



City of Atascadero

Sewer System Management Plan

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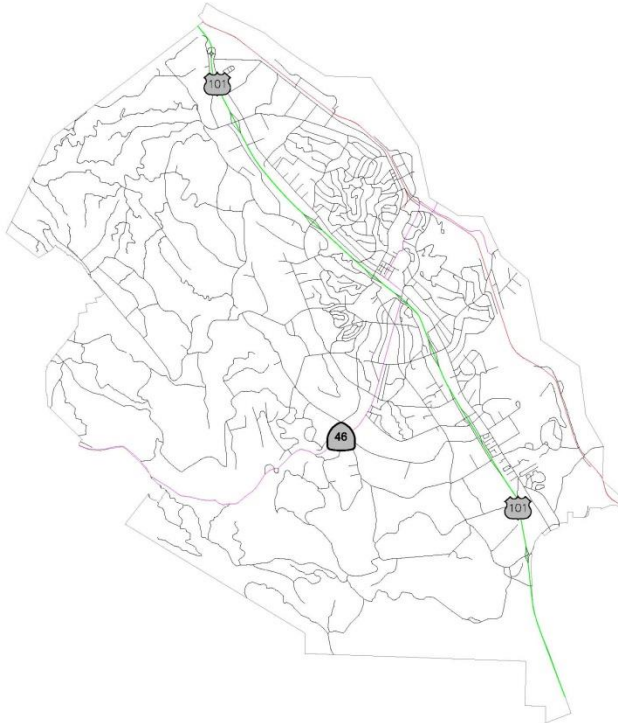
List of Acronyms and Abbreviations

BMP	Best Management Practices
CAP	Capacity Assessment Plan
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CITY	City of Atascadero or its Delegate(s)
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EH	San Luis Obispo County Environmental Health Department
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
HMA	High Maintenance Area
I/I	Inflow & Infiltration
LRO	Legally Responsible Official
mgd	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operations and Maintenance
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SHECAP	Sewer Hydraulic Evaluation and Capacity Assessment Plan
SSOR	Sanitary Sewer Overflow Report
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
USA	Underground Service Alert
WDR	Waste Discharge Requirement

Introduction

This introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the City's service area and sewer system.

City Service Area and Sewer System



The City of Atascadero is located in San Luis Obispo County and is surrounded by the cities of San Luis Obispo, Morro Bay, Paso Robles and the towns of Templeton and Creston. The City's sewer system serves a population of approximately 14,000 residents. Land uses served by the City's sewer system include residential, retail, office commercial and light industrial developments. Sanitary sewer services are provided to approximately one-half of the residents and to a majority of the businesses within the city limits. Privately owned and maintained on-site septic systems are utilized by the remainder of the city. The sewer collection system consists of more than 68.5 miles of laterals, mains, trunks, and force-mains, ranging in size from 4 to 24 inches in diameter and 12 pump stations.

Sewer System Management Plan Requirement Background

On May 2, 2006, The State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003, requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (WDR). The SWRCB action mandates the development of an SSMP and the reporting of Sanitary Sewer Overflows (SSO) using an electronic reporting system.

Document Organization

This SSMP is intended to meet the requirements of both the Central Coast Regional Water Quality Control Board (RWQCB) and the Statewide GWDR. The SSMP includes eleven elements:

1. **Goals**
2. **Organization**
3. **Legal Authority**
4. **Operation and Maintenance**
5. **Design and Performance Standards**
6. **Overflow Emergency Response Plan**
7. **Fats, Oils & Grease Control Program**
8. **System Evaluation and Capacity Assurance Plan**
9. **Monitoring, Measurement and Program Modifications**
10. **Sewer System Management Plan Audits**
11. **Communication Plan**

Plan & Schedule Regulatory Requirement:

Both the SSMP and the program to implement the SSMP must be certified by the City's Legally Responsible Official to be in compliance with the requirements set forth above and must be presented to the City Council for approval at a public meeting.

