

CITY of FORTUNA SANITARY SEWER MANAGEMENT PLAN

Prepared for:
City of Fortuna
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INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Fortuna's SSMP has been prepared with the assistance of Freshwater Environment Services (FES), as described in the agreement between the City of Fortuna and FES dated August 12, 2010. This initial SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

As contained in the City of Fortuna NPDES permit, the City owns, operates, and maintains a municipal wastewater treatment plant and associated collection system and disposal facilities. The Facility serves approximately 11,000 residential, commercial, and institutional users in the City of Fortuna. The current wastewater treatment system consists of flow equalization, screening, grit removal, influent pumping, primary sedimentation, activated sludge processes, secondary sedimentation, chlorination, dechlorination, and pH adjustment as well as anaerobic biosolids digestion, dewatering and composting. The Facility is currently designed to treat an average dry-weather flow (ADWF) of 1.5 million gallons per day (mgd) and reports an influent peak wet weather flow (PWWF) capacity of 7.0 mgd. Peak influent flows over 3-4 mgd are diverted to three equalization ponds and returned for treatment during low flow periods.

From October 1 through May 14 each year, wastewater may be discharged through Discharge Point 001 to Strong's Creek, a water of the United States, and a tributary to the Eel River within the Ferndale hydrologic subarea. During the summer months (May 15 through September 30), treated wastewater is discharged to two percolation ponds adjacent to the Eel River at Discharge Point 003.

The solids handling facilities are designed to accommodate a capacity of 1.9 mgd. Biosolids generated during the treatment process are thickened, anaerobically digested

and dewatered using a belt filter press. The biosolids are composted to Class A requirements. The dewatered biosolids are currently stored up to two years on-site and disposed of in accordance with EPA 503 requirements. Disposal activities are conducted in accordance with the City's Biosolids Management Plan and Waiver of Waste Discharge Requirements which has been developed and is being considered by the Regional Water Quality Control Board.

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ELEMENT 1: GOALS

The intent of this section is to identify the goals that the City has established for its SSMP. These goals are intended to provide focus for City staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The goals of the City of Fortuna's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Using funds available for sewer operations in the most efficient manner;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, which will serve as a reference for the City's sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the City staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

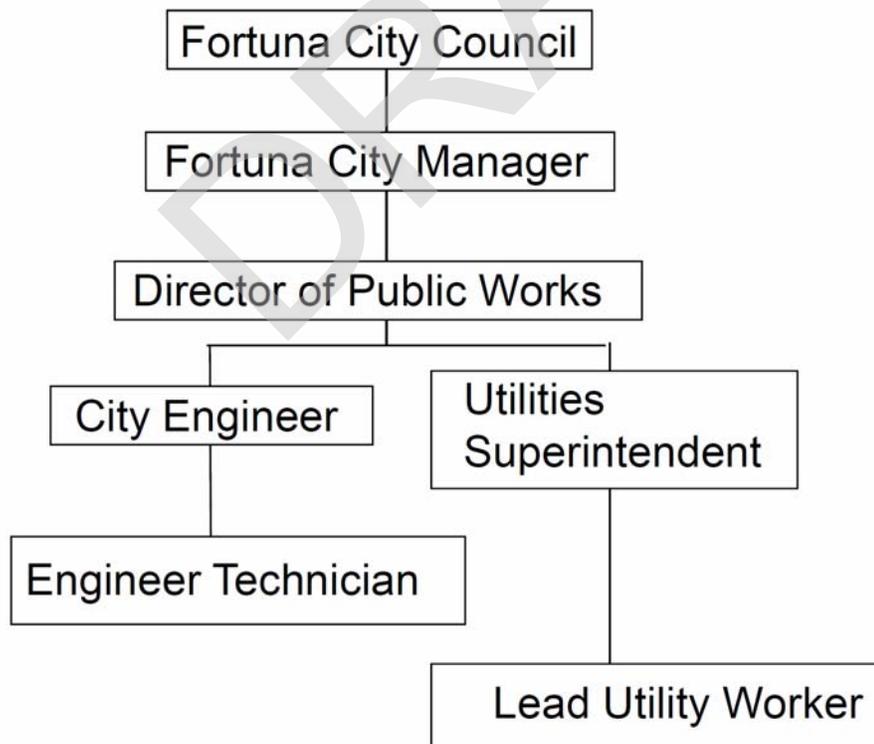
2.1 Regulatory Requirements for the Organization Element

The WDR requires that the Organization element of the SSMP provides the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization

The portion of the City's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown below:



A description of the roles for wastewater collection system agency staff is described below:

City Council – Establishes policy.

City Manager – Enforces policy, plans strategy, directs staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

City Director of Public Works - Responsible for directing, developing, implementing, evaluating, and administering the operations and staff required to design, construct, operate, and maintain the City's water, sewer, and storm drain infrastructure.

City Engineer – Prepares wastewater collection system planning document, manages capital improvement plan, documents new and rehabilitated assets, and coordinates development and implementation of SSMP.

Utilities Superintendent – Manages field operations and maintenance activities, provides relevant information to the Director of Public Works, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Engineering Technician – Ensures that new and rehabilitated assets meet City standards, works with field crews to handle emergencies when contractors are involved, provides reports to the City Engineer, and implements enforcement actions.

Lead Utility Worker – Staff that conduct preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

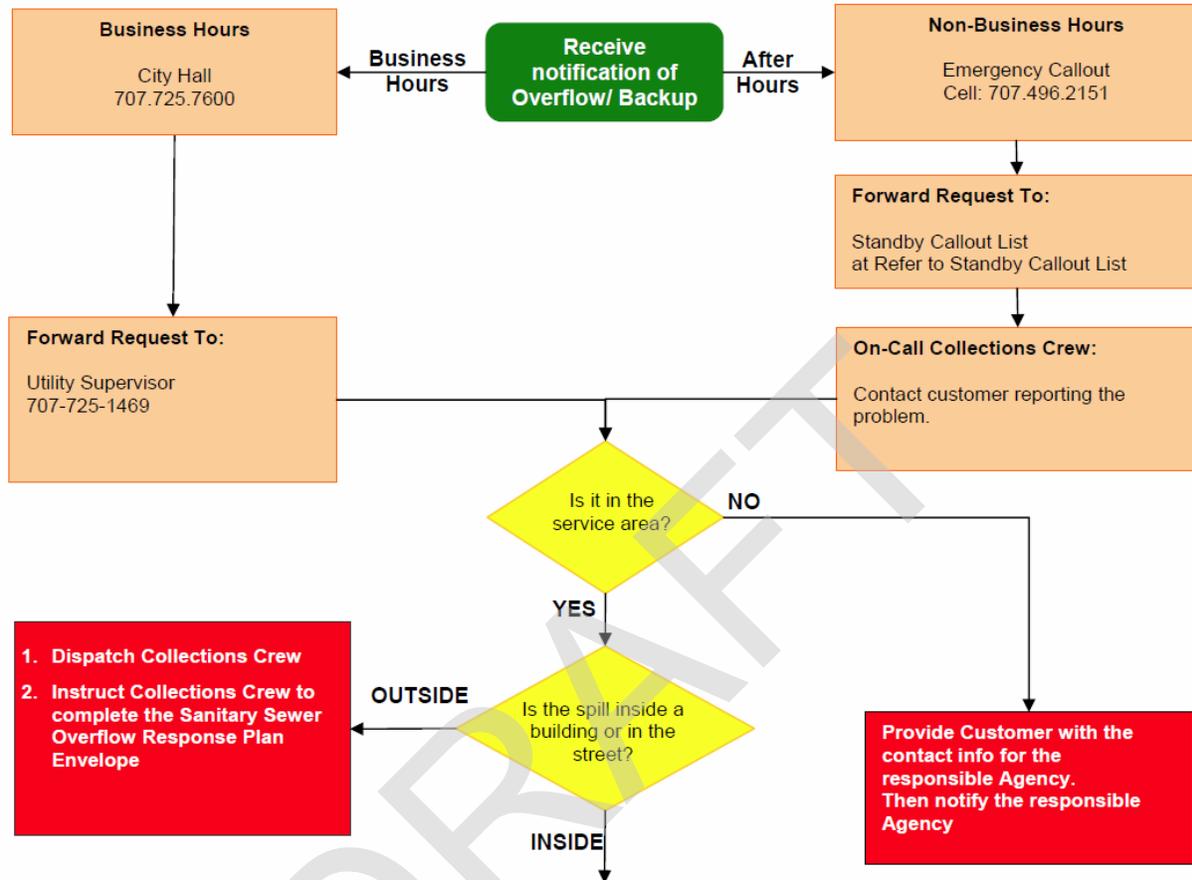
Position	Name	Phone Number
City Manager	Duane Rigge	707-725-1409
City Engineer	Dennis Ryan	707-725-1472
Director of Public Works	Dennis Ryan	707-725-1472
Engineering Technician	Kevin Carter	707-725-1478
Engineering Technician	Rob Morris	707-725-1479
Lead Utility Worker	Frank Dore	707-725-1467
Utilities Superintendent	Mike Flockhart	707-725-1469

2.3 Authorized Representative

The Utilities Superintendent, Mike Flockhart, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6 – Overflow Emergency Response Plan. The sanitary system overflow (SSO) detection, notification, and response process is illustrated on the following page:



WHAT TO TELL THE CUSTOMER (See Field Guide for tips)

1st

- Clearly communicate who will respond, estimated time they will arrive and what area(s) will need to be accessed.
- Clearly communicate that a blockage in the sewer main line will be promptly cleared, but that the City is **not allowed to work on a blockage in the property owner's/resident's service lateral line**. Use general terms that the caller can understand, and give the caller your name for future reference.
- Show concern and empathy for the property owner/resident, **but do not admit or deny liability**.
- Instruct the caller to keep all family members and pets away from the affected area.
- Instruct the caller to place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected.
- Instruct the caller to not remove any contaminated items – *let the professionals do this*.
- Instruct the caller to turn off their HVAC System.
- Instruct the caller to move any **uncontaminated** property away from the overflow area.

2nd

- Dispatch Collections Crew
- Instruct Collections Crew to complete the Sanitary Sewer Backup Response Plan Envelope

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The regulatory notification responsibility and requirements are included in the *Sanitary Sewer Overflow and Backup Response Plan* and include the following.

City of Fortuna SSO/Backup Response Plan	Regulatory Notifications Packet Guide To Reporting To Regulatory Authorities	RN-1 Side A
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Use the chart below to identify reporting requirements. See Side B for reporting procedures and contact information.

THEN CONTACT:					
IF THE BACKUP or SSO: (regardless of source)	OES	SFRWQCB	SWRCB	Humboldt County Department of Environmental Health	Fish & Game
≥ 1,000 gal	X	X	X	X	
Killed Fish	X	X	X	X	X
Results in a discharge into a drainage channel or a surface water	X	X	X	X	
Was discharged to a storm drain & not fully recovered, regardless of volume	X	X	X	X	
Reached or Required Sampling of Receiving Waters	X	X	X	X	X
Required Posting of Public Warning Signs				X	
Was caused by problems with a private service lateral		X	X		
All SSOs & Backups			X		

Persons authorized to perform regulatory reporting:

- Director of Public Works
- Utility Superintendent
- Lead Utility Worker

Legally Responsible Official (LRO) authorized to electronically sign SWRCB online SSO reports:

Title: Director of Public Works
Cell Phone: 707.502.6249
After Hours: 707.768.2188

	= Immediate Reporting Required WITHIN 2 HOURS AND Within 24 hours submit certification to the Regional Water Quality Control Board that OES and the County Health Department have been notified of the discharge.
	= Immediate Reporting Required
	= Reporting Required Within 24 Hours
	= Optional Reporting Within 30 Days
	= Reporting Required Within 30 Days after the end of the month in which the SSO occurs

Additional Internal Reporting Requirements:

Report to:	Contact information:	Trigger for reporting:
City Manager	Business hours: 707.725.7600 After hours: 707.496.4147	Any sewer overflows or backups where public contact occurred or spills that impacted creeks or other waterways
Assistant City Manager	Business hours: 707.725.1411 After hours: 707.725.5809	Any sewer overflows or backups where public contact occurred or spills that impacted creeks or other waterways

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ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the City's Legal Authority, including its Municipal Code and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The City must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

3.2 City of Fortuna Legal Authority

Municipal Code

The legal authority required for the SSMP is contained within Fortuna's Municipal Code. Five chapters of the Fortuna Municipal Code are dedicated to the sewer system, all included in Title 13, Utilities, Division II Public Sewers (Appendix A):

- Chapter 13.20 – General Provisions. Includes provisions to prevent and control pollution to protect human health.
- Chapter 13.28 – Sewer Connections and Construction. Provides regulations for sewer connections, maintenance, testing, and permits.
- Chapter 13.32 – Sewer Use. Specifies prohibited discharges, requires grease interceptors, and describes discharges requiring preliminary treatment.
- Chapter 13.36 – Industrial Wastewater. Requires permits for industrial wastewater discharge and specifies conditions for sampling and pretreatment.
- Chapter 13.40 – Permits and Fees. Requires permits for all work involving the public sewer system.

The chapters listed above pertain to the legal authority required for fulfillment of SSMP requirements. These chapters are included in full in Appendix A. Portions of these chapters are discussed in the following sub-sections as they pertain to prevention of illicit discharges, proper design and construction of sewer and connections, maintenance access, and enforcement measures.

The City has already adopted Chapter 10 of the 2007 California Plumbing Code. The City also plans to update the Municipal Code to clarify and enhance the City's legal authority and to implement the changes in 2011. All discussions in the following sub-sections on the City's legal

authority, as required by the SSMP, are based on Fortuna's existing Municipal Code as of the date of this plan.

Prevention of Illicit Discharges

All measures prohibiting illicit discharges are included in Chapter 13.32, Sewer Use. The specific purpose of the chapter is to prevent the discharge of any pollutant into the sewers that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment. Examples of discharges covered are included below. Refer to Fortuna's Municipal Code included in Appendix A for the complete text.

Stormwater and I/I. Section 13.20.070 makes it unlawful to dispose of any sewage except via a connection to a public sewer. Section 13.32.010 prohibits discharge of uncontaminated water, including stormwater, into a sanitary sewer through direct or indirect connection. Chapter 13.32.010 prohibits the discharge of non-stormwater discharges to storm drains.

Industrial Waste. Section 13.36.010 requires all industrial waste dischargers to obtain a permit and prohibits discharge in excess of the permit allowance. The permit issued may require pretreatment or include other provisions for wastewater quality and quantity. Additional regulations (13.36.020 – 13.36.050) detail permitting policies.

Other Discharges. Chapter 13.32 outlines appropriate sewer use, along with an extensive list of prohibited discharges into Fortuna's sanitary sewer.

Proper Design and Construction of Sewers and Connections

Regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Chapter 13 of the Fortuna Municipal Code.

- Permit Required. A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (section 13.28.010 and 13.28.110).
- Design and Construction Requirements. Section 13.28.020 – 13.28.170 specifies design and construction requirements in accordance with standard City specifications.
- Inspection and Testing. All building sewers and laterals must be tested in the presence of a duly authorized employee of the City, per section 13.20.170.

Lateral Maintenance Access

No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenances or perform any work on any lateral or building sewer without first obtaining a written permit from the City, per Section 13.40.010. Section 13.28.050 requires that cleanouts in building sewers shall be provided in accordance with the rules, regulations, and ordinances of the City.

Limit Discharge of FOG and Other Debris

Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors. FOG prohibitions are covered by Section 13.32.040; paragraph 9, which prohibit discharge of any oils and fats in excessive concentrations that would tend to cause adverse effects on the sewerage system. Additionally, Section 13.32.040, paragraph 4 prohibits discharge of solids that will obstruct or be detrimental to the collection system.

Enforcement Measures

The City's general provisions for all sewer regulations listed in Title 13 are specified in Chapter 13.20. Chapter 13.60 includes enforcement measures for violations of provisions included in Title 13. Written notice is provided to persons in violation, with a time limit for correction. Further enforcement provisions include declaration of a public nuisance and disconnection from public sewers. The person in violation is liable to the city for the costs to achieve compliance.

Control of I/I from a Satellite Collection System

The SSMP requirements state that the City must demonstrate that it has the legal authority to control I/I into its collection system, including I/I from satellite systems. The Palmer Creek Community Services District (CSD) discharges into the City's sewer system. The Palmer Creek CSD's flow to the Fortuna sewer system is metered and limited to 84,240 gallons/day peak flow. This contractual maximum capacity effectively limits the peak flow, and therefore the amount of I/I, that can enter the City's system from the Palmer Creek CSD. The agreement specifying this contractual maximum capacity, dated June 7, 1989, is attached in Appendix B.

3.3 Agreements with Other Agencies

The SSMP requirements for legal authority are fulfilled by Fortuna's Municipal Code. However, the City does have one legal agreement with the Palmer Creek Community Services District, which is described in this section for reference. The City has a sewer treatment agreement with this agency.

Palmer Creek Community Services District Agreement

The City of Fortuna is working with Palmer Creek CSD to update or establish an ordinance or agreement with the Palmer Creek CSD that would apply the requirements of the Fortuna Municipal Code to users of the Palmer Creek CSD. This should include discharge prohibitions, control of stormwater I/I, source control of FOG, design construction and inspection standards for sewers and connections, and enforcement authority.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element

The WDR states that the City shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The City must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The City must 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 Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The City must 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 inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The City must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The City must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps

The City of Fortuna maintains a set of sanitary sewer system maps utilizing Computer Assisted Drafting (CAD) software. The sanitary sewer system maps are updated with new and rehabilitated facilities by City of Fortuna Public Works staff on an as-needed basis. The City has digital storm drainage system maps that are contained in the City of Fortuna 2005 Storm Drainage Master Plan, and maintains a set of storm drainage system maps utilizing Computer Assisted Drafting (CAD) software. Copies of sanitary sewer maps and storm drainage maps are provided in Appendix C. Electronic copies of the maps are maintained at the wastewater office. Hard copies of these maps are kept in the wastewater office and in field vehicles and are used to locate and identify wastewater and storm drainage structures and to aid in the response to a SSO. The City plans on having these two data sets merged into a GIS platform and will generate a combined wastewater and storm drainage atlas which will be utilized in the office and in the field.

4.3 Preventive Operations and Maintenance Program

The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment. The main goal of

maintenance activities is to ensure equipment availability and reliability to meet plant process operation requirements.

The City prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, referred to as "hot spots". The preventive maintenance program includes scheduled jet-rodding of the hot spots list, regular inspection of lift stations, and investigation of customer complaints.

Gravity Sewers

The City currently uses in-house services for routine and emergency sewer cleaning as needed. The City has a goal of cleaning their entire sewer system by 2014. The City uses its field crews to complete most emergency repairs. The City contracts with Wendt Construction to correct larger emergency problems.

The primary focus of the City's preventive maintenance activities is on grease. The City of Fortuna maintains a list of hot spots. Preventive maintenance on the hot spots are performed and documented every 60 days. The City maintains tables indicating the manhole that was entered, direction of rodding and total feet of sewer cleaned. Examples of the hot spots list and documentation are included in Appendix D.

Lift Stations and Force Mains

The City's force mains O & M program consists of periodic inspections and corrective maintenance activities conducted by City staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains.

The City's WWTP staff is responsible for the City's seven lift stations. The City performs daily inspections of each lift station. Daily inspections include visual check of the equipment, manual cycling of pumps, and checking and cleaning floats. The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. Removal of debris from lift stations is conducted every six months or when a problem begins to form. Lift stations are inspected extensively every year. Extensive maintenance includes cleaning sumps, and removing pumps for inspection and repairs if necessary. Lift station inspections are tracked in log books that are kept in the Lab with other "City Rounds" equipment. Lift station maintenance is recorded in the Plant Log Book. Backup generators for the lift stations are tested monthly. The lift stations currently have PLCs that communicate alarms via radio to the SCADA computer, which utilizes a computer autodialer to call a cell phone that is kept by the primary on-call WWTP worker, then the on-call WWTP shift supervisor, then the Chief Plant Operator, then the Police Dispatch.

Root Control

The City has very little problems with roots throughout the system. If closed circuit television (CCTV) determines roots are an issue in a line, a chemical agent is used followed by root cutting performed with mechanical cutters.

Odor Control

The City receives very few odor complaints per year. The complaints are often in areas of low flows where septic conditions exist. The City has no official odor control program in place.

When there are complaints, City crews flush the sewer lines and attempt to plug holes in the manhole lids where odors may be escaping the system.

Non-Routine Maintenance

The City utilizes contract services for emergency cleaning and a combination of contract and in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The City has a hot spots sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a two month cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The City's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The City has developed emergency maintenance procedures contained within their *Sanitary Sewer Overflow and Backup Response Plan*, for more information. Refer to Element 6.

Information Systems/Data Collection

The City currently tracks maintenance activities using paper work orders. The City has the goal of developing and implementing an electronic work order tracking system.

4.4 Rehabilitation and Replacement Program

The City utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- A system-wide CCTV inspection is scheduled to be completed by 2014. Inspection data collected during the CCTV inspections is reviewed by the Public Works Director to determine whether repairs or rehabilitation/replacement are warranted;
- Manhole inspections using CCTV are scheduled to be completed by 2013,
- A flow monitoring capacity analysis is currently being performed; and
- Smoke testing and dye testing is used to monitor and reduce I/I.

The City currently does have identified rehabilitation and replacement projects. As inspection data is collected, the City will develop a prioritized deficiency list and rehabilitation will be completed in a priority order. The City plans to use a combination of in-house and contract services to complete non-emergency rehabilitation and replacement projects. Emergency repairs will continue to be completed by the City and contractors as needed. The initial results of an ongoing flow monitoring capacity analysis conducted by Dr. DeBoice prioritized areas of the collection system with the greatest I/I. Based on the areas with the highest measured I/I,

CCTV and smoke testing can be focused on areas with the greatest I/I potential, helping to identify and prioritize needed rehabilitation projects.

4.5 Training

The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The City of Fortuna has a goal of developing a matrix indicating staff, certifications, renewal dates, and continuing education requirements. The City of Fortuna offers numerous in-house training programs and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications.

The trainings include:

- CPR
- First Aid
- Chlorine Safety
- Driver Safety
- Sludge Dewatering Systems
- Confined Space Entry
- Trenching Training
- Back Safety
- Flagging Training
- Lockout/Tagout procedures

The status of operator certification at the treatment plant for 2010 include one Grade III, three Grade IIs, and two operators in training (O.I.T.).

The City of Fortuna currently requires contractors to have the following training:

- Control of Hazardous Entry (Lock out/tag out)
- Energized Electrical Work
- Confined Space
- Blood Borne Pathogen
- Annual review of City's Sanitary Sewer Overflow and Backup Emergency Response Plan

4.6 Contingency Equipment and Replacement Parts Inventory

The City has a consumable inventory list for the Public Works Wastewater Division. The City currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses.

The City of Fortuna has a goal of developing mutual assistance programs with neighboring communities. These agreements will be to facilitate access to repair parts, and sharing of available resources in emergencies, as necessary.

The City of Fortuna maintains critical replacement parts lists for the following critical pieces of equipment:

2000 Vac-Con® Critical Replacement Parts in Inventory

- Vickers hydraulic pump
- Main pump control valve and handle
- Water bypass control valve
- Hydraulic bypass control valve
- Water pump belt
- Extension boom
- Elbow weldment
- Hydraulic solenoid valve
- Various filters

2000 Vac-Con® Equipment Replacement Parts in Inventory

- Deflector shield for tube
- Water tank site tube
- 10" gaskets
- 8" gaskets
- Wing nut and lock for backdoor
- Hime joints and cam rollers
- Quick couplers
- Curved arms for back door
- Lock and pivots for backdoor
- Kanaflex hose and clamps
- Seal for tank inlet and outlet
- Spare gauge
- Vacuum level latch
- Electric wire
- Headlights
- Taillights
- Turn signals

- Warning beacon
- Electrical connections
- Reflectors
- Nuts and bolts
- Extra hose tips (grease cutter)

2000 Vac-Con® Equipment Replacement Parts Availability

- **Rodding Hose:** 600 feet of high pressure rodding hose, which came with the Vac-Con® in 2000 and 600 feet of new hose, March 2009.
- **Tires:** Hummel Tire, the Goodyear dealer in Fortuna, keeps rear tires for the Vac-Con® in stock and has to order front tires. Orders take several days but Hummel's can patch any flats on the vehicle and keep it operational.
- **Hydraulic Hoses:** Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.
- **Special Order parts:** All other Vac-Con® parts can be special ordered from Municipal Maintenance Equipment (MME) in Sacramento, or from the Vac-Con® factory in Florida. These parts can be shipped express mail overnight and be at the repair facility in the morning.

