at such office by City at any time when construction work is being performed on the Improvements.

J. Assume all costs for utility and cable television undergrounding or relocation which is not the responsibility of the cable television, gas, electric, telephone or other utility company under the terms of any franchises with City or otherwise imposed upon the utility companies by law.

K. Obtain and comply with all necessary permits and licenses for the construction and installation of the Improvements, give all necessary notices, and pay all fees and taxes required by law.

6. Estimated Cost of Improvements. The total estimated cost of the Improvements, as provided by Subdivider and reviewed and confirmed by the City Engineer, is [REDACTED].

[REDACTED]

7. Title to Improvements. City shall not accept any property to be dedicated, or the Improvements, unless they are constructed in conformity with the Improvement Plans and Improvement Standards to the satisfaction of the City Engineer. Subdivider shall retain title to, shall be responsible for, and shall bear the risk of loss to, any of the Improvements constructed or installed, until such time as the Improvements are accepted by City. Title to and ownership of the Improvements and any real property to be dedicated shall vest absolutely in City upon completion and acceptance of such Improvements by the City Council. City shall not accept the Improvements unless title to the Improvements is entirely free from all liens. Prior to acceptance, at City's request, Subdivider shall supply City with appropriate lien releases, at no cost to and in a form acceptable to City.

8. Acquisition and Dedication of Easements or Rights-of-Way. If any of the Improvements are to be constructed or installed on land not within the [REDACTED] Project or an already existing public right-of-way, no construction or installation shall commence before:

A. The irrevocable offer of dedication or conveyance to City of appropriate rights-of-way, easements or other interests in real property, and appropriate authorization from the property owner to allow construction or installation of the Improvements; or

B. The issuance of an order of possession by a court of competent jurisdiction pursuant to the State Eminent Domain Law (Code Civ. Proc., § 1230.010 et seq.). Subdivider shall comply in all respects with any such order of possession.

9. Final Acceptance of Work. The Improvements shall be deemed accepted only as authorized by the City Council or the City Engineer in accordance with the Subdivision Laws, and City's inspection of all Improvements. Such acceptance shall not constitute a waiver by City of any defects or deficiencies in the Improvements.

10. Damage to Improvements. Subdivider is solely responsible for the care and maintenance of, and any damage to, the Improvements, prior to final acceptance as provided in Section 9 above. Subdivider shall replace or repair all Improvements, utility facilities and monuments that are damaged or destroyed for any reason, regardless of the cause of damage or the ownership of the underlying property. Any repair or replacement shall be to the satisfaction of the City Engineer.

11. Repair of Defective Work. If, within a period of one (1) year after final acceptance by the City Council of the Improvements, any portion of the Improvements or any work done under this Agreement fails to fulfill any of the requirements of this Agreement, the Improvement Plans or the Improvement Standards, Subdivider shall without delay and without any cost to City, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Improvements or work. If the Subdivider fails to act promptly in accordance with this requirement,

[REDACTED]

or if the exigencies of the situation require repairs or replacements to be made before Subdivider can be notified or correct the situation, then City may, at its option, make the necessary repairs or replacements or perform the necessary work, and Subdivider shall pay to City the actual cost of such repairs plus fifteen percent (15%) within thirty (30) days of the date of billing for such work by City.

12. Securities.

A. *Types of Security.* Subdivider shall secure this Agreement before City accepts the [REDACTED] Project for filing by providing the following (collectively, the “Securities”):

i. *Performance Security.* An amount determined by the City Engineer to be one hundred percent (100%) of the total estimated Cost of Improvements, securing the Subdivider’s faithful performance and completion of the Improvements, in the form attached hereto as **Exhibit B** (“Performance Security”).

ii. *Payment Security.* An additional amount determined by the City Engineer to be not less than one hundred percent (100%) of the total estimated Cost of Improvements, securing Subdivider’s payment to any contractor, subcontractor, person renting or supplying equipment, or furnishing labor and materials related to installing and completing the Improvements, in the form attached hereto as **Exhibit C** (“Payment Security”).

iii. *Warranty.* An additional amount of ten percent (10%) of the estimated Cost of Improvements, for the guarantee and warranty of the Improvements against any defective work or labor done, or defective materials, for a period of one (1) year following their completion and acceptance by City, in the form attached hereto as **Exhibit D** (“Warranty”).