Element 1 – Goals

This SSMP element identifies goals the City has set for the management, operation and maintenance of the sewer system and discusses the role of the SSMP in supporting these goals. These goals provide focus for City staff to continue high-quality work and to implement improvements in the management of the City’s wastewater collection system.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

RWQCB Requirement

The collection system agency must develop goals to manage and maintain all parts of the collections system. The goals address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSO and the mitigation of their impacts.

SWRCB Requirement

The collection system agency must develop goals to properly manage, operate and maintain all parts of it’s wastewater collection system in order to reduce and prevent SSO, as well as to mitigate any SSO that occur.

Element 1 – Goals Appendix

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- **Sewer System Management Plan Schedule**

1.2 Goals Discussion

Providing safe, responsive, and reliable sewer service is a key component to fulfilling the City of Atascadero Public Works Department’s mission statement: “Enhance the community by creating and preserving the Colony’s infrastructure, mobility, and environmental systems with efficiency, responsibility and integrity.”

In support of this mission, the Public Works Department has developed the following goals for the operation and maintenance of its sewer system. This document outlines responsibilities within the Wastewater Division and provides procedures and guidelines for sewer system maintenance and cleaning activities.

1. Minimize sanitary sewer overflows.
2. Prevent public health hazards.
3. Minimize inconveniences by responsibly handling interruptions in service.
4. Protect the large investment in collection systems by maintaining adequate capacities and extending useful life.
5. Prevent unnecessary damage to public and private property.
6. Use funds available for sewer operations in the most efficient manner.
7. Convey wastewater to treatment facilities with a minimum of infiltration, inflow and exfiltration.
8. Provide adequate capacity to convey peak flows.
9. Perform all operations in a safe manner to avoid personal injury and property damage.

Element 2 – Organization

This section of the SSMP identifies City Staff who are 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) to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

RWQCB Requirement

The collection system agency's SSMP must identify Staff responsible for implementing measures outlined in the SSMP, including management, administration and maintenance positions. Identify the chain of communication for reporting and responding to SSO.

SWRCB Requirement

The collection system agency's SSMP must identify:

- The name of the responsible and 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 documents with a narrative explanation; and
- The chain of communication for reporting SSO, from receipt of a complaint or other information, including persons responsible for reporting SSO to the State and Regional Water Quality Control Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Quality Control Board, Fish and Game, Coast Guard, and/or California Emergency Management Agency (Cal EMA)).

Element 2 - Organization Appendix

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- **Current List of City Council Members**
- **Current List of Public Works Staff**
- **Agency Notification List for Sanitary Sewer Overflows**