2008 PipeHunter-Model 7834 Trailer Critical Replacement Parts in Inventory

- Filters in inventory.
- **Tires:** Hummel Tire, the Goodyear dealer in Fortuna, stocks the proper size tire for the PipeHunter.
- **Hydraulic Hoses:** Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.
- **Engine Parts:** Engine parts can be ordered from Ferndale Tractor, the local John Deere dealer. If parts are not in stock they can be shipped express mail overnight and be at the repair facility in the morning.
- **Special Order parts:** All other PipeHunter parts can be special ordered from Municipal Maintenance Equipment (MME) in Sacramento. These parts can be shipped express mail overnight and be at the repair facility in the morning.

1979 Meyers-Hydro Washer Critical Replacement Parts in Inventory

- Engine tune-up parts in inventory.
- Filters in inventory.
- **Tires:** Hummel Tire, the Goodyear dealer in Fortuna, stocks the proper size tire for the Myers-Hydro Washer.

- **Hydraulic Hoses:** Custom hydraulic hoses can be made at either Peterson Tractor Company (local Caterpillar dealer) or at 101 Automotive (local NAPA dealer). These hoses can be made to order the same day.

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ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the City's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires the Design and Performance element of the SSMP provide the following:

- The City must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The City must have 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

Section 13.28.020 – 13.28.170 of the Fortuna Municipal Code specifies design and construction requirements in accordance with standard City specifications. The City of Fortuna is in the process of updating the standard City specifications and plans on completion by 2012.

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

All building sewers and laterals must be tested in the presence of a duly authorized employee of the City, per Section 13.28.070 of the Fortuna Municipal Code. The City of Fortuna is in the process of updating the standards for inspection and testing and plans on completion by 2012.

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ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the City's Overflow Emergency Response Plan (OERP).

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The City 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:

- 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 boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2008-0002-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and 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.

6.2 Goals

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

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

6.3 SSO Notification Procedure

The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by City Staff during the normal course of their work. The City of Fortuna has a *Sanitary Sewer Overflow and Backup*

Response Plan which is included in Appendix E. The *Sanitary Sewer Overflow and Backup Response Plan* contains the procedures for receiving sewage overflow/backup reports (PB-3).

Public Observation

Public observation is the most common way that the City is notified of blockages and spills. During business hours calls are received at City Hall (707) 725-7600, the Public Works office (707) 725-7650 or the Fortuna Police Station (707) 725-550. City Hall and City Police staff is trained to collect crucial information and then to contact the Public Works sewer crew. Public Works staff is trained to collect crucial information and then to contact the dispatch so a sewer crew can be mobilized.

After hours, calls to City Hall receive a pre-recorded message giving the phone number of the police department for emergencies. Calls to Public Works after hours are forwarded to the police department. The police department is trained on how to respond and will contact the on-duty sewer crew.

Receipt of Alarm

The City's lift stations have alarm systems that automatically signal alarms to the wastewater treatment plant SCADA computer which notifies the on-duty WWTP operator. If the on-duty Cell Phone is unanswered, the automatic system will wait for 5 minutes and redial the on-duty Cell Phone. If unanswered a second time the automatic system will call the WWTP Shift Supervisor. If the WWTP Shift Supervisor does not answer, the automatic system will wait for 5 minutes and redial the WWTP Shift Supervisor. If unanswered a second time the automatic system will call the Chief Plant Operator. If the Chief Plant Operator does not answer, the automatic system will wait for 5 minutes and redial the Chief Plant Operator. If unanswered a second time the automatic system will call the Fortuna Police Department dispatch.

If the SCADA system in the wastewater treatment plant control room receives an alarm during working hours, staff will respond to the alarm and notify the Shift Supervisor, Chief Plant Operator, and/or the Utilities Superintendent.

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 respond to emergency situations. The City of Fortuna is developing a work order system.

6.4 SSO Response Procedures

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response to the location of the problem. The response procedure is outlined in the *Sanitary Sewer Overflow and Backup Response Plan* contained in Appendix E. The goals of the *Sanitary Overflow and Backup Emergency Response Plan* is to protect the public from hazards, identify source of overflow and determine ownership, perform cleanup and abatement, complete proper reporting procedures and provide good customer service. The *Sanitary Sewer Overflow and Backup Response Plan* provides detailed response procedures for the first responder and field crew responsible for identifying the source of the problem, correcting the cause of the overflow, and cleaning the surrounding area. The *Sanitary Sewer Overflow and Backup Response Plan* includes reporting forms for the responder to complete.

6.5 Priorities

The first responder's priorities are:

- To follow safe work practices;
- To respond promptly with the appropriate equipment;
- To contain the spill wherever feasible;
- To restore the flow as soon as practicable;
- To minimize public access to and/or contact with the spilled sewage;
- To promptly notify the Utilities Superintendent or the Public Works Director in the event of any SSO;
- To return the spilled sewage to the sewer system; and
- To restore the area to its original condition (or as close as possible).
- Notify Utilities Superintendent so that required regulatory notices can be initiated?
- In the event of damage to private or city-owned property or equipment, notify the Utilities Superintendent to ensure the City's Risk Manager is notified immediately.

6.6 Safety During Response

The first responder is responsible for following safety procedures on all jobs. Special safety precautions must be observed when performing sewer work.

There may be times when City personnel responding to a sewer system event are not familiar with potential safety hazards peculiar 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.

The first responder must assess the scene for hazards to the responders and/or the public. After completing the job hazard analysis the responder will:

- Utilize control devices such as signs, cones, delineators, lights, barricades, when work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic;
- Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; and splash goggles as needed; and
- Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover to protect the responders back.

6.7 Initial Response

The first responder must respond to the reported location or lift station site and visually check for potential sewer stoppages or overflows. All sewer system calls require a response to the reported location of the event.

The first responder will:

- Note arrival time at spill site;
- Verify the existence of a sewer system spill or backup;

- Identify and assess the affected area and extent of spill;
- Contact caller if time permits; and
- Notify the Utilities Superintendent in the event of any SSO.
- Notify the Utilities Superintendent if there is damage to private or city-owned property or equipment, reminding the Superintendent to immediately notify the City's Risk Manager.

The SSO is considered major if the following conditions are present:

- The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed;
- The spill appears to have caused damage to private or city property or equipment;
- The spill is in a public roadway and help with traffic control is needed to protect workers and the public; or
- Additional help is needed, the Maintenance Worker or Utilities Superintendent will contact other employees, contractors, and/or equipment suppliers.

If spill is large, has caused damage to private property, or in a sensitive area, the responder will document conditions with photographs as soon as safety procedures and initial priorities have been implemented at the scene.

During the response to a major SSO City staff will need to decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:

- Small spills – proceed with restoring flow;
- Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures; or
- Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

6.8 Initial Spill Containment Measures

The first responder should attempt to contain the spilled sewage 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 overflowing sewage has entered the storm drainage system during dry weather, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- Contain/direct the spilled sewage using dike/dam or sandbags and
- Pump around the blockage/pipe failure/lift station.

6.9 Recovery and Cleanup

The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. The City can use contract services for recovery and cleanup

actions. Typically, the SSO recovery and cleanup procedures include an estimate of spill volume, recovery of spilled sewage and cleanup and disinfection of the area.

Estimate the Volume of Spilled Sewage

Wherever possible, document the estimate using photos of the SSO site before the recovery operation. Various detailed methods of spill volume estimating are included in the *Sanitary Sewer Overflow and Backup Response Plan Field Guide* (Appendix E). **CITY PERSONNEL ARE CAUTIONED AGAINST MAKING ANY COMMENTS TO THE PUBLIC REGARDING THE POSSIBLE CAUSE OR VOLUME OF A SSO AT ANY TIME. ESTIMATES OF THE VOLUME OF SPILLED SEWAGE AND/OR CAUSE FOR THE SSO WILL BE MADE ONLY BY THE UTILITIES SUPERINTENDENT, IN CONJUNCTION WITH THE DIRECTOR OF PUBLIC WORKS.**

Recovery of Spilled Sewage

Vacuum or pump the spilled sewage and discharge it back into the sanitary sewer system.

Cleanup and Disinfection

Cleanup and disinfection procedures should 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 should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Cleanup Involving Private Property

- Offer assistance with cleanup and advise resident or property owner of claim procedures; and
- Contact insurance for damage assessment.

Cleanup of Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water;
- Disinfect all areas that were contaminated from the overflow using the disinfectant solution. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed; and
- Allow area to dry. Repeat the process if additional cleaning is required.

Cleanup of Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by 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 should be approximately three times the estimated volume of the spill;
- Either contain or vacuum up the wash water so that none is released; and

- Allow the area to dry. Repeat the process if additional cleaning is required.

Steps for Cleanup of Natural Waterways

- The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively cleanup spills that occur in these sensitive environments;
- Cleanup should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life; and
- Any water that is used in the cleanup should be de-chlorinated prior to use (chlorine compounds are toxic to aquatic life).

Wet Weather Cleanup Modifications

- Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

6.10 Public Notification

Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Utilities Superintendent.

Creeks and streams that have been contaminated as a result of an SSO should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should also be inspected as soon as possible the following day. The Maintenance Worker should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major spills may warrant broader public notice. The Public Works Director will contact the City's designated Information Officer for authorization to contact local media when significant areas may have been contaminated by sewage.

New reporting requirements as of February 2008 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the City shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge.

- State Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board

In addition, the City must confirm that it notified these agencies within 24 hours after becoming aware of the discharge. The confirmation must be made to the Regional Water Quality Control Board.

6.11 Water Quality Sampling and Testing

Water quality sampling and testing is required whenever 500 gallons or more of spilled sewage enters surface water to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder will collect samples if required. Samples should be collected as soon as possible after the discovery of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore on impoundments (e.g. ponds).
- The City's contract laboratory shall be used to analyze the samples to determine the nature and extent of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

6.12 SSO Investigation and Documentation

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs include a failure analysis investigation, SSO documentation, and post-SSO debriefing.

Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the "root cause" of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur. The failure analysis shall be conducted in conjunction with the Utilities Superintendent, the City Engineer, the Director of Public Works, and the City's Risk Manager.

The investigation should include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation should include:

- Reviewing and completing the SSO Reporting Form;
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting inspections to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions. The findings of the failure analysis investigation shall be signed by the Utilities Superintendent, the City Engineer, the Director of Public Works, and the City's Risk Manager, and shall be presented to the City Manager.

SSO Documentation

The first responder will complete the Sanitary Sewer Overflow Reporting Form found in the *Sanitary Sewer Overflow and Backup Response Plan* (Appendix E).

The Utilities Superintendent will prepare a file for each individual SSO. The file should include the following information:

All SSOs

- Initial service calls information;
- Sanitary Sewer Overflow Reporting Form;
- Failure analysis investigation results; and
- SWRCB California Integrated Water Quality System (CIWQS) Report(s).

Large SSOs and/or SSOs to sensitive areas

- Volume estimate;
- Appropriate maps showing the spill location;
- Photographs of spill location; and
- Water quality sampling and test results.

Post SSO Event Debriefing

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

As soon as possible after major SSO events, all of the participants, from the person who received the call to the last person to leave the site, should meet to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future SSO events. The results of the debriefing will be recorded and tracked to ensure the action items are completed. The City Engineer and the Director of Public Works shall be included in the SSO Event Debriefing.

6.13 SSO Reporting

The internal and external reporting process for SSO events that are intended to meet the SWRCB requirements are summarized below. Category 1 and 2 SSOs are defined as:

Category 1 SSO – Category 1 SSO refers to all discharges of sewage resulting from a failure in the City's sanitary sewer system that:

- Equal or exceed 1,000 gallons; or
- Result in a discharge to a drainage channel and/or surface water; or
- Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

Category 2 SSO – Category 2 SSO refers to all other discharges of sewage resulting from a failure in the City's sanitary sewer system that are not Category 1 SSOs.

Internal SSO Reporting Procedures Category 1 SSOs

The first responder will immediately notify the Utilities Superintendent (working hours or after hours) who will in turn notify the Public Works Director. Utilities Superintendent shall

immediately notify the City's Risk Manager if there appears to have been damage to private or city-owned property or equipment.

The Utility Maintenance Staff (working hours or after hours) will meet with field crew(s) at the site of the SSO event to assess the situation and to document the conditions with photos.

The first responder will fill out the Sanitary Sewer Overflow Reporting Form and turn it in as soon as possible to the Utilities Superintendent (working hours or after hours).

In the event of a very large overflow or an overflow in a sensitive area, the Public Works Director will notify the City Manager. The City Manager may notify the City Council.

Category 2 SSOs

The first responder will fill out the Sanitary Sewer Overflow Report (OP-2) contained within the SSO Packet and turn it in to the Utilities Superintendent by the start of the next work day.

External SSO Reporting Requirements Category 1 SSOs

New reporting requirements as of February 2008 require that for any discharge of sewage that results in a discharge to a drainage channel or surface water, the Public Works Director or Utilities Superintendent shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of the discharge:

- State Office of Emergency Services (and obtain a Spill Control Number)
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board

In addition, the City must confirm that it notified these agencies within 24 hours after becoming aware of the discharge. The confirmation must be made to the Regional Water Quality Control Board.

The Utilities Superintendent will prepare an initial electronic report using the California Integrated Water Quality System (CIWQS) within three working days of completion of the response and mitigation activities. The Utilities Superintendent will certify the report. The report will include the information to meet the SWRCB requirements.

The Utilities Superintendent will prepare a final electronic report using CIWQS within fifteen calendar days of completion of the response and mitigation activities. The report will be reviewed and approved by the Director of Public Works before submittal. The Utilities Superintendent will certify the report. The final report will include the information to meet the SWRCB requirements.

Category 2 SSOs

The Utilities Superintendent will prepare an electronic report using CIWQS within 30 calendar days following the month that the spill occurred in. The report will be reviewed and approved by the Director of Public Works before submittal. The Utilities Superintendent will certify the report. The report will include the information to meet the SWRCB requirements.

Negative Spill Reports

If there are no SSOs during the calendar month, the City will provide, within 30 days after the end of each calendar month, a statement using CIWQS certifying that there were no SSOs for the designated month. The Utilities Superintendent will certify the report.

CIWQS Not Available

In the event that CIWQS is not available, the City will fax all required information to the RWQCB in accordance with the time schedules identified above. In such event, the City must also enter all required information into CIWQS as soon as practical. The RWQCB Fax number is (707) 523-0135.

6.14 Equipment

This section provides a list of specialized equipment that is required to support this *Sanitary Sewer Overflow and Backup Response Plan*.

Digital Camera

A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.

Emergency Response Truck

A utility body pickup truck is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include spilled sewage containment and cleanup materials.

GPS Unit

A handheld GPS unit is required to determine the coordinates of spills for use in meeting SWRCB SSO reporting requirements. The GPS unit is stored in the Utility Supervisor's office.

Portable Pumps and Hoses

Portable pumps and piping will be used to pump around failed facilities and to recover spilled sewage. Portable pumps and hoses are available through local rental agencies. The portable pump required to support this plan is a 6-inch pump.

6.15 Training

This section provides information on the training that is required to support this *Sanitary Sewer Overflow and Backup Response Plan*.

Initial and Annual Refresher Training

All Public Works personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the after-hours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be incorporated into the training matrix that The City of Fortuna is developing.

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ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to document the City's FOG Program and identify program additions.

7.1 Regulatory Requirements for the FOG Program

The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed, the City must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

7.2 Public Education and Outreach Program

The City of Fortuna is currently developing a FOG policy. The policy will include public education and outreach during the FOG application process, the inspection process and through the schools sewer use program sponsored by the Fortuna Waste Water Treatment staff.

7.3 FOG Source Control

The City of Fortuna is currently developing a FOG source control policy. The policy will include a FOG permit application and FOG permit.

7.4 Disposal of FOG

The City of Fortuna is currently developing a FOG policy. The policy will include a FOG hauler permit application and FOG hauler permit. Currently there are three FOG haulers in the area including Footprint Recycling, North State Rendering, and Steve's Septic.

7.5 Legal Authority for FOG Program

Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 of the Fortuna Municipal Code requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors.

FOG prohibitions are covered by Section 13.32.040; paragraph 9, which prohibits discharge of any oils and fats in excessive concentrations that would tend to cause adverse effects on the sewerage system. Additionally, Section 13.32.040, paragraph 4 prohibits discharge of solids that will obstruct or be detrimental to the collection system.

7.6 Requirements to Install Grease Removal Devices

The Fortuna Municipal Code Section 13.32.040 prohibits discharge of grease to a public sewer, and Section 13.32.070 requires an interceptor when necessary. Section 13.32.080 also includes requirements for maintaining interceptors.

7.7 Authority to Inspect Grease Producing Facilities

The Fortuna Municipal Code contains the authority to inspect facilities in Section 13.20.160 and 170.

Section 13.20.160

The Director of Public Works may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance, and use of all side sewers, public sewers, and facilities in connection therewith in the city, to be known as the city inspector. (Ord. 76-360 § 210).

Section 13.20.170

The officers, inspectors, managers and any duly authorized employees of the city are specifically required to enforce the provisions of this division and shall have the right to enter any and all premises for the purpose of inspection, reinspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary. Enforcement of this provision shall be in accordance with Sections 1822.50 to 1822.57 of the Civil Procedure Code of the state of California. (Ord. 78-409 § 1; Ord. 76-360 § 1102).

7.8 Identification of Grease Problem Areas and Sewer Cleaning

The City of Fortuna maintains a list of hot spots, primarily caused by grease blockages. Preventive maintenance on the hot spots are performed and documented monthly. Examples of the hot spot list and documentation are included in Appendix D.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the City's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation:** The City must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.
- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 Capacity Evaluation

The City is in the process of conducting an Inflow and Infiltration study by Oscar Larson and Associates (OLA). OLA is developing a model with the information from the Flo-dar monitors that have been installed throughout the manholes in town. This study will document the condition and capacity of the existing wastewater infrastructure, determines future facility requirements, and develop recommendations for near-term and longer-term improvements. Interim results from this study prioritized areas within the sewer collection system that have the highest I/I. Recommendations for CCTV and smoke testing specific sections of the collection system are prioritized. This section of the SSMP will be updated with the information from this study when additional results are available

8.3 Recommended Capacity Projects

The City of Fortuna has a Capital Improvement Plan that includes sanitary sewer projects. The section of the CIP that covers sewer projects is included in Appendix F.

8.4 Schedule

The City of Fortuna has a Capital Improvement Plan that includes sanitary sewer projects with projected dates of completion. The section of the CIP that covers sewer projects is included in Appendix F.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

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

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

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

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

9.2 Monitoring Information

The City will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures

The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per 100 miles of sewer;
- Volume of spilled wastewater recovered (million gallon (MG) per year) compared to total volume of wastewater spilled (MG/yr); and
- Volume of spilled wastewater discharged to surface waters (MG/yr) compared to total volume of wastewater spilled (MG/yr).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both City staff and the public at all times through the CIWQS system.

Additional performance measures include programs that the City of Fortuna is developing for implementation as a result of the SSMP development process. These programs include:

Future Activity and Schedule	Completion Date
<ul style="list-style-type: none"> Working with Palmer Creek CSD to update or establish an ordinance or agreement with the Palmer Creek CSD that would apply the requirements of the Fortuna Municipal Code to users of the Palmer Creek CSD. This should include discharge prohibitions, control of stormwater I/I, source control of FOG, design construction and inspection standards for sewers and connections, and enforcement authority. 	2012
<ul style="list-style-type: none"> The City plans on merging the sanitary sewer and storm sewer CAD data into a GIS platform and will generate combined wastewater and storm drainage atlas which will be utilized in the office and in the field. 	2012
<ul style="list-style-type: none"> The City has a goal of cleaning their entire sewer system by 2014. 	2014
<ul style="list-style-type: none"> The City has the goal of developing and implementing an electronic work order tracking system. 	2012
<ul style="list-style-type: none"> A system-wide CCTV inspection is scheduled to be completed by 2014. Inspection data collected during the CCTV inspections is reviewed by the Public Works Director to determine whether repairs or rehabilitation/replacement are warranted. 	2014
<ul style="list-style-type: none"> Visual manhole inspections are scheduled to be completed by 2013. 	2013
<ul style="list-style-type: none"> The City of Fortuna has a goal of developing a matrix indicating staff, certifications and renewal dates. 	2011
<ul style="list-style-type: none"> The City of Fortuna has a goal of developing mutual assistance programs with neighboring communities. These agreements will facilitate access to repair parts as necessary. 	2011
<ul style="list-style-type: none"> The City of Fortuna is currently developing a FOG policy. 	2011
<ul style="list-style-type: none"> The City of Fortuna is developing a model with the information from flow monitors that have been installed throughout the manholes in town. This study will document the condition and capacity of the existing wastewater infrastructure, determine future facility requirements, and develop recommendations for near-term and longer-term improvements. The SSMP will be updated with the information from this study when available. 	2011
<ul style="list-style-type: none"> The City of Fortuna is in the process of updating the standard City specifications and plans on completion by 2012. 	2012
<ul style="list-style-type: none"> The City of Fortuna is in the process of updating the standards for inspection and testing and plans on completion by 2012. 	2012

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The City will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The City will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

City staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the City's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- The City 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 City's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits Discussion

The City will audit its SSMP every two years. The first audit will be completed prior to December 1, 2012 and will cover calendar years 2011 and 2012. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the City's current practices, and whether the City is following the SSMP.

The audit will be conducted by a team consisting of the City's Public Works Department Staff. The audit team may also include members from other areas of the City, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The City will update its SSMP at least every five years. The first update will be completed on or before December 1, 2015.

The City will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

The City Staff will seek the approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Director of Public Works.

ELEMENT 11: COMMUNICATION PLAN

The intent of this section of the SSMP is to identify a plan to communicate information regarding the City's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the City on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The City 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 City as the program is developed and implemented; and
- The City shall create a plan of communication with systems that are tributary and/or satellite to the City's sanitary sewer system.

11.2 Communication Plan

The City has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the City's Communication Plan.

- **City Website** – The City will evaluate the use of a webpage on the City's existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Monthly Water and Sewer Billing** – An annual notice regarding the sanitary sewer system performance can be included in monthly water and sewer billings. The notice would contain general SSMP information. The notice could also refer the customers to the City website for additional details, if an SSMP webpage is implemented. The notice would be printed in both English and Spanish.
- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the City Hall and library. Information would be presented in English and Spanish and have references to the City's website with additional information, if an SSMP webpage is implemented.
- **City Council Meetings** – City council meetings are public meetings and televised on a local broadcast station. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the City Council agenda.
- The City will provide a copy of the draft SSMP to Palmer Creek Community Services District for review and comments.

**APPENDIX A
FORTUNA MUNICIPAL CODE TITLE 13**

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Title 13 UTILITIES

Division II. Public Sewers

Chapter 13.20 GENERAL PROVISIONS

Chapter 13.28 SEWER CONNECTIONS AND CONSTRUCTION

Chapter 13.32 SEWER USE

Chapter 13.36 INDUSTRIAL WASTEWATER

Chapter 13.40 PERMITS AND FEES

Division III. Private Sewage Disposal Systems

Chapter 13.52 GENERAL PROVISIONS

Chapter 13.56 PERMITS

Chapter 13.60 ADMINISTRATION AND ENFORCEMENT

Division II. Public Sewers*

Chapter 13.20
GENERAL PROVISIONS

Sections:

- [13.20.010](#) Citation.
- [13.20.020](#) Purpose of provisions.
- [13.20.030](#) Scope of provisions.
- [13.20.040](#) Sewage disposal policy.
- [13.20.050](#) Disposal of wastes generally.
- [13.20.060](#) Treatment required.
- [13.20.070](#) Sewer required.
- [13.20.080](#) Occupancy prohibited in nonconforming buildings.
- [13.20.090](#) Filling abandoned disposal systems required.
- [13.20.100](#) Cesspools deemed nuisance.
- [13.20.110](#) Disconnection to enforce provisions.
- [13.20.120](#) Nuisance abatement.
- [13.20.130](#) Disconnection deemed enforcement only.
- [13.20.140](#) Interference with system prohibited.
- [13.20.150](#) Permit and fees.
- [13.20.160](#) Inspectors – Generally.
- [13.20.170](#) Inspectors – Powers and authorities.
- [13.20.180](#) Relief from provisions – Application.
- [13.20.190](#) Relief from provisions – Council action.
- [13.20.200](#) Violations – Citation and correction.
- [13.20.210](#) Violations – Liability.

* For statutory provisions on sewerage systems, see Health and Safety Code § 5470 et seq.; for provisions authorizing cities to construct and maintain drains and sewers, see Government Code § 38900 et seq.

13.20.010 Citation.

The ordinance codified in this division shall be known as the “Sanitary Code of the City of Fortuna.” (Ord. 76-360 § 205).

13.20.020 Purpose of provisions.

A. The purpose of this division is to provide for the maximum possible beneficial public use of the city’s facilities through adequate regulation of sewer construction, sewer use, and industrial wastewater discharges; to provide for equitable distribution of the city’s costs; and to provide procedures for complying with requirements placed upon the city by other regulatory agencies.

B. The rules and regulations set forth in this division respecting sewer construction, disposal of sewage, drainage of buildings, and connection to the sewage works of the city are adopted, and all work in respect thereto shall be

performed as required in this division and not otherwise. (Ord. 76-360 §§ 201, 202).