B. *Conditions of Security.*

i. *Bonds.* Any bonds submitted as the Securities shall be executed by a surety company authorized to conduct a surety business in California and shall be in a form as specified by the Subdivision Laws and approved by the City Attorney.

ii. *Irrevocable.* All Securities deposited as bonds under this Agreement shall be irrevocable, shall not be limited as to time (except as to the guarantee and warranty period), and shall provide that they may be released, in whole or part, only upon the written approval of the City Engineer, as provided under the Subdivision Laws and subdivision C below. All Securities shall expressly obligate the surety for any extension of time authorized by City for Subdivider’s completion of the Improvements, whether or not the surety is given notice of such an extension by City. No change, alteration, or addition to the terms of this Agreement or the plans and specifications incorporated herein shall in any manner affect the obligation of the sureties, except as required by the Subdivision Laws.

iii. Replacement. If Subdivider seeks to replace any of the Securities, such replacement shall: (1) comply with all requirements of this Agreement; (2) be provided by Subdivider to the City Engineer; and (3) upon written acceptance by the City Engineer, be deemed to be a part of this Agreement. Upon the City Engineer's acceptance of a replacement, the earlier provided Securities may be released by City.

C. Release of Securities. The Securities required by this Agreement shall be released in accordance with the Subdivision Laws and the following provisions:

i. Performance Security. City shall release the Performance Security upon issuance of a Certificate of Completion by the City Engineer for all of the Improvements, or as may otherwise be authorized in accordance with the Subdivision Map Act (Gov. Code § 66499.7).

ii. Payment Security. City shall release the Payment Security in accordance with the Subdivision Laws. The Payment Security may, six (6) months after the Certificate of Completion is issued by the City Engineer, be reduced to an amount equal to the amount of all claims filed and related to the Improvements of which notice has been given to City. The balance of the Payment Security shall be released upon the settlement of all claims and obligations for which the Payment Security was given.

iii. Warranty. The Securities provided for guarantee and warranty of workmanship shall be released after one (1) year following the completion and acceptance of the Improvements, and inspection thereof by the City's Construction Inspector, and approved by the City Engineer. If, however, the City Engineer determines there are defects in the Improvements that require correction pursuant to Section 10 above, and such defects are not corrected within a reasonable time, the City Engineer shall utilize the Securities to make all necessary corrections, including payment of reasonable expenses and fees and attorney's fees in connection with enforcement of any provision of this Agreement.

D. Records. Evidence of the Securities required by this Agreement shall be kept on file with the City Clerk. If the City Council gives specific, written approval to replace the Securities by another approved security, such replacement Securities shall be filed with the City Clerk and, upon filing, shall be deemed to be incorporated into this Agreement. Upon filing of replacement Securities with the City Clerk, the replaced Securities may be released.

13. Inspections. All Improvements shall be constructed under the inspection of the City Engineer and his designees (collectively "City Inspectors"). Subdivider shall at all times maintain safe access for inspection of the Improvements. Upon completion of the Improvements the Subdivider may request a final inspection by City Inspectors. The City Engineer shall not issue the Certificate of Completion unless Subdivider has completed all work in accordance with the Improvement Plans and Subdivision Laws. If the City Engineer determines that the Improvements have been completed in accordance with all Improvement Standards and Subdivision Laws, the



City Engineer shall certify the completion of the Improvements to the City Council, to accept or reject in their sole discretion. City bears no liability for any costs or expenses resulting from delays in inspections. The City Inspectors shall have the right to inspect the Improvements for a period of twelve (12) months after the Certificate of Completion has been issued. Subdivider shall bear all costs of inspection and certification, including but not limited to the direct costs of all third-party inspection agencies and City inspection consultants.