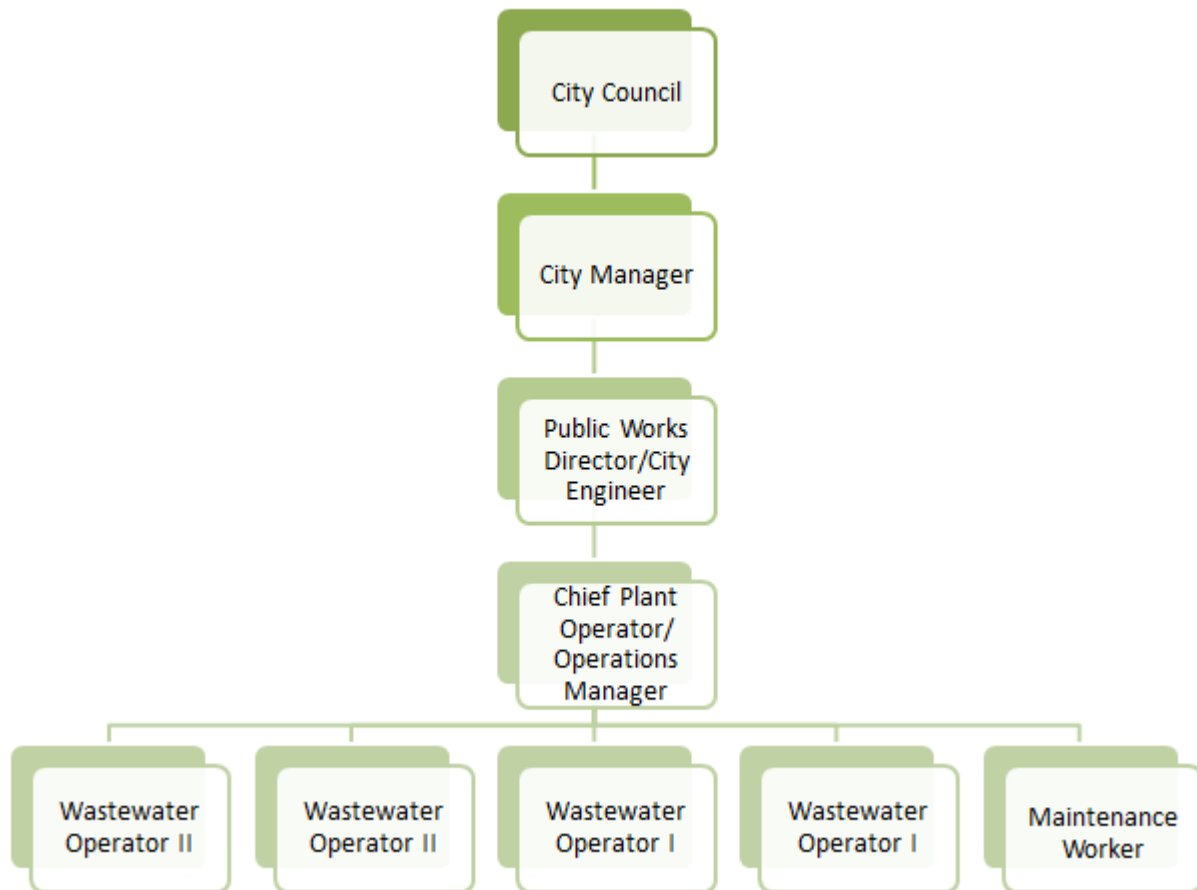
2.2 City Organization

The City of Atascadero is governed by a five-member Council, with each council member serving four-year overlapping terms. The City Council makes decisions, establishes policies and enacts laws on behalf of the voters for the betterment of the City of Atascadero.

Daily management of the wastewater system is carried out by the Public Works Director, the Chief Plant Operator and Wastewater Operators. The Public Works Director reports directly to the City Manager. The Chief Plant Operator is the authorized representative responsible for implementation of the Sewer System Management Plan. The Chief Plant Operator is also the designated staff member who is responsible for all Wastewater Collection operations.

Operations staff is on-call during non-business hours.

Figure 2-1 City of Atascadero Public Works Organizational Chart



2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority and respective responsibilities associated with each position.

Public Works Director/City Engineer: Plans, organizes, directs, and supervises all public works activities of the City. The Public Works Director/City Engineer advises the City Council and Planning Commission on engineering and public works matters, including those related to the sanitary sewer collection system. Prepares and controls department budget. The Public Works Director/City Engineer also reviews project plans and specifications for public works projects and performs technical engineering planning studies. Also confers with engineering consultants and officials of other public works departments.

Chief Plant Operator/ Operations Manager: Prepares project plans, specifications, preliminary cost estimates, and coordinates and confers with the Operations Section on sanitary sewer system issues. In addition, the CPO/OM prepares reports on sewer and other public works projects. Plans, organizes and supervises the maintenance and repair of City public works infrastructure, including sewers. Reviews plans and specifications for sewer and other projects, and makes recommendations regarding maintenance, construction, and operations aspects. Controls budget expenditures within the Operations Section and confers with contractors, engineers, and members of the general public

on construction and maintenance problems and procedures. The Chief Plant Operator is responsible for plant operations, collection system maintenance and for the supervision of sewer maintenance workers. The Chief Plant Operator schedules work assignments, maintains records of assigned projects, supplies and equipment. The Chief Plant Operator also investigates sewer-related complaints from the general public and estimates needed equipment and equipment maintenance.

Wastewater Operators: The Wastewater Operator works as a member of a field maintenance crew to clean, unplug, and repair sewer lines and lift station facilities. The Wastewater Operator also locates and raises manholes and operates power equipment including hydraulic cleaning truck. The Chief Plant Operator and the four Wastewater Operators make up two-person sewer cleaning teams and one, one-person initial responder. The initial responder also performs Underground Service Alerts (USA), and lift station inspections.