13.20.030 Scope of provisions.

A. This division shall be interpreted in accordance with the definitions set forth in Chapter [13.24](#) FMC.

B. The provisions of this division shall apply to the direct or indirect discharge of all liquid-carried wastes to facilities of the city. This division, among other things, provides for the regulation of sewer construction in areas within the city, the quantity and quality of discharged wastes, the degree of waste pretreatment required, the setting of waste discharge fees to provide for equitable distribution of costs, the approval of plans for sewer construction, the issuance of permits for industrial wastewater discharges and of other miscellaneous permits and the establishment of penalties for violation of this division. (Ord. 76-360 § 203).

13.20.040 Sewage disposal policy.

A. The city operates systems of trunk and collector sewers serving homes, industries and commercial establishments throughout a major portion of the city. Also, the city has built and operates wastewater treatment and disposal facilities.

B. Generally, liquid wastes originating within the city's boundaries will be removed by the city's sewerage systems provided the wastes will not:

1. Damage structures;
2. Create nuisances such as odors;
3. Menace public health;
4. Impose unreasonable collection, treatment or disposal costs on the city;
5. Interfere with wastewater treatment processes;
6. Exceed quality requirements set by regulatory government agencies; or
7. Detrimentally affect the local environment;

C. The highest and best use of the city's sewerage systems is the conveyance, treatment and disposal of domestic wastewater. The use of the city's sewerage systems for industrial wastewater discharges is subject to further regulation by the city.

D. To comply with stated policies of the federal government and to permit the city to set increasingly higher standards of treatment plant effluent quality, provisions are made by this division for the regulation of industrial wastewater discharges. This division establishes quantity and quality limitations on industrial wastewater discharges which may adversely affect the city's sewerage systems or effluent quality. Methods of cost recovery from industrial wastewater dischargers are also established by separate resolution where the discharges impose inequitable collection, treatment, or disposal costs on the city.

E. Optimum use of the facilities of the city may necessitate that the city require that certain industrial wastewaters be discharged during periods of low flow in the sewerage systems of the city. (Ord. 76-360 § 204).

13.20.050 Disposal of wastes generally.

It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the city, or in any area

under the jurisdiction of the city, any human or animal excrement, garbage, or other objectionable waste. (Ord. 76-360 § 301).

13.20.060 Treatment required.

It is unlawful to discharge to any stream or watercourse any sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this division. (Ord. 76-360 § 302).

13.20.070 Sewer required.

A. The owner of any building situated within the city and abutting on any street in which there is now located or may in the future be located a public sewer of the city, is required at his expense to connect the building directly with the proper public sewer in accordance with the provisions of this division within 90 days after date of official notice to do so; provided, that the building is within 1,000 feet of the public sewer.

B. It is unlawful for any person whose building is required to be connected to a public sewer under this section to connect to, construct, install or provide, maintain and use any other means of sewage disposal from the building except by connection to a public sewer in the manner as provided in this division. (Ord. 76-360 §§ 207, 305).

13.20.080 Occupancy prohibited in nonconforming buildings.

No building, industrial facility, or other structure shall be occupied until the owner of the premises has complied with all rules and regulations of the city. (Ord. 76-360 § 304).

13.20.090 Filling abandoned disposal systems required.

Where a sewage disposal system is abandoned consequent to connecting with the public sewer, the applicant making the connection shall fill the abandoned septic tank as required by the county health officer within 30 days from the time of connecting to the public sewer. Every abandoned building sewer or part thereof shall be plugged or capped in an approved manner within five feet of the property line. (Ord. 76-360 § 306).

13.20.100 Cesspools deemed nuisance.

It is declared that whenever any area in the city is provided with a sewerage system the further maintenance or use of cesspools or other local means of sewage disposal is a public nuisance. (Ord. 76-360 § 1002).

13.20.110 Disconnection to enforce provisions.

As an alternative method of enforcing the provisions of this division or any other ordinance, rule or regulation of the city, the director of public works shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the city. Upon disconnection, the director of public works shall estimate the cost of disconnection from and reconnection to the system and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The city shall refund any part of

the deposit remaining after payment of all costs of disconnection and reconnection. (Ord. 76-360 § 1003).

13.20.120 Nuisance abatement.

During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the city shall cause proceedings to be brought for the abatement of the occupancy of the premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there shall be paid to the city a reasonable attorney's fee and cost of suit arising in the action. (Ord. 76-360 § 1004).

13.20.130 Disconnection deemed enforcement only.

The city declares that the procedures set forth in FMC [13.20.110](#) and [13.20.120](#) are established as a means of enforcement of the terms and conditions of its rules and regulations, and not as a penalty. (Ord. 76-360 § 1005).

13.20.140 Interference with system prohibited.

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the city sewage works. Any person violating this provision shall be subject to the penalties provided by law. (Ord. 76-360 § 1101).

13.20.150 Permit and fees.

No public sewer, side sewer, building sewer, or other sewerage facility shall be installed, altered, or repaired within the city until a permit for the work has been obtained from the city and all fees paid in accordance with the requirements of Chapter [13.40](#) FMC. (Ord. 76-360 § 211).

13.20.160 Inspectors – Generally.

The director of public works may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance, and use of all side sewers, public sewers, and facilities in connection therewith in the city, to be known as the city inspector. (Ord. 76-360 § 210).

13.20.170 Inspectors – Powers and authorities.

The officers, inspectors, managers and any duly authorized employees of the city are specifically required to enforce the provisions of this division and shall have the right to enter any and all premises for the purpose of inspection, reinspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary. Enforcement of this provision shall be in accordance with Sections 1822.50 to 1822.57 of the Civil Procedure Code of the state of California. (Ord. 78-409 § 1; Ord. 76-360 § 1102).

13.20.180 Relief from provisions – Application.

A. When any person, by reason of special circumstances, is of the opinion that any provision of this division is unjust or inequitable as applied to his premises, he may make written application to the council, stating the special circumstances, stating the provision complained of, and requesting suspension or modification of that provision as applied to his premises.

B. If such application is approved, the council may, by resolution, suspend or modify the provision complained of as applied to such premises to be effective as of the date of the application and continuing during the period of the special circumstances. (Ord. 76-360 § 208).

13.20.190 Relief from provisions – Council action.

The council may, on its own motion, find that by reason of special circumstances any provision of this regulation and division should be suspended or modified as applied to a particular premises and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof. (Ord. 76-360 § 209).

13.20.200 Violations – Citation and correction.

Any person found to be violating any provision of this division or any other ordinance, rule, or regulation of the city shall be served by an authorized person of the city with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The time limit shall be not less than two nor more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this division or any other ordinance, rule, or regulation of the city. Upon being notified by the city of any defect arising in any sewer or of any violation of this division, the person or persons having charge of the work shall immediately correct the same. (Ord. 76-360 § 1001).

13.20.210 Violations – Liability.

Any person violating any of the provisions of the ordinances, rules or regulations of the city shall become liable to the city for any expense, loss, or damage occasioned by the city by reason of such violation. (Ord. 76-360 § 1006).

Chapter 13.28 **SEWER CONNECTIONS AND CONSTRUCTION**

Sections:

- [13.28.010](#) Building sewer – Permit required.
- [13.28.020](#) Building sewer – Design and construction requirements.
- [13.28.030](#) Building sewer – Separate connections required.
- [13.28.040](#) Building sewer – Use of old sewers.
- [13.28.050](#) Building sewer – Cleanouts.
- [13.28.060](#) Building sewer – Too low to permit gravity flow.
- [13.28.070](#) Building sewer – Connection to public sewer.
- [13.28.080](#) Building sewer – Maintenance.
- [13.28.090](#) Building sewer – Testing.
- [13.28.100](#) Public sewer – Permit required.
- [13.28.110](#) Public sewer – Plans, profiles and specifications filing.
- [13.28.120](#) Public sewer – Subdivisions.
- [13.28.130](#) Public sewer – Easement required.
- [13.28.140](#) Public sewer – Persons authorized to perform work.
- [13.28.150](#) Public sewer – Compliance with street work standards.
- [13.28.160](#) Public sewer – Design and construction standards.
- [13.28.170](#) Public sewer – Completion required.

13.28.010 Building sewer – Permit required.

In accordance with Chapter [13.40](#) FMC, no person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the city and paying all fees and connection charges as required therein. (Ord. 76-360 § 401).

13.28.020 Building sewer – Design and construction requirements.

Design and construction of building sewers and lateral sewers shall be in accordance with the requirements of the city and in accordance with standard city specifications. (Ord. 76-360 § 402).

13.28.030 Building sewer – Separate connections required.

No two adjacent buildings fronting on the same street shall be permitted to join in the use of the same side sewer. Every building or industrial facility must be separately connected with a public sewer if such public sewer exists in the street upon which the property abuts or in an easement which will serve the property. However, two or more buildings located on property belonging to the same owner may be served with the same side sewer provided the property cannot be subdivided into smaller legal-sized lots. (Ord. 76-360 § 403).

13.28.040 Building sewer – Use of old sewers.

Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the city inspector, to meet all requirements of city. (Ord. 76-360 § 404).

13.28.050 Building sewer – Cleanouts.

Cleanouts in building sewers shall be provided in accordance with the rules, regulations, and ordinances of the city. All cleanouts shall be maintained watertight. (Ord. 76-360 § 405).

13.28.060 Building sewer – Too low to permit gravity flow.

In all buildings hereafter constructed in which any building sewer is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means, approved by the public works director, and discharged to the public sewer at the expense of the owner. (Ord. 76-360 § 406).

13.28.070 Building sewer – Connection to public sewer.

The connection of the building sewer into the lateral sewer shall be made in strict accordance with standard city specifications and at the applicant's expense. The connection to the lateral sewer shall be made in the presence of the city inspector and under his supervision and direction. Any damage to the lateral sewer shall be repaired at the cost of the applicant to the satisfaction of the district inspector. (Ord. 76-360 § 407).

13.28.080 Building sewer – Maintenance.

Building sewers shall be maintained by the owner of the property served thereby. (Ord. 76-360 § 408).

13.28.090 Building sewer – Testing.

All building sewers and lateral sewers shall be tested in strict accordance with standard city specifications. (Ord. 76-360 § 409).

13.28.100 Public sewer – Permit required.

In accordance with Chapter [13.20](#) FMC, no person shall construct, extend, or connect to any public sewer without first obtaining a written permit from the city and paying all fees and connection charges and furnishing bonds as required therein. The provision of this section requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the city. (Ord. 76-360 § 501).

13.28.110 Public sewer – Plans, profiles and specifications filing.

The application for a permit for public sewer construction shall be accompanied by three complete sets of plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the city, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications shall be examined by the director of public works who shall within 20 days approve them as filed or require them to be modified as he deems necessary for proper installation. When the director of public works is satisfied that the proposed work is proper and the plans, profiles, and specifications are sufficient and correct, he shall order the issuance of a

permit predicated upon the payment of all connection charges, fees, and furnishing bonds as required by the city. The permit shall prescribe such terms and conditions as the director of public works finds necessary in the public interest. (Ord. 76-360 § 502).

13.28.120 Public sewer – Subdivisions.

The requirements of FMC [13.28.100](#) and [13.28.110](#) shall be fully complied with before any final subdivision map shall be approved by the council. The final subdivision map shall provide for the dedication for public use of streets, easements, or rights-of-way in which public sewer lines are to be constructed. If a final subdivision map of a tract is recorded and the work of constructing sewers to serve the tract is not completed within the time limit allowed in the permit, the city council may extend the time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the subdivider. (Ord. 76-360 § 503).

13.28.130 Public sewer – Easement required.

In the event that an easement is required for the extension of the public sewer or the making of connections, the applicant shall procure and have accepted by the council a proper easement or grant of right-of-way having a minimum width of 10 feet sufficient in law to allow the laying and maintenance of such extension or connection. (Ord. 76-360 § 504).

13.28.140 Public sewer – Persons authorized to perform work.

Only properly licensed contractors and city forces shall be authorized to perform the work of public sewer construction within the city. All terms and conditions of the permit issued by the city to the applicant shall be binding on the contractor. (Ord. 76-360 § 505).

13.28.150 Public sewer – Compliance with street work standards.

Any person constructing a sewer within a street shall comply with all state, county, or city laws, ordinances, rules and regulations pertaining to the cutting of pavement; opening, barricading, lighting, and protecting of trenches; backfilling, and repaving and shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the city. (Ord. 76-360 § 506).

13.28.160 Public sewer – Design and construction standards.

A. Minimum standards for the design and construction of sewers within the city shall be in accordance with the city of Fortuna standard improvement specifications heretofore or hereafter adopted by the city engineer, with the consent of the city council. The council may permit modifications or may require higher standards where unusual conditions are encountered.

B. Three complete sets of “as-built” drawings showing the actual location of all mains, structures, wyes, and laterals shall be filed with the city before final acceptance of the work. (Ord. 76-360 § 507).

13.28.170 Public sewer – Completion required.

Before any acceptance of any sewer line by the city and prior to the admission of any sewage into the system, the sewer line shall be tested and shall be complete and in full compliance with all requirements of the standard improvement specifications and to the satisfaction of the city engineer. (Ord. 76-360 § 508).

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Chapter 13.32 SEWER USE

Sections:

- [13.32.010](#) Prohibited discharges – Uncontaminated waters.
- [13.32.020](#) Prohibited discharges – Industrial wastewater.
- [13.32.030](#) Prohibited discharges – Wastes generally.
- [13.32.040](#) Prohibited discharges – Wastes enumerated.
- [13.32.050](#) Prohibited discharges – Criteria for determining.
- [13.32.060](#) Prohibited discharges – List preparation.
- [13.32.070](#) Interceptors – Required.
- [13.32.080](#) Interceptors – Maintenance.
- [13.32.090](#) Preliminary treatment – Required for certain discharges.
- [13.32.100](#) Preliminary treatment – Maintenance of facilities.
- [13.32.110](#) Control manholes.
- [13.32.120](#) Measurements and tests.
- [13.32.130](#) Special agreements.
- [13.32.140](#) Swimming pools.

13.32.010 Prohibited discharges – Uncontaminated waters.

No person shall discharge or cause to be discharged any rainwater, stormwater, groundwater, street drainage, subsurface drainage, yard drainage, water from yard fountains, ponds, or lawn sprays, cooling water, or any other uncontaminated water into any sewerage facility which directly or indirectly discharges to facilities owned by the city. (Ord. 76-360 § 601).

13.32.020 Prohibited discharges – Industrial wastewater.

No industrial wastewaters shall be discharged to a trunk sewer or to a sewer discharging directly or indirectly to a trunk sewer until a permit for industrial wastewater discharge has been approved by the city. (Ord. 76-360 § 602).

13.32.030 Prohibited discharges – Wastes generally.

In most cases, the concentration or amount of any particular constituent which will be judged to be excessive or unreasonable cannot be foreseen but will depend on the results of technical determinations and the actions of regulatory agencies. The list of constituents which may be regulated provides specific limits only where they are now reasonably well established. The other constituents in the list are presented with the objectives of enumerating the types of wastes which will be regulated from time to time. (Ord. 76-360 § 603).

13.32.040 Prohibited discharges – Wastes enumerated.

No person shall discharge or cause to be discharged to a public sewer, which directly or indirectly connects to the city's sewerage systems, any of the following wastes:

1. Gasoline, benzene, naphtha, solvent, fuel oil or any liquid, solid or gas that would cause or tend to cause flammable or explosive conditions to result in the sewerage system;

2. Waste containing toxic or poisonous solids, liquids or gases in such quantities that, alone or in combination with other waste substances, may create a hazard for humans, animals or the local environment, interfere detrimentally with wastewater treatment processes, cause a public nuisance, or cause any hazardous condition to occur in the sewerage system;

3. Waste having a pH lower than 5.5 or having any corrosive or detrimental characteristic that may cause injury to wastewater treatment or maintenance personnel or may cause damage to structures, equipment or other physical facilities of the sewerage system;

4. Solids or viscous substances of such size or in such quantity that they may cause obstruction to flow in the sewer or be detrimental to proper wastewater treatment plant operations. These objectionable substances include, but are not limited to, asphalt, dead animals, offal, ashes, sand, mud, straw, industrial process shavings, metal, glass, rags, feathers, tar, plastics, wood, whole blood, paunch manure, bones, hair and fleshings, entrails, paper dishes, paper cups, milk containers, or other similar paper products, either whole or ground;

5. Rainwater, stormwater, groundwater, street drainage, subsurface drainage, roof drainage, yard drainage, water from yard fountains, ponds, or lawn sprays or any other uncontaminated water;

6. Water added for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations;

7. Nonbiodegradable cutting oils, commonly called soluble oil, which form persistent water emulsions;

8. Nonbiodegradable oil, petroleum oil, or refined petroleum products;

9. Dispersed biodegradable oils and fats, such as lard, tallow, or vegetable oil in excessive concentrations that would tend to cause adverse effects on the sewerage system;

10. Waste with an excessively high concentration of cyanide;

11. Unreasonably large amounts of undissolved or dissolved solids;

12. Wastes with excessively high BOD, COD or decomposable organic content;

13. Strongly odorous wastes or wastes tending to create odors;

14. Wastes containing over 0.1 milligram per liter of dissolved sulfides;

15. Wastes with a pH in excess of 9.0 or high enough to cause alkaline incrustations on sewer walls;

16. Substances promoting or causing the promotion of toxic gases;

17. Wastes having a temperature of 120 degrees Fahrenheit or higher;

18. Wastes requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes;

19. Excessive amounts of chlorinated hydrocarbon or organic phosphorus-type compounds;

20. Excessive amounts of deionized water, steam condensate or distilled water;

21. Wastes containing substances that may precipitate, solidify, or become viscous at temperatures between 50 and 100 degrees Fahrenheit;

22. Wastes producing excessive discoloration of wastewater or treatment plant effluent;

23. Garbage or wastes that are not ground sufficiently to pass through a three-eighths-inch screen;

24. Wastes containing excessive quantities of iron, boron, chromium, phenol, plastic resins, copper, nickel, zinc, lead, mercury, cadmium, selenium, arsenic or any other objectionable materials toxic to humans, animals, the local environment or to biological or other wastewater treatment processes;

25. Blow-down or bleedwater from cooling towers or other evaporative coolers exceeding one-third of the makeup water;

26. Single-pass cooling water;

27. Excessive quantities of radioactive material wastes;

28. Recognizable portions of the human anatomy;

29. Septic tank wastes. (Ord. 76-360 § 603).

13.32.050 Prohibited discharges – Criteria for determining.

No person shall discharge or cause to be discharged to any public sewer which directly or indirectly connects to the city's sewerage system any wastes if, in the opinion of the city engineer such wastes may have an adverse or harmful effect on sewers, maintenance personnel, wastewater treatment plant personnel or equipment, treatment plant effluent quality, public or private property, or may otherwise endanger the public, the local environment or create public nuisance. The city engineer, in determining the acceptability of specific wastes, shall consider the nature of the waste and the adequacy and nature of the collection, treatment and disposal system available to accept the waste. (Ord. 76-360 § 603).

13.32.060 Prohibited discharges – List preparation.

The city engineer shall from time to time prepare a list of the maximum permissible quantities or concentrations of certain constituents in industrial wastewater flows and otherwise issue detailed directions for meeting the requirements of this chapter. (Ord. 76-360 § 603).

13.32.070 Interceptors – Required.

Grease, oil and sand interceptors shall be provided when in the opinion of the director of public works they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the director of public works and shall be so located as to be readily and easily accessible for cleaning and inspection. (Ord. 76-360 § 604).

13.32.080 Interceptors – Maintenance.

All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times. (Ord. 76-360 § 605).

13.32.090 Preliminary treatment – Required for certain discharges.

A. The admission into the public sewers of any waters or wastes having any of the following characteristics shall be subject to the review and approval of the director of public works:

1. Five-day biochemical oxygen demand greater than 250 milligrams per liter; or
2. Containing more than 250 milligrams per liter of suspended solids; or
3. Containing any quantity of substance having the characteristics described in FMC [13.32.030](#) through [13.32.060](#); or
4. Having an average daily flow greater than two percent of the average daily flow of the city.

B. Where necessary, in the opinion of the director of public works, the owner shall provide, at his expense, such preliminary treatment as may be necessary to:

1. Reduce the biochemical oxygen demand to 300 milligrams per liter and the suspended solids to 350 milligrams per liter; or
2. Reduce objectionable characteristics or constituents to within the maximum limits provided for in FMC [13.32.030](#) through [13.32.060](#); or
3. Control the quantities and rates of discharge of such waters or wastes.

C. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the city engineer and no construction of such facilities shall be commenced until the approvals are obtained in writing. (Ord. 76-360 § 606).

13.32.100 Preliminary treatment – Maintenance of facilities.

Where required by the city, preliminary treatment facilities for any waters or wastes shall be maintained continuously in satisfactory and effective operation by the owner at his expense and to the satisfaction of the city. (Ord. 76-360 § 607).

13.32.110 Control manholes.

When required by the city, the owner of any property served by the side sewer carrying industrial wastes shall install a suitable control manhole in the side sewer to facilitate observation, sampling, and measurement of wastes. Such manhole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the city engineer. The manhole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times. (Ord. 76-360 § 608).

13.32.120 Measurements and tests.

All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in FMC [13.32.030](#) through [13.32.060](#) and FMC [13.32.090](#) shall be determined in accordance with standard methods and shall be determined at the control manhole provided for in FMC [13.32.110](#), or upon suitable samples taken at the control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the side sewer is connected. (Ord. 76-360 § 609).

13.32.130 Special agreements.

No statement contained in this chapter shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the city for treatment subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by city. (Ord. 76-360 § 610).

13.32.140 Swimming pools.

It is unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer. (Ord. 76-360 § 611).

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Chapter 13.36 **INDUSTRIAL WASTEWATER**

Sections:

- [13.36.010](#) Permit – Required – Restrictions.
- [13.36.020](#) Permit – Application.
- [13.36.030](#) Permit – Changes in restrictions.
- [13.36.040](#) Permit – Suspension.
- [13.36.050](#) Permit – Revocation.
- [13.36.060](#) Availability of city facilities.
- [13.36.070](#) Prohibited industrial waste discharges.
- [13.36.080](#) Pretreatment of industrial wastewaters.
- [13.36.090](#) Control manhole and separation of domestic and industrial wastewaters.
- [13.36.100](#) Industrial wastewater sampling, analysis and flow measurements.
- [13.36.110](#) Damage caused by prohibited wastewater discharge.

13.36.010 Permit – Required – Restrictions.

A. No person shall discharge or cause to be discharged any industrial wastewaters directly or indirectly to sewerage facilities owned by the city without first obtaining a city permit for industrial wastewater discharge.

B. The permit for industrial wastewater discharge may require pretreatment of industrial wastewaters before discharge, restriction of peak flow discharges, discharge of certain wastewaters only to specified sewers of the city, relocation of point of discharge, prohibition of discharge of certain wastewater components, restriction of discharge to certain hours of the day, payment of additional charges to defray increased costs of the city created by the wastewater discharge, and such other conditions as may be required to effect the purpose of this division.

C. No city permit for industrial wastewater discharge is transferable without the prior written consent of the city.

D. No person shall discharge industrial wastewaters in excess of the quantity or quality limitations set by the permit for industrial wastewater discharge. (Ord. 76-360 § 701).

13.36.020 Permit – Application.

A. Applicants for a permit for industrial wastewater discharge shall complete a city application form available at the office of the city clerk. The city may require additional information on the characteristics of the wastewater discharge beyond that required on the application form.

B. Upon receipt of all required information, the application shall be processed and, upon approval, be signed by the director of public works, and one copy returned to the applicant. When properly signed, the application form shall constitute a valid permit for industrial wastewater discharge.

C. The application shall be approved if the applicant has complied with all applicable requirements of this division and has furnished to the city all requested

information and if the city engineer determines that there is adequate capacity in the city's facilities to convey, treat, and dispose of the wastewaters. (Ord. 76-360 § 702).

13.36.030 Permit – Changes in restrictions.

The city may change the restrictions or conditions of a permit for industrial wastewater discharge from time to time as circumstances may require. The city shall allow an industrial discharger a reasonable period of time to comply with any changes in the industrial wastewater permit required by the city. (Ord. 76-360 § 703).

13.36.040 Permit – Suspension.

A. The director of public works may suspend a permit for industrial wastewater discharge for a period of not to exceed 45 days when such suspension is necessary in order to stop a discharge which presents an imminent hazard to the public health, safety or welfare, to the local environment or to the city's sewerage system.

B. Any discharger notified of a suspension of his industrial wastewater permit shall immediately cease and desist the discharge of all industrial wastewater to the sewerage system. In the event of a failure of the discharger to comply voluntarily with the order, the director of public works shall take such steps as are reasonably necessary to ensure compliance.

C. The director of public works shall reinstate the industrial wastewater permit upon proof of satisfactory compliance with all discharge requirements of the city. (Ord. 76-360 § 704).