14. Fees. Subdivider shall maintain a deposit account with City in order to pay all costs incurred by City in processing this Agreement, and all fees imposed in connection with the construction and inspection of the Improvements, including but not limited to the costs of any third party City Inspectors. The fees referred to herein are not inclusive of all City fees, charges or other costs that may be imposed on the [REDACTED] Project.

15. Default of Subdivider.

A. *Breach.* Subdivider shall be deemed to have materially breached this Agreement based on, but not limited to, any of the following occurrences: (i) failure to timely complete construction of the Improvements; (ii) failure to timely cure any defect in the Improvements to the satisfaction of the City Engineer; (iii) failure to timely deposit additional Securities as may be required by this Agreement; (iv) Subdivider's insolvency, appointment of a receiver, or the filing of any petition in bankruptcy either voluntary or involuntary which Subdivider fails to discharge within thirty (30) days; (v) the commencement of a foreclosure action against the [REDACTED] Project or a portion thereof, or any conveyance in-lieu or in avoidance of foreclosure; or (vi) failure to perform any material obligation under this Agreement.

B. *Notice of Breach; Default.* In the event of any material breach of this Agreement, City may serve written notice upon Subdivider and Subdivider's surety, if any, of the breach. Subdivider shall have twenty (20) days from receipt of written notice by City to cure any breach. If the breach is not cured, or significant progress towards curing the breach is not made, Subdivider shall be in default.

C. *Remedies; Performance by City.*

i. In the event of Subdivider's default under this Agreement, and the applicable cure period set forth in this Paragraph has expired without such default having been cured, City may thereafter deliver a notice of default to Subdivider and Subdivider's surety, if any. If the default remains uncured within twenty (20) calendar days from receipt of the written notice of breach, Subdivider authorizes City to complete all work on the Improvements at the sole expense of Subdivider, and Subdivider authorizes to utilize the Securities to complete all work on the Improvements and to pay all labor costs of contractors, subcontractors and workers related to the Improvements. In the event of default of this Agreement, or abandonment of the [REDACTED] Project, City may take over the Improvements and prosecute them to completion, by

[REDACTED]

contract or by any other method City may deem advisable, at the expense of Subdivider, and Subdivider shall be liable to City for any excess cost or damages incurred by City. In the event City takes over the Improvements or prosecutes the same to completion, City, without liability for so doing, may take possession of, and utilize such materials, appliances, equipment, plant and other property belonging to Subdivider as may be necessary for completion of the Improvements.

ii. City reserves to itself all remedies available to it at law or in equity for breach of Subdivider's obligations under this Agreement. The right of City to draw upon or utilize the Securities is additional to and not in-lieu of any other remedy available to City.

iii. Failure of Subdivider to comply with the terms of this Agreement shall constitute consent to the filing by City of a notice of violation against all the lots in the [REDACTED] Project, or to rescind the approval or otherwise revert the [REDACTED] Project to acreage. The remedy provided by this Subsection is in addition to and not in lieu of other remedies available to City, and is not required to implement other available remedies. Subdivider agrees that the choice of remedy or remedies for Subdivider's default shall be at the discretion of City.

iv. In the event that Subdivider fails to perform any obligation hereunder, Subdivider agrees to pay all costs and expenses incurred by City in securing performance of such obligations, including but not limited to costs of suit and attorney's fees, costs of Improvements in the event of failure of performance, and all administrative costs. Such costs and fees shall be a proper charge against the Securities of Subdivider.

v. The failure of City to take an enforcement action with respect to a default or breach, or to declare a default or breach, shall not be construed as a waiver of that default or breach or any subsequent default or breach of Subdivider.