Maintenance Worker: This person is responsible for minor maintenance at the wastewater treatment plant and at lift stations in the collection system. The Maintenance Worker is certified as an Operator-In-Training at this time and assists the operators daily. Duties also include routine maintenance such as painting, cleaning and minor repairs to the buildings and grounds.

2.4 Authorized Representative

The City's authorized representative in all wastewater collection system matters is the Chief Plant Operator. The Chief Plant Operator is authorized to certify electronic spill reports submitted to the State Board. The Public Works Director and the Deputy Public Works Director is authorized to act in the Chief Plant Operator's absence. The Chief Plant Operator is authorized to submit Sanitary Sewer Overflow Reports to the appropriate government agencies.

2.5 Responsibility for SSMP Implementation

The Chief Plant Operator is responsible for implementing and maintaining all elements of this SSMP.

Responsibility for Element 1 – Goals

The Chief Plant Operator is responsible for leading Staff in the implementation of the City's goals.

Responsibility for Element 2 – Organization

The Chief Plant Operator is responsible for updating the organizational structure, SSMP implementation assignments, and SSO responding and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The Chief Plant Operator is responsible for upholding the City Sanitary Code and for drafting new ordinances, as needed.

Responsibility for Element 4 – Operations and Maintenance

The Chief Plant Operator is responsible for 1) Resources and Budget, and 2) Outreach to Plumbers and Building Contractors 3) Prioritizing Preventative Maintenance, 4) Purchasing Contingency Equipment and Replacement Inventories, 5) Training for Staff, 6) Updating the Collection Systems Map, and 7) Scheduling Inspections and Condition Assessment.

Responsibility for Element 5 – Design & Performance Standards

The Chief Plant Operator is responsible for reviewing design and construction documents to ensure that all construction projects meet the City standards. This position is responsible for updating standards for installation, rehabilitation and repair, as needed. This position is also responsible for the inspection of construction projects to ensure City standards have been followed.

Responsibility for Element 6– Overflow Emergency Response Plan

The Chief Plant Operator is responsible for implementation of the Overflow Emergency Response Plan, including revisions to the plan and annual training for maintenance crew members and Staff.

Responsibility for Element 7 – Fats, Oils and Grease (FOG) Control Program

The Chief Plant Operator is responsible for identifying grease hot spots and maintains an effective cleaning program for grease problematic sewers. City Staff is responsible for inspecting grease traps/interceptors that have been installed at non-residential locations and for enforcing discharge regulations.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The Chief Plant Operator is responsible for establishing and assessing capacity requirements for the City trunk line system and for the preparation and implementation of System Evaluation and Capacity Assurance Plan. This portion of the SSMP covers the development and implementation of the City’s long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The Chief Plant Operator is responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of various Staff. This position is responsible for identifying trends in SSO occurrences and providing recommendations to the City Council.

Responsibility for Element 10 – SSMP Audits

The Chief Plant Operator is responsible for overseeing the SSMP audits.

Responsibility for Element 11 – Communication Plan

The Chief Plant Operator is responsible for communicating with the public and regulatory agencies of the status of The City’s SSMP.

2.6 Chain of Communication for Responding to SSO

The public may report a sewer spill by calling City Hall, 9-1-1, or the Water Reclamation Facility. Notification may also come from pump station alarms.

All calls are then routed to the On-Call Personnel (after hours) or the Chief Plant Operator who is then designated the First Responder. See Figure 2-2 for flow chart.