13.36.050 Permit – Revocation.

A. The city may revoke a permit for industrial wastewater discharge upon a finding that the discharger has violated any provision of this division.

B. Any discharger whose industrial wastewater permit has been revoked shall immediately stop all discharge of any liquid-carried wastes covered by the permit to any public sewer.

C. The director of public works may disconnect or permanently block from such public sewer the industrial connection sewer of any discharger whose permit has been revoked if such action is necessary to ensure compliance with the order of revocation. (Ord. 76-360 § 705).

13.36.060 Availability of city facilities.

If sewerage capacity is not available, the city may require the industrial wastewater discharger to restrict his discharge until sufficient capacity can be made available. When requested, the city will advise persons desiring to locate new facilities as to the areas where industrial wastewater of their proposed quantity and quality can be received by available sewerage facilities. The city may refuse service to persons locating facilities in areas where their proposed quantity or quality of industrial wastewater is unacceptable in the available treatment facility. (Ord. 76-360 § 707).

13.36.070 Prohibited industrial waste discharges.

All discharges prohibited by Chapter [13.32](#) FMC are included in this chapter as prohibited industrial waste discharges. (Ord. 76-360 § 706).

13.36.080 Pretreatment of industrial wastewaters.

A. An industrial wastewater pretreatment system or device may be required by the city engineer to treat industrial flows prior to discharge to the sewer when it is necessary to restrict or prevent the discharge to the sewer of certain waste constituents, to distribute more equally over a longer time period any peak discharges of industrial wastewaters, or to accomplish any pretreatment result required by the city engineer.

B. All pretreatment systems or devices shall be approved by the city engineer but such approval shall not absolve the industrial discharger of the responsibility of meeting any industrial effluent limitation required by the city. All pretreatment systems judged by the city engineer to require engineering design shall have plans prepared and signed by an engineer of suitable discipline licensed in the state.

C. Normally, a gravity separation interceptor, equalizing tank, neutralization chamber and control manhole will be required, respectively, to remove prohibited settleable and clottable solids, to equalize wastewater streams varying greatly in quantity and/or quality, to neutralize low or high pH flows, and to facilitate inspection, flow measurement and sampling.

D. Floor drains from commercial or manufacturing buildings, warehouses or multi-use structures shall not discharge directly to the sewer, but shall first discharge to a gravity separation interceptor. (Ord. 76-360 § 708).

13.36.090 Control manhole and separation of domestic and industrial wastewaters.

A. All domestic or sanitary wastewaters from restrooms, showers, drinking fountains, etc., shall be kept separate from all industrial wastewaters until the industrial wastewaters have passed through any required pretreatment system or device.

B. A control manhole of a design approved by the city engineer shall be furnished and installed by certain designated industrial wastewater dischargers to facilitate inspection, sampling and flow measurements by personnel of the city. This control manhole shall be located off the industrial premises or, if within the plant fence, a special locked gate adjacent to the manhole and at a location approved by the city shall be provided, with keys to the gate lock given to the city. Unrestricted access to this control manhole shall be available to authorized personnel of the city at all times. The control manhole may be used as a junction manhole for domestic sewage and industrial wastes provided the junction occurs downstream of the sampling or flow measuring point. (Ord. 76-360 § 709).

13.36.100 Industrial wastewater sampling, analysis and flow measurements.

A. Periodic measurements of flow rates, flow volumes, COD, and suspended solids for use in determining the annual industrial wastewater treatment charge

and such measurements of other constituents believed necessary by the city engineer shall be made by all industrial wastewater dischargers unless specifically relieved of such obligation by the city engineer.

B. All wastewater analyses shall be conducted in accordance with the appropriate procedure contained in "Standard Methods." If no appropriate procedure is contained therein, the standard procedure of the industry or a procedure judged satisfactory by the city engineer shall be used to measure wastewater constituents. (Ord. 76-360 § 710).

13.36.110 Damage caused by prohibited wastewater discharge.

Any industrial wastewater discharger who discharges or causes the discharge of prohibited wastewaters which cause damage to city facilities, detrimental effects on treatment processes, or any other damages resulting in costs to the city shall be liable to the city for all damages occasioned thereby. (Ord. 76-360 § 711).

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Chapter 13.40 *PERMITS AND FEES*

Sections:

- [13.40.010](#) Required for all work.
- [13.40.020](#) Application.
- [13.40.030](#) Compliance required – Changes in permit.
- [13.40.040](#) Applicant's signature constitutes agreement.
- [13.40.050](#) Fees – Established by resolution.
- [13.40.060](#) Special connection charges.
- [13.40.065](#) Connection fees – Deferred payment.
- [13.40.070](#) Bonding required.
- [13.40.080](#) Inspection of work – Issuance of certificate.
- [13.40.090](#) Notification that work is ready for inspection.
- [13.40.100](#) Condemned work.
- [13.40.110](#) All costs paid by owner.
- [13.40.120](#) Street excavation permit.
- [13.40.130](#) Liability.
- [13.40.140](#) Time limit on permits.

13.40.010 Required for all work.

No unauthorized person shall uncover, make any connection with or opening into, use, alter, or disturb any public sewer or appurtenances or perform any work on any lateral or building sewer without first obtaining a written permit from the city. (Ord. 76-360 § 801).

13.40.020 Application.

A. Any person legally entitled to apply for and receive a permit shall provide the information required and present it in the manner stipulated by Chapter [12.08](#) FMC. Additionally, information on the ownership, occupancy, and proposed use of the premises shall be provided.

B. The director of public works, if he determines that the plans, specifications, drawings, descriptions, information, and insurance furnished by the applicant are in compliance with the ordinances, rules and regulations of the city, shall issue the permit upon payment of any required fees. The amount of any required fees shall be established by resolution. (Ord 87-508 § 4).

13.40.030 Compliance required – Changes in permit.

After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer, the grade, materials, or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from city, the director of public works, or other authorized representatives. (Ord. 76-360 § 803).

13.40.040 Applicant's signature constitutes agreement.

The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the provisions, terms, and requirements of this division and other ordinances, rules and regulations of the city, and with plans and specifications of the city, and with the plans and specifications he has filed with his application, if any, together with such corrections or modifications as may be made or permitted by the city, if any. Such agreement shall be binding upon the applicant and may be altered only by the city upon the written request for the alteration from the applicant. (Ord. 76-360 § 804).

13.40.050 Fees – Established by resolution.

The fees and charges for connection to the public sewer shall be as from time to time established by the city council by resolution. (Ord. 79-421 § 1; Ord. 76-360 § 805).

13.40.060 Special connection charges.

In addition to any other charges established by resolution, the city may establish special connection charges for any sewer connection when, in the opinion of the city council, the circumstances or unusual condition of such connection necessitates the payment of charges over and above those established by resolution. (Ord. 79-421 § 2; Ord. 76-360 § 806).

13.40.065 Connection fees – Deferred payment.

Whenever a sewer connection is required by the city on an existing building, the owner may apply to the city manager for payment of the sewer connection fee pursuant to a deferred payment plan, which would allow for payment of the entire fee within 24 months together with simple interest at a rate of 18 percent per annum. All costs for processing the deferred payment plan will be included with the fee for repayment. Such agreement shall be secured by a deed or trust recorded against the property receiving the service. (Ord. 90-554).

13.40.070 Bonding required.

Prior to the issuance of a permit for public sewer construction the applicant shall furnish to the city a faithful performance bond or cash in the amount of the total estimated cost of the work, said bond to be secured by a surety or sureties satisfactory to the city. This cash deposit or faithful performance bond shall be conditioned upon the performance of the terms and conditions of the permit and shall guarantee the correction of faulty workmanship and the replacement of defective materials for a period of one year after the date of acceptance of the work. (Ord. 76-360 § 807).

13.40.080 Inspection of work – Issuance of certificate.

A. All sewer construction work shall be inspected by an inspector acting for the city to ensure compliance with all requirements of the city.

B. No sewer shall be covered at any point until it has been inspected and passed for acceptance.

C. No sewer shall be connected to the city's public sewer until the work covered by the permit has been completed, inspected, and approved by the city inspector.

D. If the test proves satisfactory and the sewer has been cleaned of all debris accumulated from construction operations, the inspector shall issue a certificate of satisfactory completion. (Ord. 76-360 § 808).

13.40.090 Notification that work is ready for inspection.

It shall be the duty of the person doing the work authorized by permit to notify the office of the city in writing that the work is ready for inspection. Such notification shall be given not less than 24 hours, Saturdays, Sundays, and holidays excluded, before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the city before giving the above notification. (Ord. 76-360 § 809).

13.40.100 Condemned work.

When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the city. (Ord. 76-360 § 810).

13.40.110 All costs paid by owner.

All costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued including the inspection, shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the work. (Ord. 76-360 § 811).

13.40.120 Street excavation permit.

A separate permit must be secured from the city, county, or any other person having jurisdiction thereover by owners or contractors intending to excavate in a public street for the purpose of installing sewers or making sewer connections. (Ord. 76-360 § 812).

13.40.130 Liability.

The city and its officers, agents, and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for, and shall save the city and its officers, agents, and employees harmless from any liability imposed by law upon the city or its officers, agents, or employees, including all costs, expenses, fees and interest incurred in defending the same or in seeking to enforce this provision. The applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein. (Ord. 76-360 § 813).

13.40.140 Time limit on permits.

If work under a permit is not commenced within six months from the date of issuance or, if after partial completion the work is discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit has been secured. A new fee shall be paid upon the issuance of a new permit, if required. (Ord. 76-360 § 814).

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Division III. Private Sewage Disposal Systems

Chapter 13.52 GENERAL PROVISIONS

Sections:

[13.52.010](#) Approved sewage disposal method required.

[13.52.020](#) Large-flow situations.

[13.52.030](#) Purpose of provisions.

[13.52.040](#) Council findings.

[13.52.050](#) Definitions.

[13.52.060](#) Failed systems – Connection to public sewer.

[13.52.070](#) Prohibited discharges.

[13.52.080](#) Cesspools, waste wells and privies prohibited – Nuisance declared.

[13.52.090](#) Nonliability of city.

[13.52.100](#) Maintenance of dual-field installations.

13.52.010 Approved sewage disposal method required.

No person shall construct, reconstruct, repair, maintain, or use any building or place which is not connected to a public sewer in accordance with FMC [13.20.070](#) or which is not provided with a sewage disposal system approved by the health officer of the city. (Ord. 76-370 Art. IV § 1).

13.52.020 Large-flow situations.

A. Multiple-family units, mobile home parks, commercial establishments, motels, hotels, subdivisions and minor subdivisions, and other buildings or places creating a large flow of sewage or waste may be required by the health officer to connect from distances greater than 300 feet.

B. In requiring connection from greater distance, the health officer shall consider for the long term the following:

1. The intent and purpose of this division and Division II of this title;
2. Effect on the general plan, zoning ordinances and open space plan;
3. Potential nuisance creation;
4. Quantity of sewage flow;
5. Cost and suitability of such connection relative to the cost and suitability of constructing and maintaining sewage disposal systems;
6. Such other factors as the health officer deems appropriate. (Ord. 76-370 Art. IV § 2, 1976).

13.52.030 Purpose of provisions.

This division shall apply to all territory embraced within the incorporated limits of the city. The city council enacts the ordinance codified in this division for the control of individual sewage disposal systems in the city in order to promote the health, safety, and well-being of the inhabitants of this city by providing to them a

means to prevent ecological strain and resolve the problems of sewage disposal. (Ord. 76-370 Art. I § 1).

13.52.040 Council findings.

The city council recognizes that the people of the city use the land in a fundamentally urban pattern. The city council finds that, in urban and potentially urban lands, the use of the leachfield method of sewage disposal is a temporary measure and that the most appropriate means of sewage disposal for such lands is a public sewer system. (Ord. 76-370 Art. I § 2).

13.52.050 Definitions.

For the purpose of this division, the terms used are defined as follows:

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

B. "Building" means any structure inhabited or used by human beings.

C. "Director of public works" means the person appointed by the city council to administer and enforce the rules and regulations of the city.

D. "Health officer" means the Humboldt County health officer or his authorized representative.

E. "Permit" means any written authorization required pursuant to this division or any other regulation of the city for the installation of sewage works.

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

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

H. "Sewage disposal system" means a system for the sanitary, safe, and nuisance-free disposal of sewage or waste, other than a public sewer.

I. "Sewage disposal system failure" includes, but is not limited to, the observation by the city health officer of any of the following:

1. Surfacing of effluent with the bacteriological or chemical characteristics of sewage;
2. Sluggish or inoperative plumbing fixtures;
3. The intrusion of surface or subsurface waters by effluent from a sewage disposal system.

J. "Sewage works" means all facilities for collecting, pumping, treating, and disposing of sewage. (Ord. 76-370 Art. II).

13.52.060 Failed systems – Connection to public sewer.

In instance of serious sewage disposal system failures, the health officer may require connection to a public sewer from a distance of up to 1,000 feet. (Ord. 76-370 Art. IV § 3).

13.52.070 Prohibited discharges.

It is unlawful for any person to deposit by any means whatsoever into any plumbing fixture, floor drain, interceptor, sump, receptacle or device which is connected to any drainage system, public sewer, sewage disposal system, or septic tank any ashes; cinders; solids; rags; flammable, poisonous, or explosive liquids or gases; oils; grease; or any other thing whatsoever which would or could cause damage to the public sewer, private sewer, or private sewage disposal system. (Ord. 76-370 Art. X § 2).

13.52.080 Cesspools, waste wells and privies prohibited – Nuisance declared.

All cesspools, waste wells, seepage pits and privies are declared to be a public nuisance. It is unlawful to drill, construct, maintain, use or operate any cesspool, waste well, seepage pit, privy or any unapproved facility intended for the disposal of sewage. (Ord. 76-370 Art. X § 3).

13.52.090 Nonliability of city.

This division shall not be construed as imposing upon the city any liability or responsibility for damage resulting from the defective installation of any sewage disposal system as provided in this division, nor shall the city or any official or employee thereof be held as assuming any such liability or responsibility by reason of the inspection authorized thereunder. (Ord. 76-370 Art. XI § 1).

13.52.100 Maintenance of dual-field installations.

The operator of a dual-field installation shall alternate the field at times specified by the health officer. (Ord. 76-370 Art. XI § 2).

Chapter 13.56 PERMITS

Sections:

- [13.56.010](#) Required.
- [13.56.020](#) Applications – Generally.
- [13.56.030](#) Application – Contents.
- [13.56.040](#) Application – Additional requirements.
- [13.56.050](#) Inspections.
- [13.56.060](#) Approval – Permit issuance.
- [13.56.070](#) Denial – Grounds – Notice.
- [13.56.080](#) Expiration.
- [13.56.090](#) Revocation.
- [13.56.100](#) Appeals – Filing.
- [13.56.110](#) Appeals – Hearings.
- [13.56.120](#) Prohibitions.

13.56.010 Required.

A. In accordance with FMC [13.28.100](#) through [13.28.170](#), no person shall construct, extend, or connect to any public sewer without first obtaining a written permit from the city.

B. No person shall construct, reconstruct, repair, maintain, abandon, operate or excavate for any kind of sewage disposal system or any portion thereof without having first obtained a permit to do so from the health officer. (Ord. 76-370 Art. V § 1).

13.56.020 Applications – Generally.

Each application for a permit to connect to a public sewer or to construct a sewage disposal system shall be made to the director of public works of the city on a form provided by the city. If a public sewer is required as provided in FMC [13.20.070](#), the public works director shall issue a permit in accordance with the provisions of Division II of this title. If a public sewer is not available the director of public works shall forward the application to the health officer. (Ord. 76-370 Art. V § 2).

13.56.030 Application – Contents.

The information which the applicant is required to present for a permit to construct a sewage disposal system includes but is not limited to the following information:

- A. Name, address, and telephone number of the applicant and the owner of the property on which the building or place to be served by the sewage disposal system is located and their agents, if any;
- B. Location of the property and the assessor's parcel number;

C. A scale map of the lot showing appropriate landmarks, steep slopes, roads, surveyor's landmarks, lot dimensions, existing and proposed easements for road or utility purposes, and existing, proposed, or abandoned sewage disposal systems;

D. Gross lot area, net lot area, and average cross-slope of the lot;

E. The intended use or uses of the property;

F. The number of dwelling units and rooms usable as sleeping quarters; if a nonresidential use is proposed, an estimate of the quantity of sewage flow and the method of estimating the flow shall be provided;

G. The level of the groundwater table during and at the end of the rainy season;

H. The source or purveyor of domestic water;

I. Plans and specifications for the proposed sewage disposal system, showing to scale the location of the proposed system to all structures, wells and watercourses, property lines, reserve areas, and any other information the health officer may deem necessary;

J. Soil characteristics;

K. Other information which the health officer may deem to be necessary to the making of an informed and professional decision on the application. (Ord. 76-370 Art. V § 2).

13.56.040 Application – Additional requirements.

A. The health officer may require that analysis of soil characteristics or of the percolation capacity of the soil be performed or that additional relevant data be gathered and analyzed.

B. The health officer may specify the time of year during which water table determinations are to be made.

C. Any tests, data gathering, or analysis which the health officer may require as part of the application process shall be performed at the expense of the applicant.

D. Any tests, data gathering, or analysis which the health officer may require as part of the application process may be required to be performed under the supervision of the health officer or performed by individuals certified by the health officer to carry out such testing, data gathering, or analysis.

E. Any tests, data gathering, or analysis which the health officer may require as a part of the application process shall be performed in accordance with regulations issued by the health officer.

F. Each application for a permit to construct a sewage disposal system shall be accompanied by a filing fee in an amount set by resolution of the city council in an amount sufficient to cover costs. No part of the fee shall be refundable. (Ord. 76-370 Art. V § 3).

13.56.050 Inspections.

A. Prior to issuing any sewage disposal system permit, the health officer shall inspect the site and review departmental records to determine the probable suitability of the site to absorb sewage.

B. Final inspection of each installation shall be made prior to the time the system is backfilled or covered. In the event that the health officer determines that there has been an improper installation, a stop work order may be posted on the job site. Before any further work is done on the site, clearance from the health officer must be obtained.

C. At the discretion of the health officer the above work may be performed by the building inspector. (Ord. 76-370 Art. V § 4).

13.56.060 Approval – Permit issuance.

A. If the health officer finds that the proposed sewage disposal system conforms to the requirements of this division, regulations issued by the health officer, and other pertinent laws and ordinances, and the proposed sewage disposal system is appropriate for the sewage disposal demands of the situation, he shall issue a permit therefor. The granting of the permit shall be made subject to terms and conditions attached thereto and made a part thereof. If the sewage disposal system requires major repair, the permit shall require the entire system to conform as close as is possible to this division.

B. Final approval of the sewage disposal system by the city does not guarantee that the system will function satisfactorily. Final approval means only that the system has been installed in a manner consistent with the terms and conditions of the permit. (Ord. 76-370 Art. V § 5).

13.56.070 Denial – Grounds – Notice.

A. The health officer shall not issue a permit if he finds that the proposed sewage disposal system does not conform to all the requirements of this division, regulations issued by the health officer, other pertinent laws and ordinances, or for other reasons finds the proposed sewage disposal system inappropriate for the sewage demands of the situation.

B. The health officer shall give written notice to the applicant of the decision to deny the permit. Such notice shall include the reasons for denial. Written notice shall be deemed to be received one day after the notice, properly addressed, is mailed. (Ord. 76-370 Art. V § 6).

13.56.080 Expiration.

All sewage disposal system permits shall expire and become null and void if the work authorized thereby has not been completed and passed final inspection within one year following the issuance of the permit. Prior to the expiration of the one-year period, the health officer may extend the term of the permit for an additional one-year period if presented with evidence that the work authorized can reasonably be expected to be completed during the one-year extension. (Ord. 76-370 Art. VI § 1).

13.56.090 Revocation.

A. Any sewage disposal system permit may be revoked or suspended by the health officer if he determines that a violation of this division or regulations issued by the health officer exists or that the permit was obtained by fraud, misrepresentation, or material omission. Prior to revoking or suspending the

permit, the health officer must cause written notice to be mailed to the permittee and to the occupant of the property. The notice shall specify the violation and the work to be done and shall allow 30 days to complete the work. The notice shall also inform the permittee that he has a right to an informal hearing before the health officer.

B. The notice of revocation or suspension shall inform the permittee of his right to a hearing before the city council if the permittee files an appeal with the city council.

C. The suspension or revocation of any permit shall not be effective until 10 days after notice thereof in writing is mailed to the permittee. (Ord. 76-370 Art. VI § 2).

13.56.100 Appeals – Filing.

A. Any person affected by an approval, denial, suspension, or revocation of a permit by the health officer may appeal to the city council by filing a notice of appeal with the city clerk within 30 days of the action of the health officer. The notice of appeal shall be accompanied by a filing fee set by resolution of the city council in an amount sufficient to cover costs. The appeal shall stay the effect of the action of the health officer.

B. The appeal shall be in writing and addressed to the city council. The appellant shall file a copy of the appeal with the health officer on the day of filing with the city clerk. In the notice of appeal the appellant shall state in full the facts and circumstances which make the action of the health officer unreasonable. It shall also state the date of the claimed unreasonable action of the health officer. (Ord. 76-370 Art. VII § 1).

13.56.110 Appeals – Hearings.

A. The city council shall cause the matter to be set for hearing not earlier than 20 days after the notice of appeal has been filed with the city clerk. The city clerk shall cause notice to be mailed to all affected persons at least 10 days prior to the hearing.

B. At the time and place set for the hearing, the council shall proceed to hear the testimony of the health officer, the testimony of the owner or his representatives, and the testimony of other competent persons concerning the conditions upon which the council may deem pertinent. Any person affected may be present at such hearing, may be represented by counsel, may present testimony, and may cross-examine the health officer and other witnesses. The hearing may be continued from time to time.

C. The health officer may cross-examine the appellant and other witnesses and may be represented by counsel. At the request of the health officer, the city attorney shall represent the health officer.

D. "Any person affected" shall include but not be limited to the applicant or his agent, the owner of the affected property or his agent, and the owners or their agents of all adjoining properties to the property against which the action of the health officer is directed.

E. The city council may upon the appeal either affirm the action of the health officer or grant a variance to the provisions of this division or regulations issued

by the health officer upon which the action under appeal is based. The decision of the city council upon an appeal shall be based upon the facts presented to it. (Ord. 76-370 Art. VII § 2).

13.56.120 Prohibitions.

A. No permit shall be issued if the operation of the proposed sewage disposal system would tend to create a public nuisance.

B. No application shall be accepted if the proposed development of the site would violate any ordinance enacted by the city council or would be inconsistent with the general plan, zoning ordinances or open space conservation plan.

C. No permit shall be issued if the operation of the proposed sewage disposal system would violate any laws of the state. (Ord. 76-370 Art. X § 1).

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Chapter 13.60
ADMINISTRATION AND ENFORCEMENT

Sections:

- [13.60.010](#) Right of entry for inspections.
- [13.60.020](#) Violation notices.
- [13.60.030](#) Nuisance abatement.
- [13.60.040](#) Public nuisances enumerated.
- [13.60.050](#) Abandoned sewage disposal systems.
- [13.60.060](#) Lot inspections.
- [13.60.070](#) Subdivisions – Plans required – Contents.
- [13.60.080](#) Moratoria on permit issuance.
- [13.60.090](#) Promulgation of rules and regulations.

13.60.010 Right of entry for inspections.

Whenever necessary to make an inspection to determine compliance with the provisions of this division, the health officer may enter any buildings or place at all reasonable times to inspect the same or to perform any duty imposed upon the health officer by this division; provided, that if such building or place is occupied, he shall first present proper credentials and demand entry; and, if such building or place is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or place and demand entry. (Ord. 76-370 Art. VIII § 1).

13.60.020 Violation notices.

In the event a sewage disposal system subject to this division is operated, constructed, or repaired contrary to the terms of this division or regulations issued by the health officer, the health officer may send written notice to the owner of the land as shown on the most recent equalized assessment roll, at his address listed on said roll, which notice shall state the manner in which the sewage disposal system is in violation, what corrective measures must be taken, the time within which such corrections must be made and that, if the landowner fails to make corrections within the period provided, the corrections may be made by the city and the landowner shall be liable for the costs thereof. (Ord. 76-370 Art. VIII § 2).

13.60.030 Nuisance abatement.

If the corrections listed on the notice are not made as required in the notice, the health officer shall abate the nuisance or violation. The notice permitted by FMC [13.60.020](#) need not be given prior to abating the nuisance or violation. (Ord. 76-370 Art. VIII § 3).

13.60.040 Public nuisances enumerated.

A. The following are declared to be a public nuisance:

1. The presence of sewage upon the surface of the ground in urban and suburban areas;

2. A sewage disposal system which creates a public nuisance;
3. A sewage disposal system which empties, flows, seeps, or drains into any surface waters or can reasonably be expected to do so;
4. A sewage disposal system which now does or may reasonably be expected to empty, flow, seep or drain into or adversely affect any subsurface water which is used or is suitable for use by any inhabitants of the state.