D. *Lien.* In accordance with the Subdivision Laws (Gov. Code, § 66499), the recordation of this Agreement creates a lien attached to the property underlying the [REDACTED] Project and has the priority of a judgment lien in the amount necessary to complete the Improvements.

16. Environmental Warranty.

A. For purposes of this Agreement, the terms below have the following meanings:

i. "Environmental Laws" shall mean any federal, state, or local law, rule, regulation administrative or court order, ordinance, regulatory guidance document, standard, or requirements of any government authority regulating, relating to, or imposing liability standards of conduct concerning Hazardous Substances, or that pertains to the protection of human health or

[REDACTED]

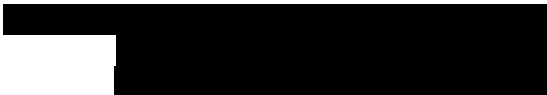
the environment, including, but not limited to, the Comprehensive Environmental Response, Conservation and Liability Act of 1980 (42 U.S.C. § 9601 et seq.); the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 et seq.); the Clean Water Act (33 U.S.C. § 1251 et seq.); the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.); the Hazardous Materials Transportation Act (29 U.S.C. § 1801 et seq.); the Insecticide, Fungicide and Rodenticide Act (7 U.S.C. § 136 et seq.); the Superfund Amendments and Reauthorization Act (42 U.S.C. § 6901 et seq.); the Clean Air Act (42 U.S.C. § 7401 et seq.); the Safe Drinking Water Act (42 U.S.C. § 300f et seq.); the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.); the Surface Mining Control and Reclamation Act (30 U.S.C. § 1201 et seq.); the Occupational Safety and Health Act (29 U.S.C. §§ 655, 657); the California Underground Storage of Hazardous Substances Act (Health and Safety Code, § 25280 et seq.); the California Hazardous Waste Control Act (Health and Safety Code, § 25100 et seq.); the California Safe Drinking Water and Toxic Enforcement Act (Health and Safety Code, § 24249.5 et seq.); and the Porter-Cologne Water Quality Control Act (Water Code, § 13000 et seq.); together with any amendments of or regulations promulgated under the statutes cited above.

ii. “Hazardous Substances” or “Hazardous Substance” shall include any hazardous, toxic or dangerous waste, substance or material, pollutant or contaminant, as so defined under any Environmental Laws or any substance which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise hazardous, or any substance which contains gasoline, diesel fuel or other petroleum hydrocarbons, polychlorinated biphenyls (PCBs), radon gas, urea formaldehyde, asbestos, lead, or electromagnetic waves. Hazardous Substances include any hazardous or toxic substance, material or waste which is regulated by the State of California, the United States government, or any other governmental authority with jurisdiction over the Property. Hazardous Materials include asbestos and any other hazardous waste or substance which has, as of the date hereof, been determined to be hazardous or a pollutant by the U.S. Environmental Protection Agency, the U.S. Department of Transportation, or any instrumentality authorized to regulate substances in the environment which has jurisdiction over the Property which substance causes the Property (or any part thereof) to be in material violation of Environmental Laws.

B. Prior to acceptance of any Improvements by City, Subdivider shall provide City with a written warranty, in the form attached and incorporated hereto as **Exhibit E** (“Environmental Warranty”):

i. Subdivider and the property being dedicated are in compliance with all Environmental Laws and are not subject to any existing, pending or threatened investigation by a federal, state, or local governmental authority regarding violations of Environmental Laws.

ii. Subdivider and its third party agents, contractors and subcontractors have not used, generated, manufactured, produced, discharged, or released on, under, or about the



property to be dedicated, any Hazardous Substance except in accordance with all applicable Environmental Laws.

iii. Subdivider has not caused or permitted the release or discharge of, and has no knowledge of the release, discharge, or presence of Hazardous Substances on the property to be dedicated or the migration of any Hazardous Substances from or to any other property adjacent to, or in the vicinity of, the property to be dedicated.