The First Responder is responsible for assessing the spill and filling out a Sanitary Sewer Overflow Report (SSOR). The First Responder will contact the appropriate agencies as soon as the spill is under control or assistance has arrived. The applicable agencies that are to be contacted include:

- 1. San Luis Obispo County Health Department
 - a. Office _____ 805-781-5544
- 2. California Regional Water Quality Control Board Central Coast Region
 - a. Office _____ 805-549-3147
 - b. David LaCaro _____ 805-549-3695
- 3. San Luis Obispo County Office of Emergency Services
 - a. On-Call/Duty OES Coordinator _____ 805-781-5011

4. California Emergency Management Agency (Cal EMA)
 - a. Dispatch _____ 1-800-852-7550
5. CA Department of Fish & Game
 - a. Central Dispatch _____ 831-649-2810
 - b. Dennis Michniuk _____ 805-594-6119

Upon completion of containment and clean-up, the Chief Plant Operator will use the SSOR to complete the final spill reports to the SWRCB CIWQS database, the Regional Water Quality Control Board, California Emergency Management Agency, the County Office of Emergency Services, and the County of San Luis Obispo Environmental Health Department as needed.

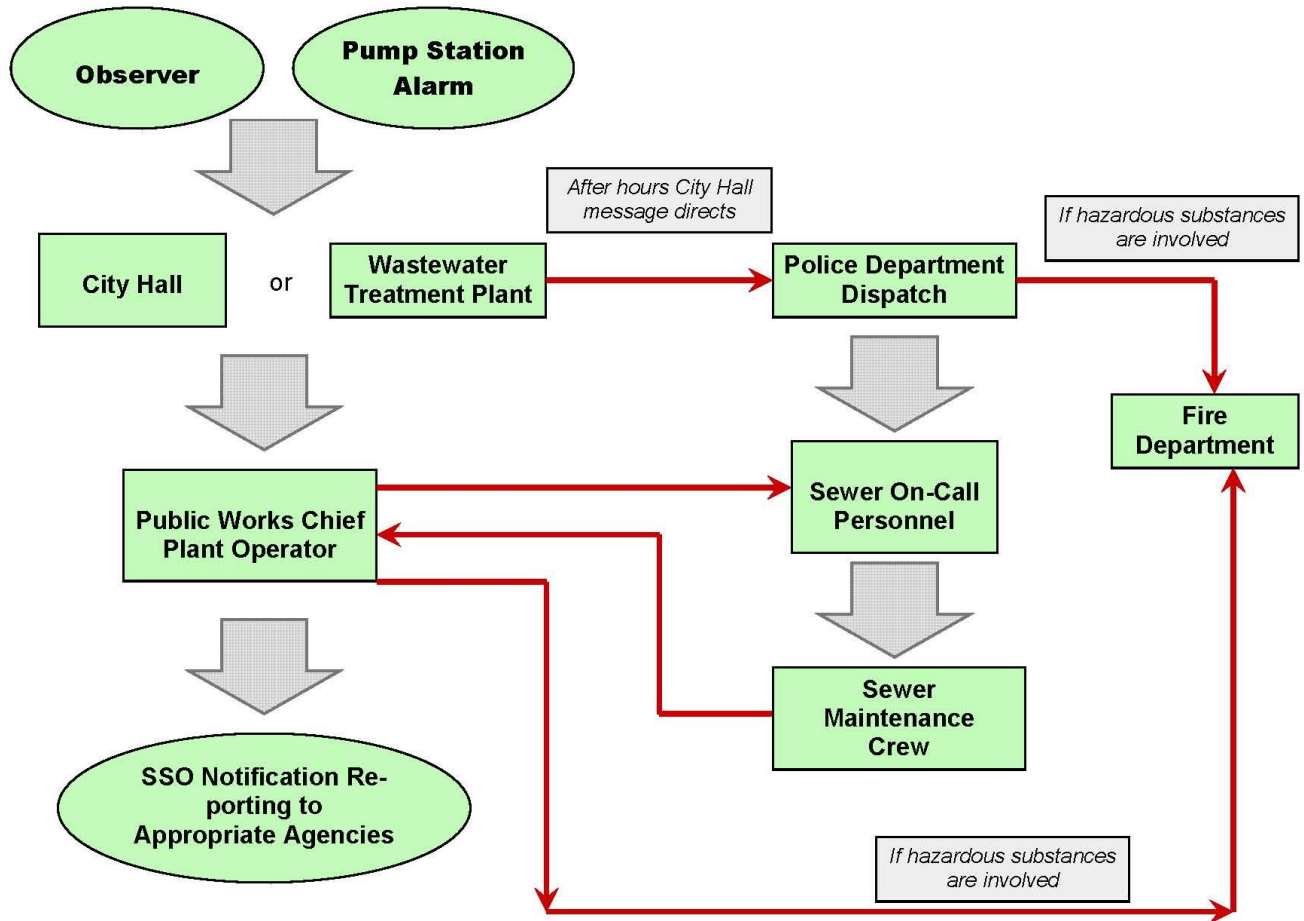


Figure 2-2: Chain of Communication for Responding to SSO

Element 3 - Legal Authority

This element of the SSMP will include legal authority, through sewer use ordinances, service agreements or other legally binding procedures, to prevent illicit discharges into the sanitary sewer system. It will also address the legal authority in place to ensure proper design and construction of any additions or repairs to the sewer system.

3.1 Regulatory Requirements

The City will demonstrate, through its sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (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 sewer system owned or maintained by the Public Agency, and
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages.

Element 3: Legal Authority Appendix

There is no Appendix related to Element 3. **Reference** will be made to the following documents:

- **City of Atascadero Municipal Code**
- **Uniform Plumbing Code**
- **City of Atascadero Standard Drawings and Specifications**

3.2 Prevent Illicit Discharges

The sections of the City's legal authority to prevent illicit discharges into the sewer system including I/I from laterals, storm water, unauthorized debris, etc. can be found in the City of Atascadero Municipal Code at:

Title 7, Chapter 8

- 7-8.001 Storm water, etc. prohibited**
- 7-8.002 Regulated discharge**
- 7-8.003 Other prohibited discharges designated**

3.3 Design and Construction

The following sections address the type of materials that should be used, pipe size, uniform plumbing code and permits required prior to construction:

Title 7, Chapter 7

- 7-7.002 Uniform Plumbing Code requirements**
- 7-7.004 Materials requirements**

Title 7, Chapter 8

7-8.004 Grease, oil and sand interceptors

7-8.005 Pretreatment facilities

7-8.006 Control manholes

7-8.007(a) Right of Entry: Inspecting and Sampling

All work must be completed based upon the uniform plumbing code and any alterations to this must be approved by the Deputy Public Works Director - Engineering. The City is in the process of reviewing and updating the construction standard details and specifications. The process is scheduled to be completed by the end of fiscal year 14/15.

3.4 Ensure Access for Maintenance, Inspection and Repairs

The City's relationship with local residents is such that only on rare occasions is City staff not permitted by people to conduct investigations/inspections of private lateral sewer lines. The City's primary goal in those instances is to determine if Sanitary Sewer Overflows are likely to occur or if damage to the treatment plant is probable, this helps protect the public and environmental health of the City.

The City's current Ordinance permits City representatives to enter premises for inspection, sampling and testing. It also requires all City manholes to remain free from obstruction and without alteration unless approved by the Public Works Director/City Engineer.

City representatives shall carry evidence establishing their position as an authorized representative of the City and upon presentation and exhibiting these proper credentials and identification shall be permitted to enter in and upon all buildings and premises within the City for the purposes of inspection, observation, measurement, sampling, testing, or otherwise performing such duties as may be necessary in carrying out the provisions of this chapter.

3.5 FOG Control

Title 7, Chapter 8 of the Municipal Code states City personnel shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Ordinance or order issued hereunder. Users shall allow the City ready access to all parts of the premises for the purpose of inspection, sampling, records examination, and the performance of any additional duties 7-8.007(a).

Please reference Article 5 of the City of Atascadero's FOG Administrative Guidelines and Provisions (see Appendix E) entitled Monitoring, Reporting, Notification, and Inspection Requirements.

The City developed FOG Administrative Guidelines and Provisions as addenda to the SSMP and reinforced within the City's Municipal Code to include the rules and regulations governing the sewer system. The FOG Administrative Guidelines and Provisions set forth will provide the legal authority for the FOG Control Program in order to regulate the Food Service Establishments (FSE) located within the service area.