B. This declaration of public nuisance is not intended to be an exclusive definition of public nuisance or a limitation upon the authority of the health officer to declare other circumstances to be a public nuisance. (Ord. 76-370 Art. VIII § 4).

13.60.050 Abandoned sewage disposal systems.

A. Every abandoned building sewer or part thereof shall be plugged or capped in an approved manner within five feet of the property line.

B. Every abandoned septic tank shall have the sewage removed therefrom and be completely filled with earth, sand, gravel, concrete, or other approved material. The cover of the septic tank shall be removed before filling. The filling shall not extend above the top of the vertical portion of the sidewalls or above the level of any outlet pipe until an inspection has been completed by the health officer. After such inspection the septic tank shall be filled to the level of the top of the ground.

C. No person owning or controlling any septic tank shall fail, refuse, or neglect to comply with the provisions of this section upon receipt of notice from the health officer.

D. Where a sewage disposal system is abandoned consequent to connecting with the public sewer, the permittee making the connection shall fill the abandoned septic tank as required by the health officer within 30 days from the time of connecting with the public sewer. (Ord. 76-370 Art. VIII § 5).

13.60.060 Lot inspections.

A. Upon request, the health department may make inspection of a lot and review available departmental records to determine the probable suitability of the property for individual sewage disposal. The health officer shall issue a report on the inspection findings to the property owner or his authorized representative. A lot inspection report shall not constitute approval for the issuance of the sewage disposal permit or guarantee of such issuance.

B. Each application for inspection of a lot shall be accompanied by a fee set by resolution of the city council in an amount sufficient to cover costs. When inspection of more than one lot is requested, the fee shall be charged for each lot. (Ord. 76-370 Art. IX § 1).

13.60.070 Subdivisions – Plans required – Contents.

A. For any proposed subdivision or minor subdivision which will not be connected to a public sewer system prior to sale of the lots, the health officer shall require detailed plans of the means of sewage disposal to be used in the subdivision before presenting recommendations to the planning commission.

B. Such plans shall recognize that the sewage disposal demands of any particular subdivision cannot be analyzed without reference to the sewage disposal demands of the land surrounding the subdivision.

C. Such plans shall recognize that the proposed sewage disposal system of the subdivision must be viewed as a single system for purposes of analysis.

D. Such plans shall be consistent with all the provisions of this division and regulations issued by the health officer.

E. Such plans shall include provisions to meet sewage disposal demands over the long-term.

F. Such plans require the approval of the health officer.

G. The plans shall be accompanied by a fee sufficient to cover the expenses incurred by the city in reviewing the plans. The fee shall be set by resolution of the city council. In the event that the actual costs are less than the fee deposited, the balance shall be returned. In the event the actual costs are greater than the fee deposited, the subdivider shall pay to the city the excess of the actual costs over the amount of the fee deposited. (Ord. 76-370 Art. IX § 2).

13.60.080 Moratoria on permit issuance.

A. In areas where sewage disposal systems represent existing or potential community problems, the city council may declare a moratorium on the issuance of sewage disposal system permits. Information shall be gathered by the health officer regarding the nature of current and potential problems in such areas.

B. Factors involved in the declaration of a moratorium include but are not limited to:

1. High groundwater during any part of the year;
2. Soil conditions;
3. Geologic conditions;
4. Failed systems in the area;
5. Density of dwellings;
6. Load on the system or systems;
7. Land use patterns;
8. Nuisance hazard;
9. Other factors as may be identified by the health officer.

C. The health officer shall keep on file maps showing the moratorium areas and shall inform other permitting agencies and local financial institutions of the action of the city council. (Ord. 76-370 Art. IX § 3).

13.60.090 Promulgation of rules and regulations.

A. The health officer shall issue such regulations as he deems necessary to carry out the provisions of this division.

B. Any such regulations issued by the health officer shall:

1. Be consistent with the intent and purpose of this division;
2. Recognize the most current technical information relevant to the provisions of this division;
3. Provide for exceptions where a strict application of this division or regulations issued by the health officer would inflict a substantial personal hardship upon the occupants of the building or place in question;

4. Be designed to minimize and eliminate public nuisance hazards or the potential thereof;

5. Recognize that any single sewage disposal system is in reality a subunit of a larger sewage disposal system comprised of numerous subunits.

C. Regulations issued by the health officer under this section shall become effective when filed with the city clerk.

D. Regulations issued under this section may be amended by the health officer from time to time by filing such amendments with the city clerk; amendments shall become effective when filed.

E. Regulations issued under this section shall be available to the public in booklet form at a fee to be determined by the city council. (Ord. 76-370 Art. IX § 4).

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**APPENDIX B
PALMER CREEK AGREEMENT**

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SEWER TREATMENT AGREEMENT
BETWEEN CITY OF FORTUNA AND
PALMER CREEK COMMUNITY SERVICES DISTRICT

THIS AGREEMENT is made and entered into this 7
day of June, 1988 by and between the CITY OF
FORTUNA (hereinafter called "City"), and PALMER CREEK
COMMUNITY SERVICES DISTRICT, (hereinafter called
"District").

RECITALS

A. The District has been formed to provide sewerage service to a portion of the unincorporated area of Humboldt County. The boundaries of the District are shown in the Map of the District, Exhibit A.

B. The District has determined that the most cost-effective solution to meeting the sewage treatment needs for the District is to utilize the City's treatment and disposal facilities.

C. Studies and facility design have been completed in accordance with the Environmental Protection Agency (EPA) and State Water Resources Control Board ("Board") requirements under the Federal Clean Water Act, and grants are being sought to finance this project.

D. District desires sewage treatment capacity consisting of approximately 156 residential units.

E. District has developed, or will develop at its sole expense, plans and specifications to the satisfaction

of City to connect to the City's sewerage system, which plans and specifications will be completed prior to the connection of the two systems.

NOW, THEREFORE, the City and the District hereby agree as follows:

1. Connection to City's Sewer System. District will construct, or have constructed, and pay all costs of constructing sewer facilities between the District and the City's sewer system, said construction being done in conformance with City approved plans and specifications. Prior to their submission by the District to the State Water Resources Control Board ("SWRCB"), City shall have a thirty (30) day period in which to review and approve the plans and specifications. If revisions or modifications are required by the City, the City shall meet and confer with District officials within two (2) weeks of receipt so that plans and specifications can be modified and finalized within thirty (30) days. The District shall obtain all necessary governmental permits and approvals prior to the commencement of construction of the sewer facilities.

As part of the connection to the City's sewer system, the District shall install, at its sole cost and expense, a flow meter at the District's pump station to measure the discharge being contributed by the District.

2. Sewage Connection Fees. District will pay, as payment for its share of the City's treatment and disposal facilities, the following minimum initial sewage connection fees at the time connection to the sewerage treatment facilities is made:

a. TWELVE THOUSAND FIVE HUNDRED TWENTY-FIVE DOLLARS (\$12,525) adjusted from January 1977 in accordance with the Engineering News Record cost index;

b. SEVENTY-SEVEN THOUSAND FOUR HUNDRED DOLLARS (\$77,400) for 129 residential units built before 1977, based upon a connection fee of \$600 per unit;

c. SEVENTEEN THOUSAND FIVE HUNDRED FIFTY DOLLARS (\$17,550) for a maximum of 27 residential units built since 1977, based upon a connection fee of \$650 per unit.

In the event that any of the 27 residential units referred to in this subsection c. have not been connected to the City's sewerage system, and the connection fees are raised by the City, the new charges shall apply to those residential units at the time each is connected to the City's sewerage system.

d. In the event that District desires to have any residential units connected to the City's sewerage system other than those set forth in subsections b. and c., above, the District and the City shall meet and discuss the terms and conditions for any such connection.

3. Sewage User Charges. District will pay to City user charges based on the rates charged to industrial users as set by the City. The industrial rate charges for the District shall be based on a maximum Biological Oxygen Demand ("BOD") loading of 175 milligrams per liter and a maximum suspended solids loading of 175 milligrams per liter. If it is determined by the City that the actual loadings exceed these limits, the District will pay to City the charges based on the industrial rate schedule for the actual levels of loadings. The District will be billed for user charges every month in accordance with City's standard billing for sewer service charges, and such charges shall be paid in accordance with the City's Municipal Code.

4. Method of Payment for Initial Connection Fee. The sole source of funds for payment by District for its initial costs described herein shall be grant funds and those raised through the sewer rates in the District.

District agrees to cooperate with City in assuring that funds are available to meet the payments required in a timely manner. In no case will the initial payment for District's connection to the City's sewerage system be made later than two (2) months from the date of completion of the project, as certified by the State Water Resources Control Board (the "Project Completion Date"). The final payment shall be made by the earlier of the following dates: (a) within eighteen (18) months from the Project Completion Date; or (b) within four (4) weeks from the date of payment by the State Water Resources Control Board to the District for the costs of connecting the District's system to the City's system.

5. Interest. Interest shall accrue and be payable at a rate of twelve percent (12%) per year from the time any of the payments become due.

6. Operation and Maintenance of New Sewer Connection. District will operate, maintain, and report as required by present and future State and Federal laws and in accordance with all applicable public sewer provisions, including the ~~water~~ discharge requirements of the Municipal Code, at its sole cost and expense, in a manner satisfactory to the City and the California Regional Water Quality Control Board, the new sewer facilities between the District's collection system and the connection point to the City's sewer system.

Such operation and maintenance shall include the regular service and calibration of the flow meter. The City may request that the flow meter be calibrated by the District on an annual basis or as otherwise reasonably requested by the City.

7. Reservation of Capacity. City shall be obligated to provide capacity of the lesser of (a) 42,120 gallons per average day dry month (as defined below), or (b) a Peak Wet Weather Monthly Flow (PWWMF) capacity of 2,527,200 gallons

per month (two (2) times the average day dry month). The average day dry month (ADDM) shall be the average flow occurring during the months of June, July, August and September. In no event shall District authorize connections within the District's service area if such connections would cause flows greater than either 42,120 gallons per ADDM or the PWWMF capacity of 2,527,200 gallons, as such flow is measured by the flow meter at the District's Pump Station. Prior to January first of each year, the District and City shall review the amount of flow discharged to the City and determine compliance with this section. If the flow becomes greater than either 42,120 gallons per ADDM or a PWWMF of 2,527,200 gallons, the District shall not allow any new connections until after such time as the limit is modified.

In the event that either the flow reaches a level of (a) 40,014 gallons ADDM or (b) ninety percent (90%) of the Peak Wet Weather Monthly Flow Capacity, the District and City shall initiate negotiations for the purchase of additional capacity by the District from the City. The District shall pay for a proportionate share of the projected construction costs for any expansion of the City's sewerage treatment facilities necessitated, in whole or in part, by the District's need for additional capacity, provided that District has requested that City construct such expanded facilities and City and District have agreed upon the terms and conditions of construction and payment. The failure, on the part of District, to enter into such an agreement shall not entitle District, under any circumstances, to exceed the limitations on flow described in this Section 7.

8. City Review of District Annexations. City reserves the right to review future annexations to the District and to refuse sewerage service to any annexed area

in the event the City determines that there is insufficient capacity in the City's system for the area proposed to be annexed.

9. Revenue Program. City and District shall maintain revenue programs in accordance with EPA and SWRCB requirements and notify each other of the amount of the fees and charges to be assessed pursuant to this Agreement. City and District shall provide one another with a synopsis of their revenue program from time to time.

10. Billing Fees and Charges. City shall bill the District promptly for all fees and charges as indicated herein and District will pay in accordance with City's Municipal Code.

11. Notices. All notices required to be given pursuant to this Agreement shall be in writing and shall be deemed made and/or received two (2) days following their deposit in the United States mail, postage prepaid, and addressed as follows:

CITY: City Manager
City of Fortuna
621 11th Street
P.O. Box 545
Fortuna, CA 95540

DISTRICT: Palmer Creek Community
Services District

Either party may change its address by written notice given pursuant to this section.

13. Attorney's Fees. If either party commences an action against the other to enforce or interpret this Agreement, the prevailing party shall be entitled to have and recover reasonable attorney's fees and costs of suit from the party not prevailing.

14. Insurance and Indemnification. Prior to the commencement of construction (or any work related thereto) within the City's limits, the District shall furnish, or cause to be furnished, to the City duplicate originals or appropriate certificates of liability insurance in the amounts reasonably required by the City, naming the City as an additional insured. The District agrees to protect, defend, indemnify and hold City harmless from any and all losses arising from District's activities except to the extent such damages arise from City's negligence; similarly, City shall hold District harmless for damages arising from City's activities except to the extent such damages arise from District's negligence.

15. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms shall remain in full force and effect and shall not be affected.

16. Termination/Modification. This Agreement shall be terminable or modifiable only upon written agreement of the parties.

17. California Law Governs. The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in six originals, the date and year first above written.

PALMER CREEK COMMUNITY
SERVICES DISTRICT

By 
Chairman

-AND-

ATTEST:

APPROVED AS TO FORM:

Ronald F. Angell
Legal Counsel

CITY OF FORTUNA

BY MD Bert
Mayor

ATTEST:

Robert R. Brown
City Clerk

APPROVED AS TO FORM:

City Attorney

DRAFT

EXHIBIT A
MAP OF THE DISTRICT
[To Be Inserted.]

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Exhibit A

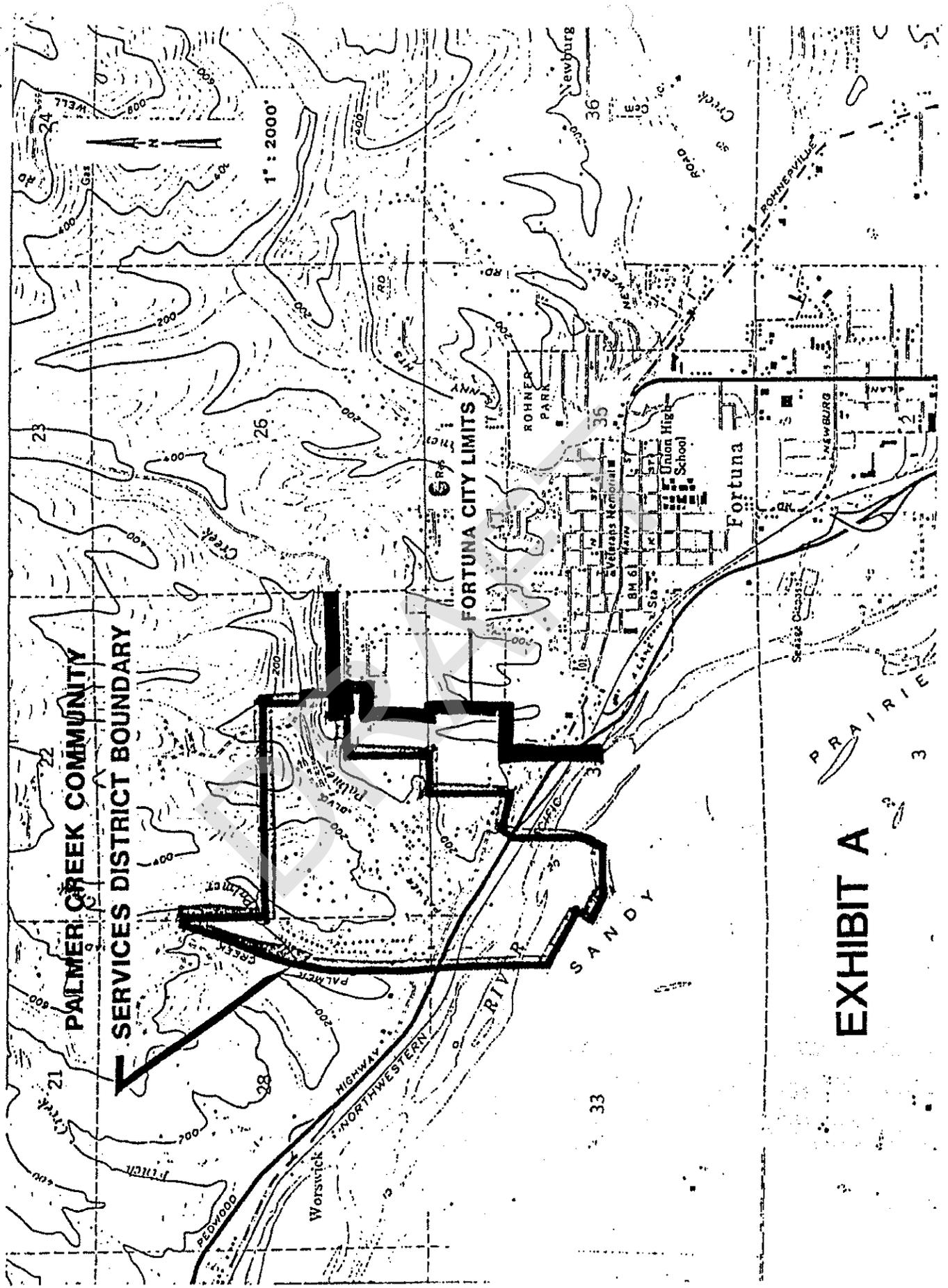
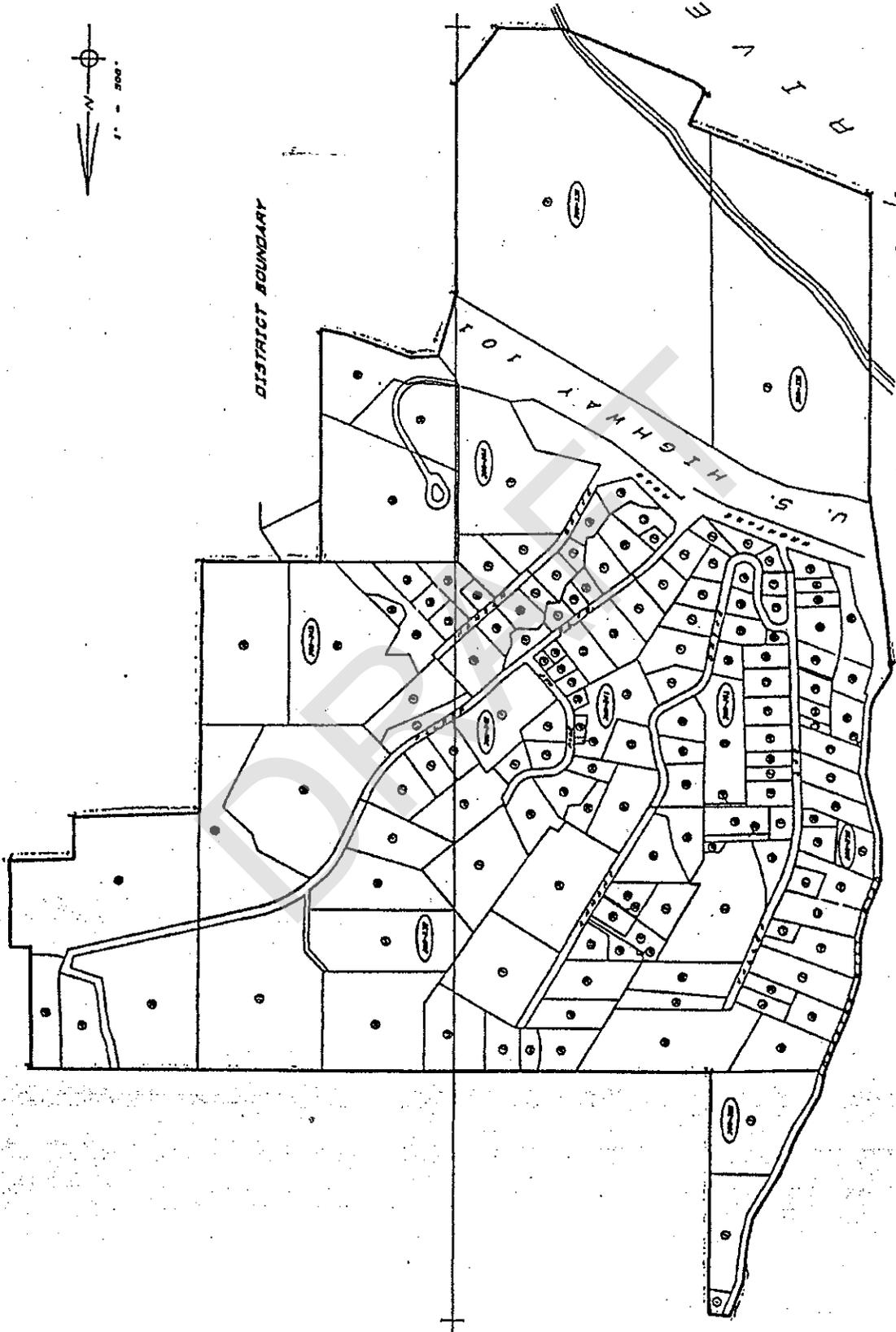


EXHIBIT A

PRAIRIE



PALMER CREEK COMMUNITY SERVICES DISTRICT

EXHIBIT A

**APPENDIX C
SANITARY SEWER MAPS AND STORM DRAINAGE
MAPS**

DRAFT

**CITY OF FORTUNA
SANITARY DRAINAGE AREAS**

- ① NORTH AREA - MINI SYSTEMS 1-5
- ② NORTH CENTRAL AREA - MINI SYSTEMS 6-9
- ③ CENTRAL AREA - MINI SYSTEMS 10-12, 14, 15
- ④ REDWOOD AREA - MINI SYSTEMS 16, 18-20
- ⑤ KENMAR AREA - MINI SYSTEMS 22-27
- ⑥ CAMPTON HEIGHTS AREA - MINI SYSTEMS 28-34
- ⑦ 101 - WEST AREA - MINI SYSTEMS 13, 17, 21