C. Throughout the term of this Agreement, Subdivider shall give written notice within fifteen (15) days to City of:

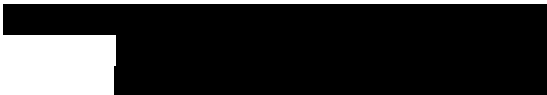
i. Any proceeding or investigation by any federal, California, or local governmental authority regarding the presence of Hazardous Substances on the property to be dedicated or the migration thereof from or to any other property adjacent to, or in the vicinity of, the property to be dedicated;

ii. Any claims made or threatened by any third party against City or property to be dedicated regarding any loss or injury resulting from any Hazardous Substances; and

iii. Subdivider's discovery of any occurrence or condition on any property to be dedicated or any property adjacent to, or in the vicinity of the property to be dedicated that could cause the property to be dedicated or any part thereof to be subject to any restrictions on its ownership, occupancy, use for the purpose for which it is intended, transferability, or suit under any Environmental Law.

17. No Agency Relationship. Neither Subdivider nor any of Subdivider's agents or contractors are or shall be considered to be agents of City in connection with the performance of Subdivider's obligations under this Agreement. City elected and appointed councils, commissions, officers, agents, employees and representatives ("City's Agents") shall not, be liable or responsible for any accident, loss or damage, regardless of the cause, happening or occurring to the Improvement Work or Improvements specified in this Agreement prior to the completion and acceptance of the Improvement Work or Improvements. All such risks shall be the responsibility of and are hereby expressly assumed by Subdivider.

18. Other Agreements. Nothing contained in this Agreement shall preclude City from expending monies pursuant to agreements concurrently or previously executed between the Parties, or from entering into agreements with other subdividers for the apportionment of costs of water and sewer mains, or other improvements, pursuant to the provisions of City ordinances providing therefore, nor shall anything in this Agreement commit City to any such apportionment.



19. Indemnity.

A. *Indemnity/Hold Harmless.* City and City's Agents shall not be liable, and Subdivider agrees to indemnify, hold harmless, and defend City and City's Agents from any and all claims, costs, and liability for claims of damage, for any property damage or personal injury, including death, which may arise as a result of any negligent acts or omissions by Subdivider or Subdivider's contractors, subcontractors, agents, or employees in connection with the construction, improvement, or operation, of the Improvements, including all claims, demands, causes of action, liability, or loss because of, or arising out of, in whole or in part, the design or construction of the Improvements, and Subdivider's compliance with Subdivision Laws and other rules, including labor laws. This indemnification and agreement to hold harmless shall extend to injuries to persons and damages or taking of property resulting from the design or construction of the [REDACTED] Project and the Improvements as provided herein, and in addition, to injuries to adjacent property owners as a consequence of the diversion of waters from the design or construction of public drainage systems, streets and other Improvements. Acceptance by City of the Improvements shall not constitute an assumption by City of any responsibility for damage covered by this Section.

B. *Indemnity of Project Approval.* Subdivider shall defend, indemnify, and hold harmless City and City Agents from any claim, action, or proceeding against City or City Agents to attack, set aside, void, or annul, any approval of City concerning the [REDACTED] Project. Subdivider shall not be required to pay or perform any settlement unless the settlement is approved by Subdivider.

C. *Design Defects.* After acceptance of the Improvements, the Subdivider shall remain obligated to eliminate any defect in design or dangerous condition caused by a latent design or construction defect. Provisions of this paragraph shall remain in full force and effect for ten (10) years following acceptance by City of the Improvements. It is the intent of this section that Subdivider shall be responsible for all liability for design and construction of the Improvements installed or Improvement Work done pursuant to this Agreement and that City shall not be liable for any negligence, nonfeasance, misfeasance, or malfeasance in approving, reviewing, checking, or correcting any plans or specifications or in approving, reviewing or inspecting any Improvement Work. The Securities shall not be required to cover the provisions of this section.