Title 7, Chapter 8 of the Municipal Code prohibits the discharge of Fats, Oils and Grease into the sewer system and provides for the use of Grease Traps and Interceptors at this time. Provision have been made in the new FOG Administrative Guidelines and Provisions for the access to and inspection of Grease Traps and Interceptors and the enforcement of any code violations.

Element 7 provides further description of the FOG Control Program.

3.6 Enforcement of its Sewer Ordinance

It is essential to protect the Water Reclamation Facility from illegal discharges that may interfere with the proper functioning of the treatment plant. Title 12 of the Municipal Code allows for the enforcement of all codes and ordinances.

Element 4 – Operations and Maintenance

This element of the SSMP discusses the activities and control measures employed by the City in identifying problem areas, developing cleaning schedules and maintenance and repair or replacement projects for the overall improvement of the collection system. Special emphasis is placed on preventative maintenance and methods used to minimize Sewer System Overflows.

4.1 Regulatory Requirements

The City will evaluate its service area to determine measures and activities that shall be taken to evaluate the overall collection system and make repairs as a preventative maintenance measure. The City will complete the following measures and activities:

- Resources and Budget
- Outreach to Plumbers and Building Contractors
- Prioritize Preventative Maintenance
- Contingency Equipment and Replacement Inventories
- Training for Maintenance Workers
- Updating the Collection Systems Map
- Scheduling Inspections and Condition Assessment

Element 4: Operations and Maintenance Appendix

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- **Capital Improvement Plan Budget**
- **Incident Report Form**
- **Collection System Map**

4.2 Collection System Map

The Collection system is mapped out on AutoCAD and inputted in the City's Geographic Information Systems (GIS). Updates to the City's wastewater infrastructure within GIS, is expected to be completed in 2014. In addition, necessary changes to the City's wastewater infrastructure will be made in GIS on an on-going basis. The size and locations of all force mains and pipelines are included in the system. The manholes, cleanouts and lift stations are also indicated. As-built plans and construction drawings are maintained as the system is improved through the CIP, and data is routinely integrated back into collection system mapping.

4.3 Preventative Maintenance

The City's Operation and Maintenance staff conducts regular maintenance tasks as follows:

- Inspect (12) Lift Stations-Daily
- Field Inspections: Taps, Dye Tests, Manhole, Lateral Locates, new development, etc...
- Painting (Lift Stations, Pipe, Valves, etc...)
- USA-Underground Utility Locating
- Trouble-shoot Lift Station electrical controls

- Perform Taps/Lateral Connections
- Coordinate lift station pump maintenance with vendors
- Coordinate sewer main maintenance with vendors including, monthly and annual line cleaning
- Respond to wastewater emergencies
- Maintain computerized and manual records related to service and repair work performed; track, report, interpret information and adjust maintenance schedules, follow-up on required maintenance and repair and maintain program documentation

The City's Operations and Maintenance (O&M) plan also provides for regular visual or Closed Circuit Television (CCTV) inspection and system-wide cleaning of the collection system. Moreover, the City completed a system wide CCTV and Cleaning project in 2012. Additionally, one quarter of the City's sewer system is cleaned each year completing the entire system in 4 years. The City's Wastewater Staff maintains a collection system map depicting each manhole location. This data is used in conjunction with cleaning logs, for which staff will note the date and time of flushing as well as debris type and severity. Providing for regular inspection and cleaning of the collection system allows the City to assess current sewer conditions, and develop an appropriate maintenance strategy. System deficiencies identified through recurring inspections are prioritized into short-term and long-term rehabilitation actions. The work which is associated with the cleaning, inspection, and subsequent rehabilitation operations is performed by area contractors through publicly bid service contracts awarded by the City.

4.4 Rehabilitation and Replacement Plan

The City staff understands that as sewer collection systems age, the risk for deterioration, blockages, and collapse increase considerably. In an effort to mitigate those risks, the City performs regular visual and CCTV inspections of the manholes and sewer pipes within the collection system. As previously discussed, these inspections are provided through contracted services.

The City completes engineering reviews and assessments on the information obtained from the inspections to prioritize any system deficiencies noted. Short-term and long-term rehabilitation actions are implemented to address each deficiency.