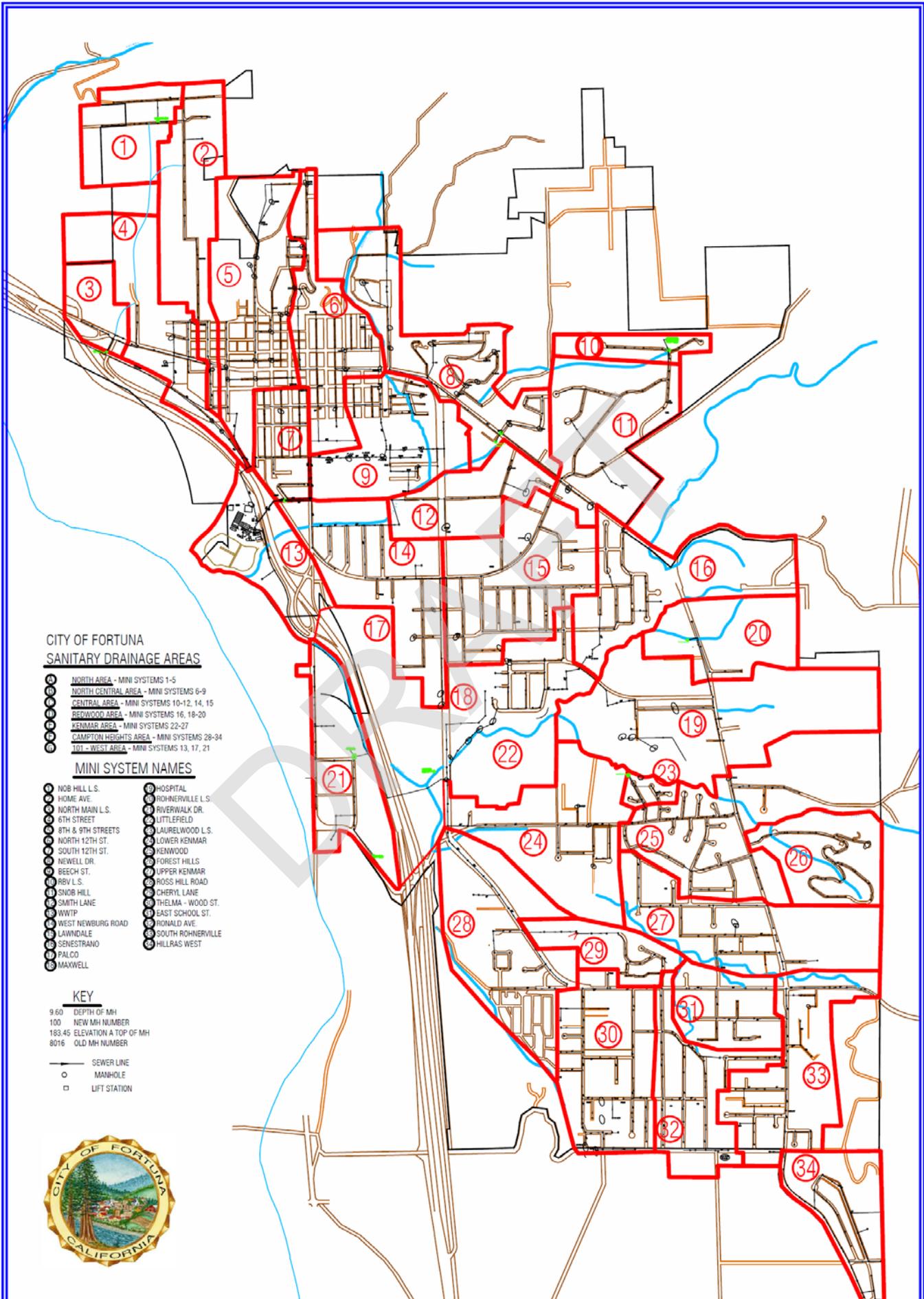
MINI SYSTEM NAMES

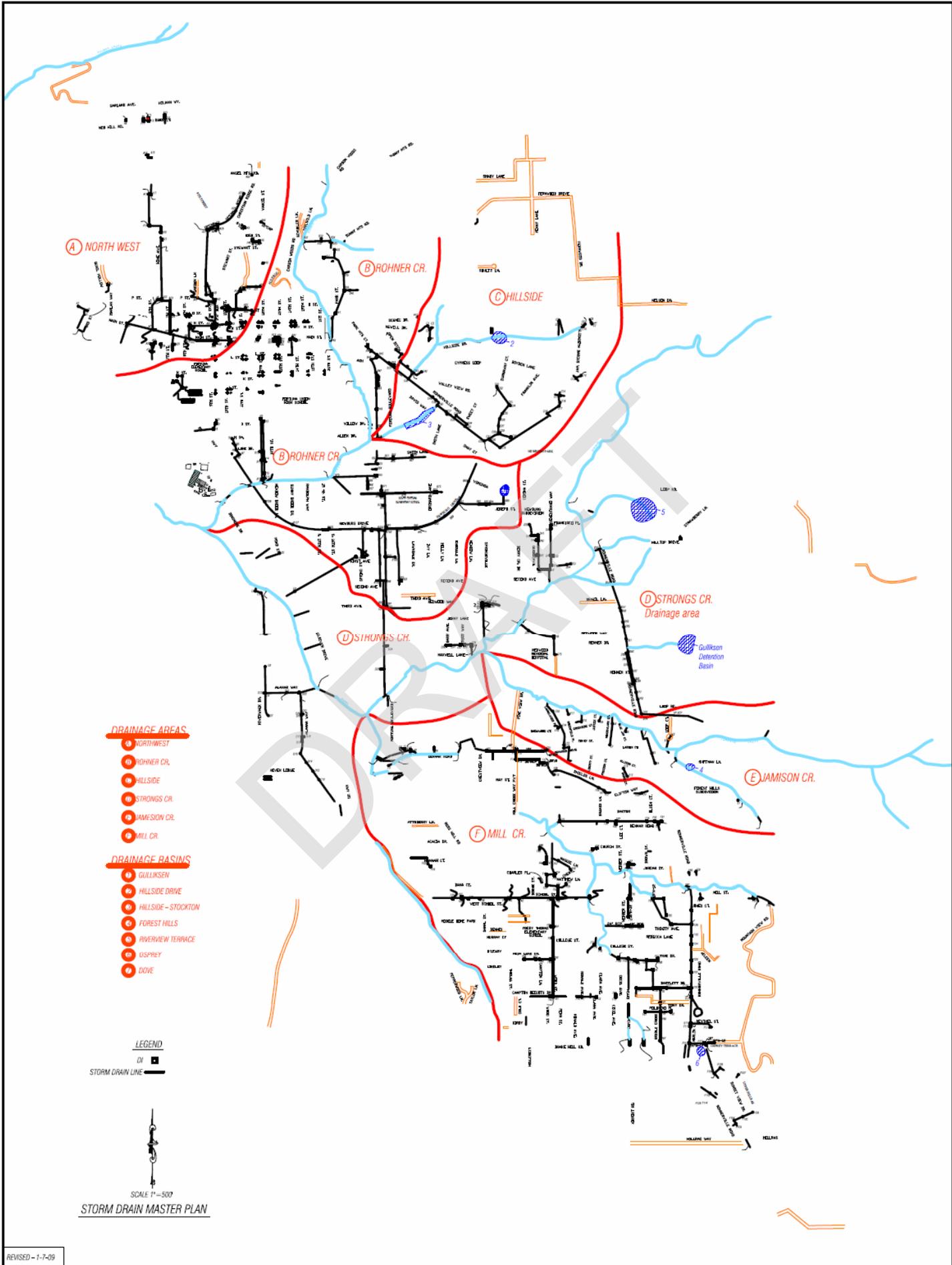
- | | |
|---------------------|---------------------|
| ① NOB HILL L.S. | ① HOSPITAL |
| ② HOME AVE. | ② ROHNERVILLE L.S. |
| ③ NORTH MAIN L.S. | ③ RIVERWALK DR. |
| ④ 6TH STREET | ④ LITTLEFIELD |
| ⑤ 8TH & 9TH STREETS | ⑤ LAURELWOOD L.S. |
| ⑥ NORTH 12TH ST. | ⑥ LOWER KENMAR |
| ⑦ SOUTH 12TH ST. | ⑦ KENWOOD |
| ⑧ NEWELL DR. | ⑧ FOREST HILLS |
| ⑨ BEECH ST. | ⑨ UPPER KENMAR |
| ⑩ RBV L.S. | ⑩ ROSS HILL ROAD |
| ⑪ SNOB HILL | ⑪ CHERYL LANE |
| ⑫ SMITH LANE | ⑫ THELMA - WOOD ST. |
| ⑬ WWTP | ⑬ EAST SCHOOL ST. |
| ⑭ WEST NEWBURG ROAD | ⑭ RONALD AVE. |
| ⑮ LAWINDALE | ⑮ SOUTH ROHNERVILLE |
| ⑯ SENESTRANO | ⑯ HILLRAS WEST |
| ⑰ PALCO | |
| ⑱ MAXWELL | |

KEY

- 9.60 DEPTH OF MH
- 100 NEW MH NUMBER
- 183.45 ELEVATION A TOP OF MH
- 8016 OLD MH NUMBER

- SEWER LINE
- MANHOLE
- LIFT STATION





(A) NORTH WEST

(B) ROHNER CR.

(C) HILLSIDE

(B) ROHNER CR.

(D) STRONGS CR.
Drainage area

(D) STRONGS CR.

(E) JAMISON CR.

(F) MILL CR.

DRAINAGE AREAS

- (A) NORTHWEST
- (B) ROHNER CR.
- (C) HILLSIDE
- (D) STRONGS CR.
- (E) JAMISON CR.
- (F) MILL CR.

DRAINAGE BASINS

- (1) GULLIKSEN
- (2) HILLSIDE DRIVE
- (3) HILLSIDE-STOCKTON
- (4) FOREST HILLS
- (5) RIVERVIEW TERRACE
- (6) OSPREY
- (7) DOVE

LEGEND

OR ■
STORM DRAIN LINE



SCALE 1" = 500'

STORM DRAIN MASTER PLAN

**APPENDIX D
FORTUNA HOT SPOT MAINTENANCE LIST**

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HOT SPOT LIST

LOCATION

DATE

DISTANCE

DIRECTION

LOCATION	DATE	DISTANCE	DIRECTION
NEWBURG AT 12TH - GO EAST AND NORTH	6-21-10	400'	N
LONI DR. - FROM NORTH WEST LOOP - GO SOUTH	6-18	800'	NORTH/EAST
ALLEY BTWN MAIN ST. AND NORTH 11TH AND 12TH (MANHOLE ON MAIN ST. GO NORTH)	6-21	340'	North
9TH ST. - FROM LOWS FURNITURE - GO NORTH	6-21	400'	NORTH
MAIN ST. AT PARK ST. - GO NORTH			
MAIN ST. - MANHOLE AT CREDIT UNION - GO WEST			
VALLEY VIEW - FROM ROHNERVILLE RD. - GO NORTH	6-21-10	360'	N
360 FORTUNA BLVD. - GO EAST AND WEST	6-18	200'	EAST
FORBUSCO - FROM MANHOLE NEAR FENCE - GO SOUTH			
MANHOLE IN FIELD SOUTH OF FORBUSCO - GO BOTH WAYS			
MANHOLE NORTH END OF S. 15TH ST. - GO EAST	6-21	726'	E
WEST SIDE OF FORTUNA BLVD. - FROM LA COSTA - GO SOUTH (BOLTED DOWN)	6-18	450'	SOUTH
WEST SIDE OF FORTUNA BLVD. - FROM 2ND ST. - GO SOUTH	6-21-10	450'	SOUTH
WEST SIDE OF FORTUNA BLVD. - FROM 1ST ST. TO 2ND ST.	6-21-10	400'	SOUTH
SUMMER ST. AND SECOND ST. - GO SOUTH	6-1-10	450'	S
ORCHARD LN. - FROM NEWBURG	6-21-10	726'	N

LOCATION	DATES	DISTANCE	DIRECTION
KENMAR RD. - FROM CHURCH ST. - GO EAST	6-1-10	400'	East
KENMAR RD. AND SHIELDS LN. - UP SHIELDS LN. AND SOUTH ON KENMAR	6-1-10	300'	S
KENWOOD AND 2823 KENMAR RD.	5-18-10	400'	East
KENWOOD AT BLUE JAY CT. - GO EAST	6-1-10	300'	N
REBECCA - FROM TRINITY ST. - GO NORTH	5-18-10	400'	north
TRINITY ST. AT WEBBER - GO EAST	5-18-10	400'	East
SCHOOL ST. AT RONALD - GO EAST	6-1-10	400'	E
P ST. AT 9TH ST. - GO WEST	6-1-10	400'	N
WEST OF RAILROAD TRACKS NEAR 101 - FROM END OF K ST. TO 9TH ST.	5-18-10	400'	
P ST. - FROM GARDEN LN. TO 9TH ST.	6-1-10	280'	W
P ST. BTWN 9TH AND 10TH	6-1-10	300'	E
CHISM CT. - NORTH OF SCHOOL ST.	6-1-10	300'	E
PARK PAVILION	5-18-10	250'	west
MI RANCHO			
NEWBURG RD - EAST OF ORCHARD LN.	6-1-10	400'	N

Park Pavilion *5-18-10* *250'* *west*

APPENDIX E
FORTUNA SANITARY SEWER OVERFLOW AND
BACKUP RESPONSE PLAN

DRAFT

City of Fortuna

Sanitary Sewer Overflow and Backup Response Plan



Effective Date:

Revised Date:

Approved by: Director of Public Works

Signature:

Date:

Prepared by David Patzer, DKF Solutions Group
707.373.9709 losscontrol@sbcglobal.net
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Response Plan Binder (PB)

Purpose, Policy and Definitions **PB-1**
Sewer Backup Claims Handling Procedure Summary-2
Receiving a Sewage Overflow/Backup Report-3
Emergency Vendor Contact Information.....-4
Emergency Internal Resources Contact Information-5

Field Guide (FG)

Customer Relations Practices..... **FG-1**
How to Use a Hydroflusher to Clear a Line Blockage.....-2
Containment Procedures-3
Flow Volume Estimation Procedures
 Contained Volume.....-4.1
 Contained in Roadway Gutter.....-4.2
 Duration and Flow Rate-4.3
Bypass Pump Selection Tables
 0-25 Feet Total Lift-5.1
 25-50 Feet Total Lift-5.2
Determining Flow Volume
 Flow from a Manhole.....-6.1
 Table 1: Manhole Cover in Place-6.2
 Table 1 Formula/Drawing.....-6.3
 Table 2: Manhole Cover Removed-6.4
 Table 2 Formula/Drawing.....-6.5
 Table 3: Out of Manhole Pick Hole-6.6
 Table 3 Formula/Drawing.....-6.7

Regulatory Notifications Packet

Instructions Envelope
Guide to Reporting to Regulatory Authorities **RN-1**
CIWQS Website Screenshot.....-2
Fax Reporting Form: To Water Board.....-3
Fax Reporting Form: To Local Health Agency.....-4

Sewer Backup Packet (BP)

Instructions and Chain of Custody envelope label
Responding to a Sanitary Sewer BackupBP-1
First Responder Form-2
Building History Form-3
Lateral TV Report.....-4
Sewer Overflow Report-5
Claims Submittal Checklist-6
Customer Service Packet
 Instructions..... envelope
 Customer Information..... CS-1
 Claim Form.....-2
 Sewer Spill Reference Guide pamphlet
Regulatory Notifications Packet
Door Hanger.....n/a
Sewer Spill Reference Guide pamphlet

Sanitary Sewer Overflow Packet (OP)

Instructions and Chain of Custody Envelope Label
Responding to a Sanitary Sewer Overflow **OP-1**
Sewer Overflow Report-2
Regulatory Notifications Packet See contents list above
Sewer Spill Reference Guide pamphlet
Public Postingn/a
Door Hanger.....n/a

Miscellaneous

- Public Posting
- Door Hangers
- Sewer Spill Reference Guide

DRAFT

PURPOSE

The purpose of this Sanitary Sewer Overflow and Backup Response Plan is to ensure that the City of Fortuna (City) personnel follow established guidelines in responding to, relieving, cleaning and decontaminating sanitary sewer overflows and backups which may occur within the City service area in order to safeguard public health and the environment.

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, 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 in regards to sewer spills as set forth by the North Coast Regional Water Quality Control Board and the California State Water Resources Control Board.

AUTHORITY

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Game Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ

DEFINITIONS AS USED IN THIS SANITARY SEWER OVERFLOW & BACKUP RESPONSE PLAN

Sanitary sewer overflow (SSO) - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- 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; and
- 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.

NOTE: *Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.*

Sanitary sewer system – Any 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, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

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

Nuisance - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements: a. 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. b. 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. c. Occurs during, or as a result of, the treatment or disposal of wastes.

SSO Categories

Category 1: All discharges of sewage resulting from a failure in the City's sanitary sewer system that:

- Equal or exceed 1000 gallons, or
- Result in a discharge to a drainage channel and/or surface water; or
- Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

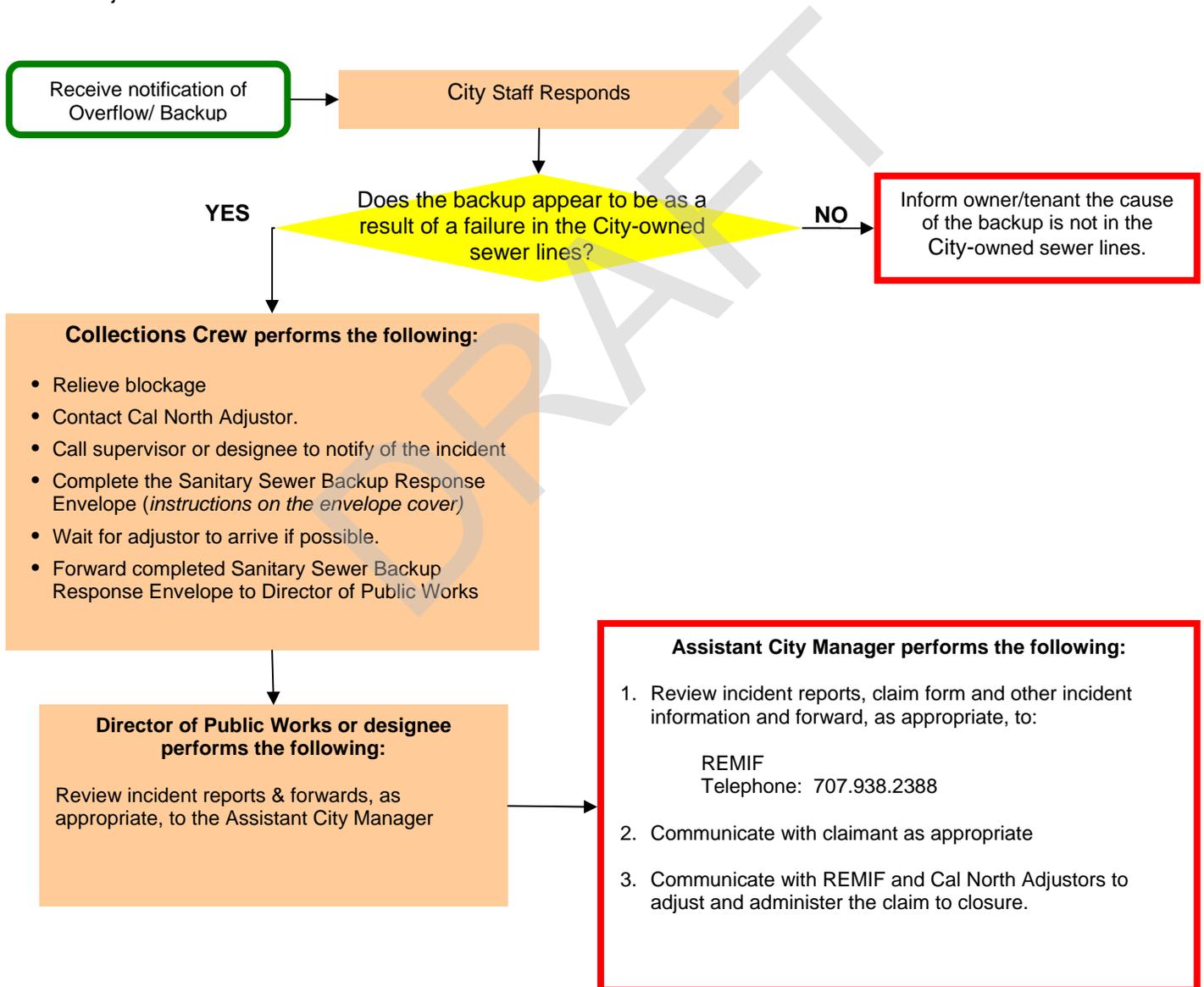
Category 2: All other discharges of sewage resulting from a failure in the City's sanitary sewer system.

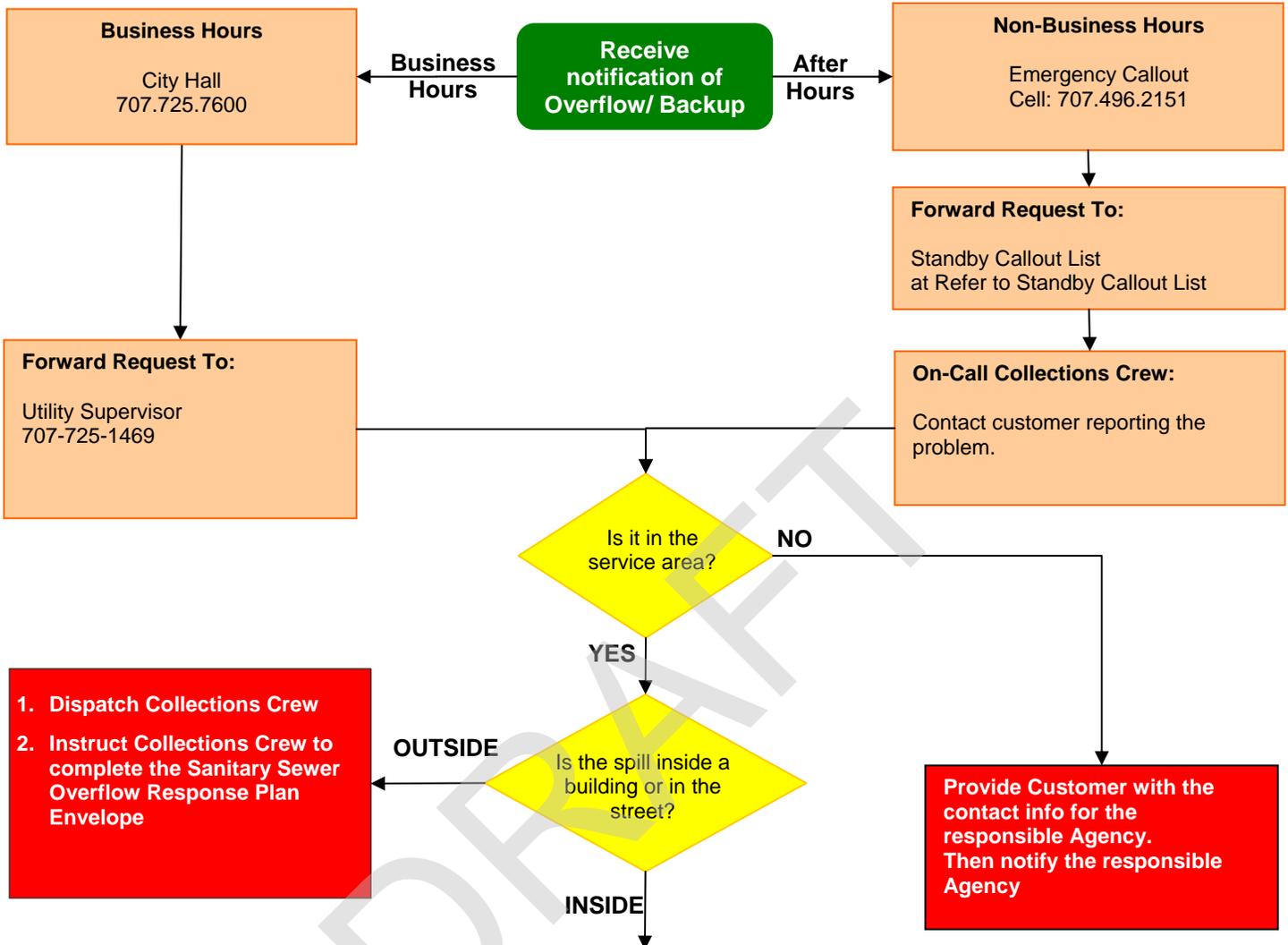
Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SEWER BACKUP CLAIMS HANDLING POLICY

It is the Policy of the City that claim forms shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer backup claims:

1. City staff will offer a City claim form where 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 City claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the City was not at fault. The claim will be processed pursuant to City procedures.
2. It is the responsibility of City staff to gather information regarding the incident and notify the Assistant City Manager or their designee.
3. It is the responsibility of the Assistant City Manager or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.





WHAT TO TELL THE CUSTOMER (See Field Guide for tips)

1st

- Clearly communicate who will respond, estimated time they will arrive and what area(s) will need to be accessed.
- Clearly communicate that a blockage in the sewer main line will be promptly cleared, but that the City is **not allowed to work on a blockage in the property owner's/resident's service lateral line**. Use general terms that the caller can understand, and give the caller your name for future reference.
- Show concern and empathy for the property owner/resident, **but do not admit or deny liability**.
- Instruct the caller to keep all family members and pets away from the affected area.
- Instruct the caller to place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected.
- Instruct the caller to not remove any contaminated items – *let the professionals do this*.
- Instruct the caller to turn off their HVAC System.
- Instruct the caller to move any **uncontaminated** property away from the overflow area.

2nd

- Dispatch Collections Crew
- Instruct Collections Crew to complete the Sanitary Sewer Backup Response Plan Envelope

READ THIS FIRST

In the event of a **Sanitary Sewer Overflow**

Check here if a FOG investigation is necessary

Instructions

Collections Crew

- 1st: Open this envelope.
- 2nd: Follow the instructions on the card: "Responding to a Sanitary Sewer Overflow"
- 3rd: Reference the Field Binder as necessary
- 4th: Complete the Chain of Custody record (right) and forward this packet to the Director of Public Works



Chain of Custody

Print Name: _____

Initial: _____

Date: _____

Time: _____

Director of Public Works

- 1st: Open this envelope. Review forms.
- 2nd: Forward the Regulatory Notifications Packet to the person authorized to make required notifications (enter name and title of that individual to the right).
- 3rd: File the documentation for this SSO according to City policy.

Print Name: _____

Initial: _____

Date: _____

Time: _____

Regulatory Notifications Packet given to:

Name: _____

Title: _____

To have receiving waters sampled contact: WWTP Lab Technician 707.725.1473

For any media requests contact: City Manager 707.725.7600

City of Fortuna

Sanitary Sewer Overflow and Backup Response Plan

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<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody	envelope label
Responding to a Sanitary Sewer Overflow	OP-1
Sewer Overflow Report	-2
Regulatory Notifications Packet	
Instructions	envelope
Guide to Reporting to Regulatory Authorities	RN-1
Reporting website screen shots.....	-2
Fax Reporting Form: To Water Board	-3
Fax Reporting Form: To Local Health Agency.....	-4
Sewer Spill Reference Guide	pamphlet
Public Posting	n/a
Door Hanger.....	n/a

Packet Assembly Instructions:

In order to properly gather and distribute all the necessary information at the scene of a sewer overflow, it is recommended the Sanitary Sewer Overflow Packets be created and placed in all field vehicles that may be used to respond to a sewer backup. The following instructions will guide you through the assembly of the Packet.

1. Determine how many packets you wish to assemble.
2. Obtain the same number of 10"x12" Tyvek (*water & tear resistant*) envelopes, and the same number of 6" x 9" envelopes.
3. Print the Regulatory Notifications instructions on the front of half of the 6" x 9" envelopes. Then place one copy of each of the Regulatory Notifications Envelope forms listed above in each envelope.
4. Place a Regulatory Notifications Envelope and all other forms listed above into each Tyvek envelope.
5. Insert a door hanger into each Tyvek envelope.
6. Insert a laminated public posting sign ("Warning Raw Sewage") in each envelope.
7. Insert a new disposable camera into each Tyvek envelope.
8. Tape or otherwise secure to the front of each envelope a copy of the Packet instructions ("Read This First").
9. Place two staples through the top of the envelope.
10. Place at least one complete Packet in each field vehicle that may be used to respond to a sewer backup.