D. *No City Liability.* City shall not be liable for approving, reviewing, checking, or correcting any plans or specifications or for approving, reviewing or inspecting any Improvement Work. Nothing contained in this section is intended to, or shall be deemed to, limit or waive any protections or immunities afforded by law to City or City Agents for the approval of the plan or design of the Improvements, including but not limited to the protections and immunities afforded by Government Code section 830.6.

[REDACTED]

20. Insurance. Without limiting Subdivider’s duty to indemnify City, Subdivider shall maintain in effect throughout this Agreement a policy or policies of insurance with the specifications and limits of liability specified herein.

A. *Proof of Insurance.*

i. Subdivider shall provide to City a properly executed certificate of insurance, in a form satisfactory to the City Attorney for commercial general liability coverage; automobile liability, worker’s compensation insurance and professional liability insurance from an insurance provider approved by City and licensed by the California Department of Insurance (“Certificates”).

ii. The Certificates shall provide that such insurance will not be cancelled, reduced in coverage, or allowed to expire without thirty (30) days’ prior written notice to City.

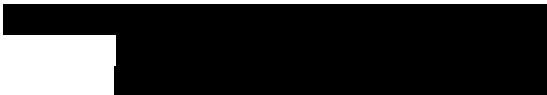
B. *Minimum insurance limits.* Contractor shall maintain limits no less than:

i. Commercial General Liability. Subdivider shall maintain commercial general liability insurance with insurance ratings acceptable to City of not less than A, as shall protect City, City’s Agents, Subdivider, contractors, and subcontractors from claims for damages for personal injury, including death, as well as from claims of property damage which may arise from acts or omissions from Subdivider, contractors, or subcontractors for in relation to this Agreement. The amount of such insurance shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence and an aggregate limit of not less than Four Million Dollars (\$4,000,000.00). Such insurance shall also:

1. Name City and City Agents as insured by endorsement with respect to performance of this Agreement. The coverage shall contain no special limitation on the scope of its protection afforded to the above-listed additional insured;

2. Be primary with respect to any insurance or self-insurance programs covering City and City Agents; and

ii. Business Automotive Liability Insurance. Subdivider shall maintain automotive liability insurance covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services or performing work under this Agreement for bodily injury and property damage with a limit of not less than Two Million Dollars (\$2,000,000.00) for each occurrence. Such insurance shall also:



1. Name City and City Agents as insured by endorsement with respect to performance of this Agreement. The coverage shall contain no special limitation on the scope of its protection afforded to the above-listed additional insured;

2. Be primary with respect to any insurance or self-insurance programs covering City and City Agents; and

iii. Workers' Compensation and Employers' Liability Insurance.

1. Subdivider shall maintain workers' compensation insurance in accordance with California Labor Code section 3700, with a limit of not less than one million dollars (\$1,000,000.00) per occurrence for employer's liability.

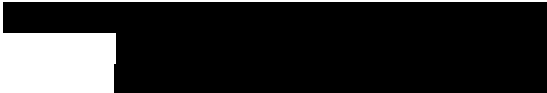
2. In the event any work is sublet, Subdivider shall require any contractor or subcontractor to provide worker's compensation insurance for all contractor's employees or subcontractor's employees, unless such employees are covered by the protection afforded by Subdivider.

3. Pursuant to Labor Code section 1861, by executing this Agreement, Subdivider certifies they are aware of the provisions of Labor Code section 3700, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Subdivider will comply with such provisions before commencing the performance of the work of this contract.

iv. Environmental Liability Insurance.

1. Subdivider shall maintain Environmental Liability Insurance applicable to bodily injury, property damage, including loss of use of damaged property or of property that has not been physically injured or destroyed, cleanup costs, and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims, or compliance with statute, all in connection with any loss arising from the insured's performance under this Agreement. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, this insurance must apply as if each named insured were the only named insured and separately to the additional insured against which claim is made or suit is brought. Coverage shall be maintained in an amount of at least Two Million Dollars (\$2,000,000) per loss, with an annual aggregate of at least Four Million Dollars (\$4,000,000).