For pre-assembled packets, contact DKF Solutions Group at 707.373.9709 or losscontrol@sbcglobal.net

This Report is (*check one*): Preliminary Final Revised Final

A. SPILL LOCATION

Spill Location Name:		
GPS Latitude Coordinates:	GPS Latitude Coordinates:	
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):	
Nearest Cross Street	City:	Zip Code:
County:	Spill Location Description:	

B. SPILL DESCRIPTION

Spill Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station	
<input type="checkbox"/> Manhole- Structure ID#:	<input type="checkbox"/> Other (specify):
Did the spill reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this spill from a private service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name of responsible party:	
Final Spill Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb& gutter	
<input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (specify):	
Estimated spill volume (in gallons):	Method calculated:
Est. volume of SSO recovered (gal):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of spill reaching surface water, drainage channel, or not recovered from a storm drain (gal):	

C. SPILL OCCURRING TIME

SSO Reported to:	SSO Reported by:
Phone:	Estimated spill start date and time:
Date and time spill reported to sewer crew:	Date and time sewer crew arrived:
Estimated spill end date and time:	
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain <input type="checkbox"/> Rain for Several Days	

D. CAUSE OF SPILL

SSO cause (<i>check all that apply</i>): <input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Flow exceeded capacity <input type="checkbox"/> Grease <input type="checkbox"/> Operator error <input type="checkbox"/> Roots	
<input type="checkbox"/> Pipe problem/failure <input type="checkbox"/> Pump station failure <input type="checkbox"/> Rainfall exceeded design <input type="checkbox"/> Vandalism <input type="checkbox"/> Inflow/infiltration	
<input type="checkbox"/> Animal carcass <input type="checkbox"/> Electrical power failure <input type="checkbox"/> Bypass <input type="checkbox"/> Debris from laterals <input type="checkbox"/> Construction Debris	
<input type="checkbox"/> Other (specify):	
If SSO is caused by a private service lateral, please specify: This is the <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> manager	
Property contact:	Contact telephone:
If SSO is caused by wet weather, choose size of storm: <input type="checkbox"/> 1-yr <input type="checkbox"/> 2-yr <input type="checkbox"/> 5-yr <input type="checkbox"/> 10-yr <input type="checkbox"/> 50-yr <input type="checkbox"/> 100-yr <input type="checkbox"/> >100-yr <input type="checkbox"/> Unknown	
Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):	
Sewer pipe material at point of blockage/spill cause (if applicable):	
Description of terrain surrounding point of blockage/spill cause: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep	

E. SPILL RESPONSE

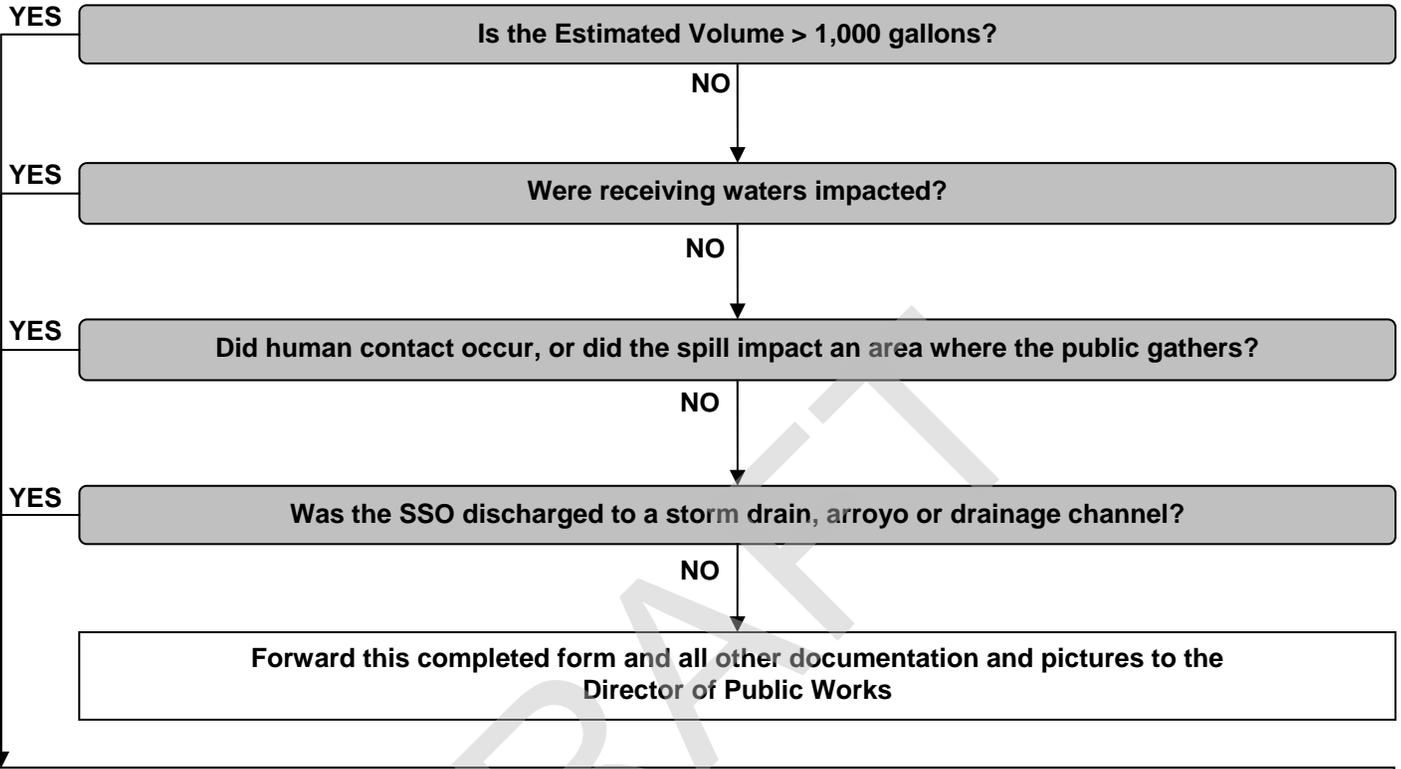
Spill response activities (check all that apply): <input type="checkbox"/> Cleaned up <input type="checkbox"/> Contained all/portion of spill <input type="checkbox"/> TV inspection <input type="checkbox"/> Restored flow	
<input type="checkbox"/> Returned all/portion of spill to sanitary sewer <input type="checkbox"/> Other (specify):	
Spill response completed (date & time):	Name of impacted waters (if applicable):
Visual inspection result of impacted waters (if applicable):	
Any fish killed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any ongoing investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of impacted beach (if applicable):	Were health warnings posted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Health warning/beach closure posting/details:	
Were samples of impacted waters collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, select the analyses: <input type="checkbox"/> DO <input type="checkbox"/> Ammonia <input type="checkbox"/> Bacti <input type="checkbox"/> Other	
Recommended corrective actions: <input type="checkbox"/> Add sewer to PM Program <input type="checkbox"/> Adjust PM schedule <input type="checkbox"/> Adjust PM method	
<input type="checkbox"/> Rehab sewer <input type="checkbox"/> Replace sewer <input type="checkbox"/> Enforcement action against FOG source <input type="checkbox"/> Other (specify):	

F. NOTIFICATION DETAILS

OES contacted date and time (if applicable):	Spoke to:
OES Control Number (if applicable):	

GO TO SIDE B

REGULATORY NOTIFICATIONS START HERE



Immediately contact one of the following and request they make notifications as indicated in the Regulatory Notifications Packet

PERSON	CELL PHONE	BUSINESS HOURS	AFTER HOURS
Director of Public Works	707.502.6249	707.725.1472	707.768.2188
Lead Utility Worker	707.496.2151	707.725.1467	707.496.2151
Chief Water Distribution Operator	707.502.1146	707.725.1467	707.768.3110

RECOMMENDED FOLLOW-UP ACTIONS TO PREVENT FUTURE OCCURRENCES

CURRENT PM FREQUENCY:	DATE OF LAST PM:
RECOMMENDED ACTIONS: <input type="checkbox"/> TV <input type="checkbox"/> REPAIR LINE SEGMENT <input type="checkbox"/> OTHER (describe): <input type="checkbox"/> RE-RUN <input type="checkbox"/> CHANGE CLEANING SCHEDULE <input type="checkbox"/> REPLACE LINE SEGMENT	
NOTES:	

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

- Notify Cal North Adjustors ASAP:** 707.443.5302 (direct)
 707.502.0186 (cell)
 707.269.8874 (pager)
 707.269.5224
- If the backup is into a business:** Immediately contact the Director of Public Works
 at 707.502.6249 (cell) or 707.768.2188 (after hours)
- For any media requests:** Contact the City Manager at 707.725.7600

Instructions

Chain of Custody

Collections Crew

- 1st: Open this envelope.
- 2nd: Follow the instructions on the card: "Responding to a Sanitary Sewer Backup."
- 3rd: If the backup appears to be due to a failure in the City-owned sewer line and the customer is home, give them the Customer Service Packet and have them initial this envelope below:

Customer acknowledgement of receipt of
Customer Service Packet: _____

If customer is not home, complete the Door Hanger and hang it on the customer's door.
- 5th: Complete the Chain of Custody record (right) and forward this packet to the Director of Public Works

Print Name: _____

Initial: _____

Date: _____

Time: _____

Director of Public Works

- 1st: Open this envelope. Review forms.
- 2nd: Complete the Claims Submittal Checklist (enclosed)
- 3rd: Forward the Regulatory Notifications Packet to the person authorized to make required notifications (enter name and title of that individual to the right).
- 4th: Copy all items on the Claims Submittal Checklist for internal archiving purposes and forward the originals to the Assistant City Manager

Print Name: _____

Initial: _____

Date: _____

Time: _____

Regulatory Notifications Packet given to:

Name: _____

Title: _____

Assistant City Manager

Refer to Claims Handling Procedure Summary

City of Fortuna

Sanitary Sewer Overflow and Backup Response Plan

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<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody	envelope label
Responding to a Sanitary Sewer Backup	BP-1
First Responder Form	-2
Building History Form	-3
Sewer Overflow Report	-4
Lateral TV Report	-5
Claims Submittal Checklist	-6
Customer Service Packet	
Instructions	envelope
Customer Information	CS-1
Claim Form	-2
Sewer Spill Reference Guide	pamphlet
Regulatory Notifications Packet	
Instructions	envelope
Guide to Reporting to Regulatory Authorities	RN-1
Reporting website screen shots	-2
Fax Reporting Form: to Water Board	-3
Fax Reporting Form: to Local Health Agency	-4
Door Hanger	n/a
Sewer Spill Reference Guide	pamphlet

Packet Assembly Instructions:

In order to properly gather and distribute all the necessary information at the scene of a sewer backup, it is recommended the Sanitary Sewer Backup Packets be created and placed in all field vehicles that may be used to respond to a sewer backup. The following instructions will guide you through the assembly of the Packet.

1. Determine how many packets you wish to assemble.
2. Obtain the same number of 10"x12" Tyvek (*water & tear resistant*) envelopes, and twice as many 6" x 9" envelopes.
3. Print the Customer Service instructions on the front of half of the 6" x 9" envelopes. Then place one copy of each of the Customer Service Envelope forms listed above in each envelope.
4. Print the Regulatory Notifications instructions on the front of half of the 6" x 9" envelopes. Then place one copy of each of the Regulatory Notifications Envelope forms listed above in each envelope.
5. Place the two small envelope packets and all other forms listed above into the Tyvek envelope.
6. Insert a door hanger and a Sewer Spill Reference Guide pamphlet into the Tyvek envelope.
7. Insert a new disposable camera into the Tyvek envelope.
8. Tape or otherwise secure to the front of each envelope a copy of the Packet instructions ("Read This First").
9. Place two staples through the top of the envelope.
10. Place at least one complete Packet in each field vehicle that may be used to respond to a sewer backup.

For pre-assembled packets contact DKF Solutions Group at 707.373.9709 or losscontrol@sbcglobal.net

Fill out this form as completely as possible.
Ask customer if you may enter the home. If so, take photos of damaged and undamaged areas.

TIME STAFF ARRIVED ON-SITE:
DID CUSTOMER CALL CLEANING CONTRACTOR? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, <u>NAME OF CONTRACTOR:</u>
<u>CONTRACTOR TELEPHONE:</u>
<u>WHEN CALLED:</u>

SECTION A		
DATE:	TIME:	EMPLOYEE NAME:
RESIDENT:	PROPERTY MANAGERS:	
STREET ADDRESS:	STREET ADDRESS:	
CITY, STATE AND ZIP:	CITY, STATE AND ZIP:	
PHONE:	PHONE:	
IS NEAREST UPSTREAM MANHOLE VISIBLY HIGHER THAN THE DRAIN 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):	
How Was Spill Volume Calculated?:		
Numbers of Pictures Taken	Digital or Film?	
Does property have Curbside Cleanout?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Does the Customer have a backwater Prevention Device (BPD)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
If yes, was the 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

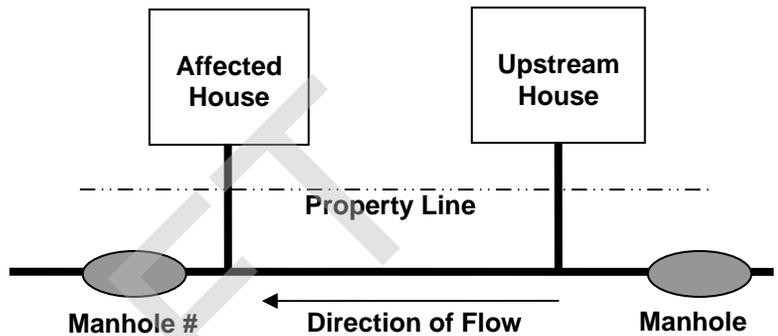
Don't forget to complete the sewer overflow report for reporting to the state.

SECTION B: SANITARY SEWER LINE BLOCKAGE LOCATION

PLEASE CHECK THE BOX THAT DESCRIBES YOUR OBSERVATIONS			
Customer Cleanout Was:	Structure was:		
	Non - Existent	Full	Empty
Non-Existent			
Full			
Empty			

Recommended Follow-Up Action(s):

Place an X where the blockage occurred
Circle the areas where sewage overflowed/backed



Did sewage go under buildings? Yes No Unsure

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

TO BE COMPLETED BY: Director of Public Works

PERSON COMPLETING THIS FORM:

DATE:
PHONE:

RESIDENT NAME:

OF RESIDENTS AT THIS ADDRESS:

APPROXIMATE AGES:

DATE OF OVERFLOW:

APPROXIMATE GALLONS SPILLED:

WERE RESIDENTS RELOCATED TO A HOTEL? Yes No *if Yes, where:*

IS RESIDENT THE OWNER? Yes No
If "NO", provide following for property owner:

AFFECTED PROPERTY STREET ADDRESS:

STREET ADDRESS:

CITY, STATE AND ZIP:

CITY, STATE AND ZIP:

PHONE:

PHONE:

NAME OF EMPLOYEE(S) RESPONDING TO SPILL:

YEAR HOME BUILT:

OF BATHROOMS:

NAME OF CLEANING CONTRACTOR::

OF ROOMS AFFECTED:

APPROXIMATE TIME SEWAGE WAS SITTING:

WAS PROPERTY FINISHED FLOOR ELEVATION DETERMINED? Yes No

ANY PLUMBING PERMITS W/IN LAST 3 YEARS?

Yes No

If "YES", please describe:

IS FINISHED FLOOR 12" OR MORE BELOW NEAREST UPSTREAM MANHOLE? Yes No

WAS A BACKFLOW PREVENTION DEVICE (BPD) INSTALLED ON PROPERTY? Yes No

ANY ACTIVE PLUMBING PROJECTS OBSERVED:

Yes No

If YES, please describe:

WAS BPD FUNCTIONING? Yes No

WAS LATERAL TV'd? Yes No *If YES, please include copy of Lateral TV report (BP-10)*

WHEN WAS THIS LINE SEGMENT LAST CLEANED?

IS THIS PROPERTY REQUIRED TO HAVE A BPD INSTALLED BY ORDINANCE? Yes No

REPAIRED (*date & describe repairs*):

HAVE THERE EVER BEEN ANY OTHER SPILLS AT THIS LOCATION? *If so, when?*

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

This Report is (*check one*): Preliminary Final Revised Final

A. SPILL LOCATION

Spill Location Name:		
GPS Latitude Coordinates:	GPS Latitude Coordinates:	
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):	
Nearest Cross Street	City:	Zip Code:
County:	Spill Location Description:	

B. SPILL DESCRIPTION

Spill Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station	
<input type="checkbox"/> Manhole- Structure ID#:	<input type="checkbox"/> Other (specify):
Did the spill reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this spill from a private service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name of responsible party:	
Final Spill Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb& gutter	
<input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (specify):	
Estimated spill volume (in gallons):	Method calculated:
Est. volume of SSO recovered (gal):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of spill reaching surface water, drainage channel, or not recovered from a storm drain (gal):	

C. SPILL OCCURRING TIME

SSO Reported to:	SSO Reported by:
Phone:	Estimated spill start date and time:
Date and time spill reported to sewer crew:	Date and time sewer crew arrived:
Estimated spill end date and time:	
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain <input type="checkbox"/> Rain for Several Days	

D. CAUSE OF SPILL

SSO cause (<i>check all that apply</i>): <input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Flow exceeded capacity <input type="checkbox"/> Grease <input type="checkbox"/> Operator error <input type="checkbox"/> Roots	
<input type="checkbox"/> Pipe problem/failure <input type="checkbox"/> Pump station failure <input type="checkbox"/> Rainfall exceeded design <input type="checkbox"/> Vandalism <input type="checkbox"/> Inflow/infiltration	
<input type="checkbox"/> Animal carcass <input type="checkbox"/> Electrical power failure <input type="checkbox"/> Bypass <input type="checkbox"/> Debris from laterals <input type="checkbox"/> Construction Debris	
<input type="checkbox"/> Other (specify):	
If SSO is caused by a private service lateral, please specify: This is the <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> manager	
Property contact:	Contact telephone:
If SSO is caused by wet weather, choose size of storm: <input type="checkbox"/> 1-yr <input type="checkbox"/> 2-yr <input type="checkbox"/> 5-yr <input type="checkbox"/> 10-yr <input type="checkbox"/> 50-yr <input type="checkbox"/> 100-yr <input type="checkbox"/> >100-yr <input type="checkbox"/> Unknown	
Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):	
Sewer pipe material at point of blockage/spill cause (if applicable):	
Description of terrain surrounding point of blockage/spill cause: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep	

E. SPILL RESPONSE

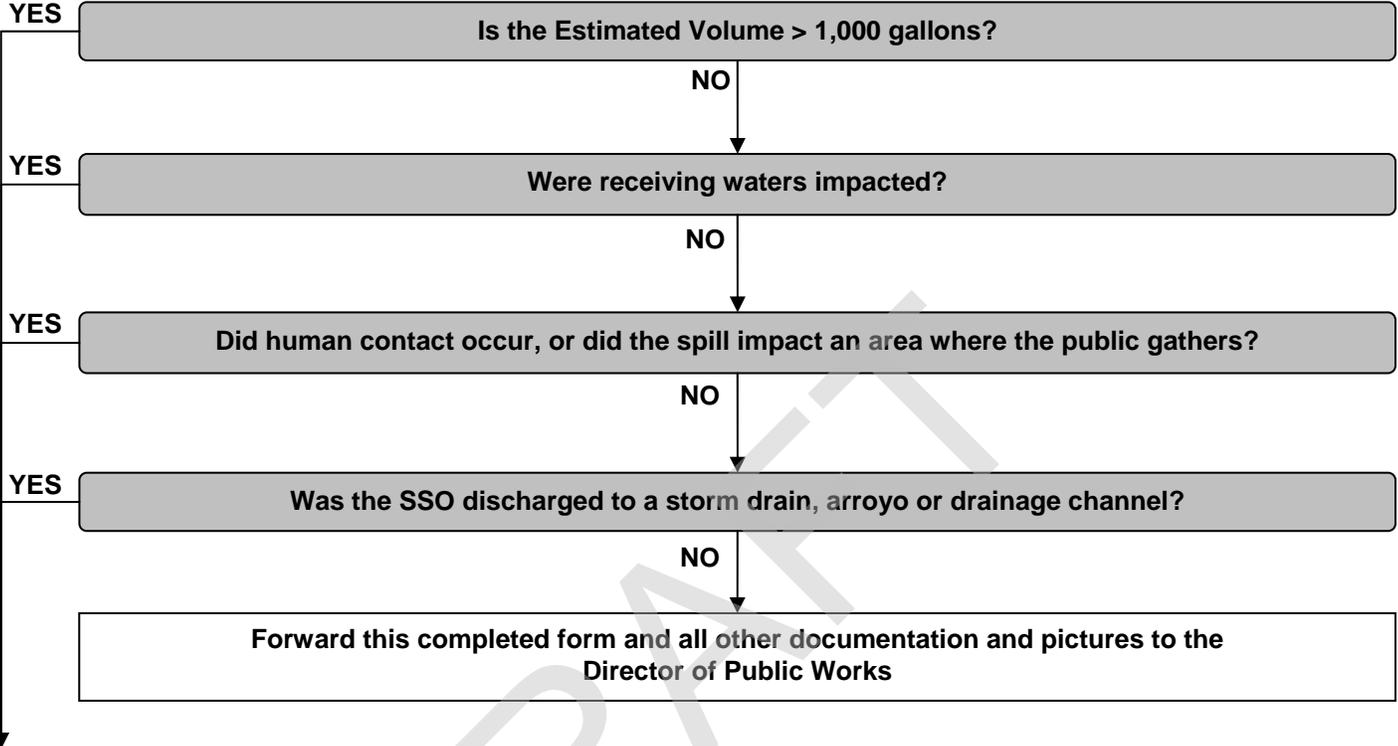
Spill response activities (check all that apply): <input type="checkbox"/> Cleaned up <input type="checkbox"/> Contained all/portion of spill <input type="checkbox"/> TV inspection <input type="checkbox"/> Restored flow	
<input type="checkbox"/> Returned all/portion of spill to sanitary sewer <input type="checkbox"/> Other (specify):	
Spill response completed (date & time):	Name of impacted waters (if applicable):
Visual inspection result of impacted waters (if applicable):	
Any fish killed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any ongoing investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of impacted beach (if applicable):	Were health warnings posted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Health warning/beach closure posting/details:	
Were samples of impacted waters collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, select the analyses: <input type="checkbox"/> DO <input type="checkbox"/> Ammonia <input type="checkbox"/> Bacti <input type="checkbox"/> Other	
Recommended corrective actions: <input type="checkbox"/> Add sewer to PM Program <input type="checkbox"/> Adjust PM schedule <input type="checkbox"/> Adjust PM method	
<input type="checkbox"/> Rehab sewer <input type="checkbox"/> Replace sewer <input type="checkbox"/> Enforcement action against FOG source <input type="checkbox"/> Other (specify):	

F. NOTIFICATION DETAILS

OES contacted date and time (if applicable):	Spoke to:
OES Control Number (if applicable):	

GO TO SIDE B

REGULATORY NOTIFICATIONS START HERE



Immediately contact one of the following and request they make notifications as indicated in the Regulatory Notifications Packet

PERSON	CELL PHONE	BUSINESS HOURS	AFTER HOURS
Director of Public Works	707.502.6249	707.725.1472	707.768.2188
Lead Utility Worker	707.496.2151	707.725.1467	707.496.2151
Chief Water Distribution Operator	707.502.1146	707.725.1467	707.768.3110

RECOMMENDED FOLLOW-UP ACTIONS TO PREVENT FUTURE OCCURRENCES

CURRENT PM FREQUENCY:

DATE OF LAST PM:

RECOMMENDED ACTIONS: TV RE-RUN CHANGE CLEANING SCHEDULE
 REPAIR LINE SEGMENT REPLACE LINE SEGMENT
 OTHER (describe):

NOTES:

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

PLEASE COMPLETE AS THOROUGHLY AS POSSIBLE

PERSON COMPLETING THIS FORM:

DATE:
PHONE:

CAMERA TYPE:

LOCATION OF CAMERA ENTRY:

AFFECTED PROPERTY STREET ADDRESS:

LOCATION OF CAMERA STOP:

CITY, STATE AND ZIP:

DESCRIBE AREA TV'd:

PHONE

UPSTREAM MANHOLE #:

PLEASE CHECK ALL THAT WERE DISCOVERED – *Describe Extent & Location Using Camera Entry Point As Reference:*

TIME OF OVERFLOW:

Broken Lateral – Describe:

TIME BLOCKAGE RELIEVED:

Depth:

TIME LATERAL TV'd:

Roots – Severity: Light Moderate Heavy

DEPTH OF LATERAL:

Grease – Severity: Light Moderate Heavy

Sag – Describe:

Depth:

BPD – Describe:

Location:

Cleanout – Describe:

Joint/Junction – Describe:

Depth:

Grade – Describe:

Grit – Severity: Light Moderate Heavy

Other – Describe:

RECOMMENDED
FOLLOW UP WORK ACTIONS:

Mark for USA locaton? Yes No

SIGNATURE OF EMPLOYEE PERFORMING TV WORK:

DATE

If applicable, place completed form in Sewer Backup Envelope and follow routing instructions.