2. Subdivider warrants that any retroactive date applicable to Environmental Liability Insurance coverage under the policy is the same as or precedes the Effective Date of this Agreement, and that continuous coverage will be maintained for a period of five (5) years beginning from the time the work under this Agreement is completed or if coverage



If to Subdivider:

[REDACTED]

With copies to:

[REDACTED]

23. General Provisions:

A. *Governing Law.* The validity, interpretation and performance of this Agreement shall be controlled by and construed pursuant to the laws of the State of California.

B. *Compliance with Laws.* Subdivider, its agents, employees, contractors, and subcontractors shall comply with all federal, state and local laws in the performance of the work required by this Agreement, including but not limited to all Improvement Standards, and all federal, State and local labor laws. Subdivider shall, at its expense, be responsible for obtaining all applicable licenses and permits. In the event it is determined that Subdivider is required to pay prevailing wages for work performed under this Agreement, Subdivider shall pay all penalties and wages as required and shall indemnify City in accordance with Section 19 above.

C. *Nondiscrimination.* Subdivider, its agents, employees, contractors, and subcontractors shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity or national origin in connection with or related to the performance of this Agreement. Subdivider shall expressly require compliance with the provisions of this Section in all agreements with contractors and subcontractors for the performance of the improvements hereunder.

D. *Venue.* Venue for any legal proceedings initiated in connection with this Agreement shall be in the Superior Court for the County of Solano.

E. *Severability.* If any provision of this Agreement is held invalid by a court of competent jurisdiction, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

F. *Waiver.* The waiver by either Party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach

[REDACTED]

of the same or a different provision of this Agreement. No Party shall be deemed to have made any such waiver unless it is in writing and signed by the Party so waiving.

G. *Approvals by City.* Any approval or consent that is to be given by City under this Agreement shall be in writing, and any approval or consent that is not in writing shall not be binding on City.

H. *Integration.* Notwithstanding the provisions and additional agreements required under Section 5 above, this Agreement, together with its specific references, attachments and Exhibits, constitute all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the Parties regarding the construction, installation and warranty of the Improvements and the Improvement Work. Neither Party shall be liable for any representations made, express or implied, not specifically set forth herein. It is the intention of the Parties that this Agreement shall supersede any prior agreements, discussions, commitments, representations or agreements, written, electronic or oral, between the Parties with respect to the construction, installation and warranty of the Improvements and the Improvement Work.

I. *Captions.* The captions of this Agreement are for convenience and reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

J. *Mandatory and Permissive.* “Shall” and “will” and “agrees” are mandatory. “May” or “can” are permissive.

K. *Successors and Assigns – Covenant Running With the Land.* Subdivider shall not assign any of its obligations under this Agreement without the prior written consent of City. Notwithstanding the above, all representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of or for the benefit of any or all of the Parties, shall be binding upon and inure to the benefit of such Party, its successors and assigns. If assignment is permitted, City in its sole discretion may release Subdivider from its obligations so assigned hereunder, and may release any Securities posted by Subdivider to secure any Improvements so assigned; provided, however, that City shall not release any security or undertakings given to secure the performance of any Improvements not assigned.

L. *Counterparts.* This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

M. *Other Documents.* Parties agree that they shall cooperate in good faith to accomplish the objectives of this Agreement and to that end, agree to execute and deliver such other instruments or documents as may be necessary and convenient to fulfill the purposes and intentions of this Agreement.



N. *Time is of the Essence.* Time is of the essence in this Agreement in each covenant and term and condition herein.

O. *Authority.* The Parties warrant and represent that they have the power and authority to enter into this Agreement and the names, titles and capacities herein stated on behalf of any entities, persons, states or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by the state or federal law in order to enter into this Agreement have been fully complied with.

P. *Construction and Interpretation.* It is agreed and acknowledged by Subdivider that the provisions of this Agreement have been arrived at through negotiation, and that Subdivider has had a full and fair opportunity to revise the provisions of this Agreement and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting Party shall not apply in construing or interpreting this Agreement.

Q. *Advice of Legal Counsel.* Each Party acknowledges that it has reviewed this Agreement with its own legal counsel, and based upon the advice of that counsel, freely entered into this Agreement.

R. *Attorney Fees and Costs.* If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret any provision of this Agreement, the prevailing Party shall be entitled to an award of reasonable attorney fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

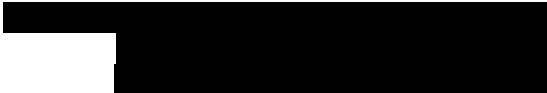
S. *Modification; Approvals.* This Agreement may be amended only by a written instrument signed by the Parties. Subdivider shall bear all costs of amendments to this Agreement that are requested by Subdivider. Any approval or consent that is to be given by City pursuant to this Agreement shall be in writing, and any approval or consent that is not in writing shall not be binding on City.

T. *Exhibits.* All exhibits attached hereto are incorporated into this Agreement:

- Exhibit A: Legal Description
- Exhibit B: Performance Bond
- Exhibit C: Payment Bond
- Exhibit D: Warranty Bond
- Exhibit E: Form of Environmental Warranty
- Exhibit F: Fee Schedule



[Signatures on following page]



IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

City of Dixon, a California municipal corporation

[REDACTED]

By: _____
Jim Lindley, City Manager

By: _____
[REDACTED]

APPROVED AS TO FORM:

Douglas L. White, City Attorney

[REDACTED]

EXHIBIT A

Legal Description

EXHIBIT B
Performance Bond

EXHIBIT C
Payment Bond

EXHIBIT D

Warranty Bond

EXHIBIT E

Form of Environmental Warranty

ENVIRONMENTAL WARRANTY

Homestead project, Phase 3 Village 11

As a condition precedent to acceptance of the dedications and Required Improvements to be conveyed by [REDACTED], a California limited liability company (“Subdivider”), to the City of Dixon, a California municipal corporation (“City”) for [REDACTED] of the [REDACTED] project, within the Southwest Dixon Specific Plan [REDACTED], pursuant to and using those same defined terms in the Subdivision Improvement Agreement dated _____, 202__, Subdivider hereby warrants to City that to the best of Subdivider’s knowledge:

1. Neither the Property nor Subdivider are in violation of any Environmental Law, and neither the Property nor Subdivider are subject to any existing, pending or threatened investigation by any federal, state or local governmental authority under or in connection with any Environmental Law relating to the Property.

2. Neither Subdivider nor any third person operating pursuant to a contract with Subdivider or any of its agents, contractors or subcontractors or otherwise under Subdivider’s control has or will use, generate, manufacture, produce, or release, on, under, or about the Property, any Hazardous Substance, except in compliance with all applicable environmental laws.

3. Subdivider has not caused or permitted the release of, and has no knowledge of the release or presence of, any Hazardous Substance on the Property or the migration of any Hazardous Substance from or to any other property adjacent to, or in the vicinity of, the Property.

4. Subdivider’s prior and present use of the Property has not resulted in the release of any Hazardous Substance on the Property.

All persons executing this warranty hereby represent and warrant to City that the signatories hereto have the legal power, right and authority to execute this warranty on behalf of the Subdivider and that the signatories hereto have sufficient knowledge or expertise, either personally, through reasonable inspection or investigation of the property, or through reasonable reliance upon the investigation and professional opinion of Subdivider’s environmental experts, to make the representations herein, and that no consent of any other party is required to execute this warranty and make the representations herein on behalf of the Subdivider to City.

The undersigned declares under penalty of perjury that the foregoing is true and correct.

[REDACTED]

By: _____
[REDACTED]

EXHIBIT F

Fee Schedule