Director of Public Works

1. Complete the following information:

Title: _____
Name: _____
Phone: _____
Today's Date: _____

2. Complete the Building History Form
3. Copy the items listed below and retain for internal archiving purposes.
4. Place the originals back in the Backup Response Envelope and forward envelope with original forms to Administrative Services Director
 - Form BP-2: First Responder Form
 - Form BP-3: Building History Form
 - Form BP-4: Sanitary Sewer Overflow Report
 - Form BP-5 Lateral TV Report *(if applicable)*
 - Form BP-6: Claims Submittal Checklist *(this form)*
 - All photos taken *(hardcopy or electronic)*
 - Any other information you feel is important in this claim

Director of Public Works or Other Reporting Authority

Go to Regulatory Notifications Packet and make all appropriate notifications (*i.e. State Water Resources Board*)

Assistant City Manager

1. Verify claims packet is complete.
2. Notify REMIF of incoming claim at 707.938.2388.

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 including:
 - a. Turn off the HVAC system if necessary.
 - b. Block floor vents to prevent sewage from entering if necessary.
2. Complete the Claim Form to file a claim. See the Customer Information letter for information about returning the form.
3. Review the Sewer Spill Reference Guide pamphlet.

This packet provided by:

Name: _____
Title: _____
Telephone: _____

If you have any questions contact:

Assistant City Manager at 707.725.1411

Print on 6" x 9" envelope

Dear Property Owner:

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 of Fortuna is investigating the cause of this incident.

If the City of Fortuna 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. If the investigation determines that the City of Fortuna is not responsible for this incident, then you or the property owner should immediately contact a firm for clean-up of the affected areas. Qualified contractors can be found in the Yellow Pages under "Water Damage Restoration" or "Fire & Water Damage Restoration". However, be sure you hire a firm with experience in sewer backups and enough resources to get the job done quickly.

The company assigned to oversee the necessary cleaning and restoration process is Cal North Adjusters and you can reach them at 707-443-5302 (*direct*) or 707-269-8874 or 707-269-5224 (*pager*).

The cleaning contractor provided by the City of Fortuna 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 of Fortuna does not guarantee payment of fees/expenses incurred and reserves the right to dispute fees/expenses deemed not usual and customary.

The customer contact, noted below, has the responsibility for processing any claims for damages that are submitted. If you wish to discuss this matter, or submit a claim for damages, please contact the Assistant City Manager at 707.725.1411.

What you need to do now:

City of Fortuna 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 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 –The California Government Code, Sections 900 - 960, requires the filing of a written claim and outlines specific time lines and notice procedures that must be used in order to have a claim considered.

File With:

City of Fortuna
621 11th Street
P.O. Box 545
Fortuna, CA 95540
Attn: Cheryl Nicholson

**CLAIM FOR MONEY OR
DAMAGES AGAINST
THE CITY OF FORTUNA**

CITY USE ONLY

Date Received: _____

Received By: _____

A claim must be presented, as prescribed by the Government Code of the State of California, by the claimant or a person acting on his/her behalf and shall show the following:

If additional space is needed to provide your information, please attach sheets, identifying the paragraph(s) being answered.

1. Name and Post Office address of the Claimant:

Name of Claimant: _____
Post Office Address: _____

2. Post Office address to which the person presenting the claim desires notices to be sent:

Name of Addressee: _____ Telephone: _____
Post Office Address: _____

3. The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

Date of Occurrence: _____ Time of Occurrence: _____
Location: _____
Circumstances giving rise to this claim: _____

4. General description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of the presentation of the claim.

5. The name or names of the public employee or employees causing the injury, damage, or loss, if known.

6. **If amount claimed totals less than \$10,000:** The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

Amount Claimed and basis for computation:

If amount claimed exceeds \$10,000: If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case. A limited civil case is one where the recovery sought, exclusive of attorney fees, interest and court costs does not exceed \$25,000. An unlimited civil case is one in which the recovery sought is more than \$25,000. (See CCP § 86.)

Limited Civil Case

Unlimited Civil Case

You are required to provide the information requested above, plus your signature on page 3 of this form, in order to comply with Government Code §910. In addition, in order to conduct a timely investigation and possible resolution of your claim, the City of Fortuna requests that you answer the following questions:

7. No longer applicable as of 2/28/07.
-

8. Claimant(s) Date(s) of Birth:
-

9. Name, address and telephone number of any witnesses to the occurrence or transaction which gave rise to the claim asserted:
-
-
-

10. If the claim involves medical treatment for a claimed injury, please provide the name, address and telephone number of any doctors or hospitals providing treatment:
-
-
-

If applicable, please attach any medical bills or reports or similar documents supporting your claim.

11. If the claim relates to an automobile accident:

Claimant(s) Auto Ins. Co.:

Telephone:

Address:

Insurance Policy No.:

Insurance Broker/Agent:

Telephone:

Address:

Claimant's Veh. Lic. No.:

Vehicle Make/Year:

Claimant's Drivers Lic. No.:

Expiration:

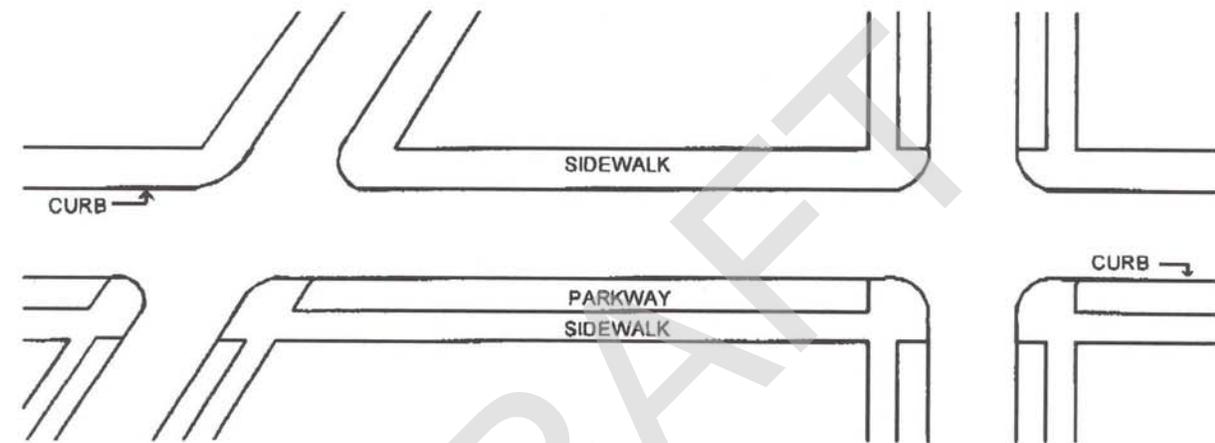
If applicable, please attach any repair bills, estimates or similar documents supporting your claim.

READ CAREFULLY

For all accident claims, place on following diagram name of streets, including North, East, South, and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If a City of Fortuna vehicle was involved, designate by letter "A" location of City of Fortuna vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw City of Fortuna vehicle; location of City of

Fortuna vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X."

NOTE: If diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Warning: Presentation of a false claim with the intent to defraud is a felony (Penal Code §72). Pursuant to CCP §1038, the City of Fortuna may seek to recover all costs of defense in the event an action is filed which is later determined not to have been brought in good faith and with reasonable cause.

Signature: _____

Date: _____

Use the chart below to identify reporting requirements. See Side B for reporting procedures and contact information.

IF THE BACKUP or SSO: (regardless of source)	THEN CONTACT:				
	OES	SFRWQCB	SWRCB	Humboldt County Department of Environmental Health	Fish & Game
≥ 1,000 gal	X	X	X	X	
Killed Fish	X	X	X	X	X
Results in a discharge into a drainage channel or a surface water	X	X	X	X	
Was discharged to a storm drain & not fully recovered, regardless of volume	X	X	X	X	
Reached or Required Sampling of Receiving Waters	X	X	X	X	X
Required Posting of Public Warning Signs				X	
Was caused by problems with a private service lateral		X	X		
All SSOs & Backups			X		

Persons authorized to perform regulatory reporting:

- Director of Public Works
- Utility Superintendent
- Lead Utility Worker

Legally Responsible Official (LRO) authorized to electronically sign SWRCB online SSO reports:

Title: Director of Public Works
Cell Phone: 707.502.6249
After Hours: 707.768.2188

	= Immediate Reporting Required WITHIN 2 HOURS AND Within 24 hours submit certification to the Regional Water Quality Control Board that OES and the County Health Department have been notified of the discharge.
	= Immediate Reporting Required
	= Reporting Required Within 24 Hours
	= Optional Reporting Within 30 Days
	= Reporting Required Within 30 Days after the end of the month in which the SSO occurs

Additional Internal Reporting Requirements:

Report to:	Contact information:	Trigger for reporting:
City Manager	Business hours: 707.725.7600 After hours: 707.496.4147	Any sewer overflows or backups where public contact occurred or spills that impacted creeks or other waterways
Assistant City Manager	Business hours: 707.725.1411 After hours: 707.725.5809	Any sewer overflows or backups where public contact occurred or spills that impacted creeks or other waterways

Regulatory Agency	Contact Information	Report if the Backup or Overflow meets any of the following conditions	Timeframe
Governor's Office of Emergency Services	Telephone: 800-852-7550	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume), and/or Reached or required sampling of receiving waters 	Within 2 hours of becoming aware of the discharge
		<ul style="list-style-type: none"> 1,000 gallons, and/or Killed Fish 	Immediate reporting required as soon as practical
Regional Water Quality Control Board: North Coast Regional Water Quality Control Board Call or fax a summary of the details of the SSO as a courtesy notification.	Main Telephone: 707.576.2220 Main Fax: 707.523.0135 <u>Contact</u> Lisa Bernard	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume), and/or Reached or required sampling of receiving waters 	Within 2 hours of becoming aware of the discharge AND within 24 hours submit certification to Reg. WQCB that OES and County Health Dep't have been notified.
		<ul style="list-style-type: none"> 1,000 gallons, and/or Killed Fish 	Immediate reporting required as soon as practical
		<ul style="list-style-type: none"> Was caused by problems with a private service lateral 	Optional Reporting Within 30 Days
State Water Resources Control Board 1. Go to the CIWQS Online SSO Reporting Database 2. Enter User Name & Password. 3. Enter requested information using information on the completed Sewer Overflow Report NOTE: If this SSO was from a private service lateral, provide all information available, indicate cause as being a private service lateral and identify the responsible party (other than the City), if known.	<u>Website:</u> http://www.swrcb.ca.gov/ciwqs/ (see RN-2 for screen shot) Note: All electronic reports must be certified by the Legally Responsible Official: Director of Public Works	<ul style="list-style-type: none"> 1,000 gallons, and/or Killed Fish, and/or Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume) , and/or Reached or required sampling of receiving waters 	Immediate Reporting Required If you leave any requested information blank, then you must return within 15 days and complete
		<ul style="list-style-type: none"> All SSOs & Backups due to failure in public sewer 	Reporting Required Within 30 Days after the end of the month in which the SSO occurs
		<ul style="list-style-type: none"> Was caused by problems with a private service lateral 	Optional Reporting Within 30 Days
County Health Department: Humboldt County Department of Environmental Health	Telephone: 707.445.6215 Fax: 707.441.5699	<ul style="list-style-type: none"> Results in a discharge into a drainage channel or a surface water, and/or Discharged to a storm drain & not fully recovered (regardless of volume) , and/or Reached or required sampling of receiving waters 	Immediate Reporting Required (within 2 hours of becoming aware of the discharge)
		<ul style="list-style-type: none"> 1,000 gallons, and/or Killed Fish, and/or Required Posting of Public Warning Signs 	Immediate reporting required as soon as practical
CA Dept. of Fish & Game Spill Prevention & Response	24-Hour Dispatch: (916) 445-0380 Press "2" to report a pollution incident	<ul style="list-style-type: none"> Killed Fish, and/or Reached Receiving Waters, and/or Required Sampling of Receiving Waters 	Immediate reporting required as soon as practical

Refer to Side A for additional internal reporting requirements (if any)

<http://www.swrcb.ca.gov/ciwqs/index.html>

California Home Sunday, November 11, 2007

Welcome to **California** 

California Environmental Protection Agency
STATE WATER RESOURCES CONTROL BOARD
WATER QUALITY

My CA This Site

California Integrated Water Quality System Project (CIWQS)

The California Integrated Water Quality System (CIWQS) is a computer system used by the State and Regional Water Quality Control Boards to track information about places of environmental interest, manage permits and other orders, track inspections, and manage violations and enforcement activities. CIWQS also allows online submittal of information by Permittees within certain programs and makes data available to the public through reports.

Currently, individual National Pollutant Discharge Elimination System permit holders and enrollees under the statewide general sanitary sewer overflow (SSO) order and industrial stormwater permit may be able to submit information to CIWQS. In order to submit information to the Water Boards via CIWQS, users must register for an account. More information about registration and each of these programs can be found by following the links below or to the left.

The Water Boards have developed a number of reports that display the regulatory data that CIWQS contains. These reports can be accessed through the [Reports](#) page of this website.

Use the links below or to the left to access additional information regarding CIWQS.

- [CIWQS Login](#)
- [CIWQS External User Event](#) - November 13, 2007
- **New!** [Electronic Water Rights Information Management System \(eWRIMS\)](#)
eWRIMS is a computer database developed by the State Water Resources Control Board to track information on water rights in California. eWRIMS contains information on water right permits and licenses that have been issued by the State Water Resources Control Board and its predecessors. eWRIMS was deployed on October 1, 2007 and replaces the State Water Board's previous water right computer system, WRIMS. Effective October 1, 2007, the State Water Board will no longer update the information in WRIMS and WRIMS will no longer be available for public use.
 - [eWRIMS Database System](#) (Public Water Rights Database)
 - [eWRIMS Web Mapping Application](#) (GIS)
- Electronic Self Monitoring Report Submittal Information for the following programs
 - [NPDES](#) - National Pollutant Discharge Elimination System
 - [SSO](#) - Sanitary Sewer Overflow
 - [SWARM](#) - Storm Water Annual Reporting Module
- [CIWQS Public Reports](#)
- [Preliminary Report of the CIWQS Review Panel](#), July 2007
- Receive future updates by e-mail. Subscribe on-line to our [CIWQS](#) electronic mailing lists.
- For questions contact the CIWQS Help Center: 1-866-79-CIWQS
- [Contact Us](#)

(updated 10/24/07)

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- [Board Business](#)
- [Laws/Regulations](#)
- [Press Room](#)
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- CIWQS Links:**
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- Regional Boards**
- (1) [North Coast](#)
 - (2) [San Francisco Bay](#)
 - (3) [Central Coast](#)
 - (4) [Los Angeles](#)
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 - (7) [Colorado River Basin](#)
 - (8) [Santa Ana](#)
 - (9) [San Diego](#)



Water Boards

State Water Resources Control Board
1001 I Street
Sacramento, CA 95814
P.O. Box 100
Sacramento, CA 95812
(916) 341-5250
fax (916) 341-5252
[Contact Us](#)



Regional Water Quality Control Board – North Coast Region

SSO Two (2) Hour Notification/24-Hour Certification.

This does not replace the requirement days of the spill
to report CIWQS-SSO eReporting Program within 3 days of the spill.

OES Telephone Number: 1-800-852-7550

Important: * = Required Field

1. OES Control number* _____
 2. Method of 2hr/24hr Report to Regional Board. Check all that apply.
___ Fax (707.523.0135) ___ Voice Mail (707.576.2220) ___ Staff Contacted: _____
(Staff name)
 3. Date Reported: * ____/____/____ (mm/dd/yyyy)
 4. Time Reported: * ____:____ (hh:mm)
 5. Reported By: * _____ Phone Number: * (____) _____ - _____
 6. Reporting Sewer Agency: * _____
 7. Responsible Sewer Agency: * _____
 8. Overflow Street Location/Comments -please indicate the spill cause, sources, and final spill destination entered:* (e.g., drainage channel/surface water entered) _____

- City: * _____ ZIP Code: * _____ County: * _____

SSO Description if information is not available, please input 00:00 for time and 00 for gallons

9. Overflow Start Estimate: Date:* ____/____/____ (mm/dd/yyyy)
Time:* ____:____ (hh:mm)
10. Overflow End: Date:* Date:* ____/____/____ (mm/dd/yyyy)
Time:* ____:____ (hh:mm)
11. Estimated Overflow Flow Rate: * _____ (gallons per minute)
12. Estimated Total Overflow Volume:* _____ (gallons)
13. Overflow Volume Recovered: * _____ (gallons)
14. Person Completed:* _____ Date: ____ / ____ / ____ (mm/dd/yyyy)
Official Title: * _____ Phone Number * _____
Email:* _____
15. When Did You Notify Your Local Health Department?: * Date: ____/____/____ (mm/dd/yyyy)
* Time: ____:____ (hh:mm)

TO:
Humboldt County Department of Environmental Health
Fax: 707.441.5699
Telephone: 707.445.6215
Re:

FROM:
City of Fortuna
Fax: 707.725.7651
Telephone: 707.725.7600

DATE:
of Pages:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY

Notes/Comments:

NOTICE OF SANITARY SEWER OVERFLOW In accordance with California Health and Safety Code Section 5410 et. seq.	
Date: _____	Time spill was noticed: _____
Location: _____	
City: _____	
Estimated Volume: _____ gallons	
Actions:	
<input type="checkbox"/> Cleanup	
<input type="checkbox"/> Containment	
<input type="checkbox"/> Repair needed: Est. Date of _____	
Notifications:	
<input type="checkbox"/> Notified Regional Water Quality Control Board	
<input type="checkbox"/> Notified Office of Emergency Services	

Instructions to First Responder:

1. Hand this packet to the person responsible for and authorized to make regulatory notifications
2. Enter name and title of that individual on the front of the Sewer Backup or Sewer Overflow Response Envelope.

Instructions for Reporting Authority:

1. Open this packet
2. Refer to the Guide to Reporting to Regulatory Authorities for instructions.

Contents:

Form	Page Number
Guide To Reporting To Regulatory Authorities.....	RN-1
CIWQS Website Screenshot	-2
Fax Reporting Form: to Water Board	-3
Fax Reporting Form: to Local Health Agency.....	-4

Print on 6"x9" envelope

City of Fortuna

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 City-maintained portion of your sanitary sewer lateral and cleared the line.
- Your portion of the sanitary sewer lateral, which is your responsibility to maintain. We also found the City's portion of the lateral and the main to be flowing normally.

If you require assistance to clear your portion of 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 Fortuna representative notes: _____

City of Fortuna Representative: _____

**For questions or comments, please call
City of Fortuna
707.725.7600**

**For Sewer Emergencies
at Night and on Weekends, please call
707.725.7550**

City of Fortuna

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 City-maintained portion of your sanitary sewer lateral and cleared the line.
- Your portion of the sanitary sewer lateral, which is your responsibility to maintain. We also found the City's portion of the lateral and the main to be flowing normally.

If you require assistance to clear your portion of 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 Fortuna representative notes: _____

City of Fortuna Representative: _____

**For questions or comments, please call
City of Fortuna
707.725.7600**

**For Sewer Emergencies
at Night and on Weekends, please call
707.725.7550**

SSO/Backup Response Plan
Public Posting

DANGER

RAW SEWAGE • AVOID CONTACT



PELIGRO

AGUA CONTAMINADA • EVITE TODO CONTACTO

For more information — Para mas informacion

City of Fortuna

707.725.7600

PRINT THIS PAGE ON ORANGE PAPER

**APPENDIX F
FORTUNA SEWER SECTION OF CAPITAL
IMPROVEMENTS PLAN**

DRAFT

Sewer Projects

DPW Priority	DPW Track #	Project Number	Project Description	Funding Source	Total 5-yr CIP Cost	City Budget Year					10-11 Comments
						10-11	11-12	12-13	13-14	14-15	
			Changes since presentation to Joint Council/Planning Commission Mtg Additional information or confirmation of costs, still needed.								
H5		0910	WWTP NPDES Compliance	SR	250,000						
H4	*	0911	SSMP Compliance	SR	50,000	50,000		50,000	50,000	50,000	
H2		0912	Remove Trees / Relocate Telephone Pole at WWTP (Ant. completion FY 09-10)	SR	0	10,000		10,000	10,000	10,000	Anticipated to be completed FY 09-10
L4	*	9110	Sewer Cleanout Program	SR	100,000	20,000		20,000	20,000	20,000	
L3		9410	WWTP Upgrade and Expansion Construction & Startup	SR	40,000	40,000					
M6		9511	8th, P St to Main	SR	105,000	105,000					
H6		9513	10th / 11th Alley, P to N	SR	118,000	118,000					
H7		9514	14th / 15th Alley, N to P	SR	81,000	81,000					
H8		9515	15th / 16th Alley, N to P	SR	81,000	81,000					
M3		9516	P, 10th to 11th	SR	47,000	47,000					
M4		9517	P, Garden to 9th	SR	69,000	69,000					
M2		9519	Replace Main and Laterals on 9th Btw N and P St W / CIP 9506	SR	138,000		138,000				
M7	*	9816	Smoke Testing, Admin, Repairs, Enforcement	SR	200,000	40,000		40,000	40,000	40,000	
M	W09011		Reroof Corp Yard Shop Building (1/3 to each of Water, Sewer, Roads)	SR	23,334	23,334					
M	W09012		Pipe and Equipment Storage Building (1/3 to each of Water, Sewer, Roads)	SR	35,333	35,333					
H	S09005		Install CL2 Scrubber	SR	50,000	50,000					
L7	S08001		Replace Primary Clarifier Drive	SR	150,000	150,000					
M5	S09006		Replace TWAS Pumps at WWTP	SR	35,000		35,000				
L2	S08004	0916	Full Perimeter Fence @ WWTP (Anticipated to be completed FY 09-10)	SR	0						Anticipated to be completed FY 10-11
L1	S09001		Loni Drive - Lift Station to WWTP	SR	265,000		15,000		250,000		
M1	S09002		Replace 10" Main from 12th St. to P. Odells shop(MH403-414)w/12"	SR	302,000	78,000					
H1	S10001	*	Replace Lab Sterilization Equipment	SR	10,000	10,000					
H1	S10002	*	Replace Coliform Incubator	SR	5,000	5,000					
H1	S10003	*	Amperometric Titration for Lab Chlorine testing	SR	4,000	4,000					
M1	S10004		Replace Boiler Eclipse Valve	SR	2,500	2,500					
H3	S10005		Generator Cover Strongs Creek LS	SR	4,000	4,000					
L1	S10006		Replace Recirculation Pumps	SR	34,000		34,000				
L1	S10007	*	Install Oil-Water Separator	SR	48,000	48,000					
L2	S10008		PLC Replacement	SR	50,000			50,000			
H2	S10009	*	Finish CPO and Shift Supervisor's office area	SR	5,000	5,000					
L3	S10010		Re-coat digester cover	SR	325,000					325,000	
M2	S10011		Nutrient Removal	SR	40,000	40,000					
M3	S10012		Filtrate Diversion	SR	65,000	65,000					
H3	S10013		Pave additional parking areas - office, stripe additional spaces in other areas	SR	30,000	30,000					
H2	S10014		Digester Guardrail	SR	35,000	35,000					
M	S09004		Block Wall along Dinsmore Dr. with Automatic Gate at Corp. Yard	SR	83,000		83,000				Gate anticipated to be completed in FY 09-10, remainder deferred
M	S10015		WWTP Facility Flood Protection Project (FEMA PDM 10 Grant App Pending)	SR	610,000	60,000	90,000		460,000		
H2	R10007		Corp Yard Parking (1/3 each Sewer, Water, Roads)	SR	5,000	5,000					
			TOTAL SEWER PROJECTS		3,495,167	729,834	701,333	739,000	880,000	445,000	

FUTURE PROJECTS NOT YET IN CIP:

S09001			Sample DPW Tracking Number for first future SEWER project moved to CIP in 2009								
			DPW TRACKING NUMBERS ARE ASSIGNED WHEN PROJECT MOVES TO CIP								
			PROJECT NUMBERS ARE ASSIGNED BY FINANCE WHEN PROJECT MOVES TO BUDGET								
Priority			Highlighted Asterisks - Call Attention to Projects Anticipated to be completed by City Forces								
H1			High priority - #1 ranked high priority project								
H2			High priority - #2 ranked high priority project								
M1			Medium priority, #1 ranked medium priority project etc.....								
M2											
L1											
			Legend								
			Strikethrough - Project HAS ALREADY BEEN COMPLETED								
			\$0 in CIP, still on list - not strikethrough - Anticipated to be completed prior to end of current FY								