Long term rehabilitation actions are incorporated into upcoming fiscal year budgets as capital improvement projects. Short term rehabilitation actions are funded through the annual operating budget developed for collection system maintenance. Work for short-term and long-term rehabilitation actions are performed by area contractors through publicly bid service contracts awarded by the City.

4.5 Training

Training comes under various programs. It includes formal classroom training and informal on-the-job training. Training is facilitated by both City Staff and by outside training workshops. On-the-job cross training is pursued to ensure Staff has a proficient working knowledge of the sewer system. City Staff is cross-trained so that critical tasks can be done without interruption even when the crew members change. Task proficiency is a requirement for all job positions and promotions, and training records are maintained to monitor completed classes and to schedule employee training.

Crews are initially trained in the proper operation and maintenance of all new major equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as resource material for initial start-up training as well as new Staff training.

Safety training is an integral part of the City's program. Every Staff member receives formal training. Staff is trained in confined space entry. Employees are trained in hazardous materials management, as required.

The staff is also trained as part of the Overflow Emergency Response Plan (OERP) and reporting procedures for Sewer System Overflows. Standard Operating procedures and Emergency Operating Procedures are updated and implemented on an on-going basis.

4.6 Equipment and Parts Inventory

Utilizing contracted services for the components which comprise the Operations and Maintenance Plan eliminates the need for the City to maintain inventoried parts and equipment for the repair and replacement of system components. The contracted activities performed by the area contractors are inclusive of all equipment and parts necessary for the full execution of the work. Implementing an inspection program that identifies and prioritizes required rehabilitation actions proactively allows for the development of contract documents which incorporate such equipment and parts, allowing these items to be supplied by the contractor executing the work. In the event of an emergency, local retailers are available to supply needed equipment and parts at short notice.

Ferguson's Enterprises, Inc. located in Paso Robles, is recognized in the industry as the largest distributor of plumbing supplies and pipes, valves, and fittings. Ferguson's is located only a short distance from the City of Atascadero. They have confirmed that the majority of the items required for repair and replacement are currently stocked and available for immediate purchase. Mid State Concrete Products, located an hour away in Santa Maria, manufactures a comprehensive line of precast concrete products including manholes, grade rings, and commercial and industrial waste system structures and piping, and has also confirmed that the majority of items are readily stocked and available for immediate purchase.

Element 5 - Design and Performance Standards

This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB. The City is responsible for reviewing design and construction documents to ensure that all construction projects meet the City standards. The City is responsible for updating standards for installation, rehabilitation and repair, as needed. The City retains the responsibility for inspections of construction projects to ensure City standards have been followed.

5.1 Regulatory Requirements

The SSMP must identify:

1. Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.
2. Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Element 5 – Design and Performance Standards Appendix

There is no Appendix associated with this Element. **Reference** will be made to the following documents:

- **City of Atascadero Municipal Code**
- **City of Atascadero Standard Drawings and Specifications**
- **San Luis Obispo County Standards and Specifications**
- **Green Book of Standard Public Works Construction**

5.2 Design and Construction Standards

The purpose of the Standards and Specifications is to provide minimum standards for the design, kinds and uses of materials, and the preparation of plans for construction, repair, or alteration of City sewer and water facilities.

Title 7 of the Municipal Code includes:

- Specifications for the Materials used to construct sewers
- Specifications and standards for the installation of new sewers
- Specifications and standards for the repair and rehabilitation of existing sewers
- Specifications and standards for pipe size
- Permits and fees associated with construction of sewer systems
- Inspection procedures during construction of sewer systems

All work must be completed based upon the uniform plumbing code and the above standards. Any alterations to this must be approved by the Public Works Director/City Engineer. The City is in the process of reviewing and updating the construction standard details and specifications. The process is scheduled to be completed by the end of fiscal year 14/15. However, updated Engineering Standards are being used for new projects, although unapproved by Council.

If it is ever determined that the City's adopted Standards and Specifications are insufficient the standards and specifications used will be obtained from San Luis Obispo County, the State of California or Green Book of Standard Public Works Construction.

5.3 Inspection Standards

The City's standard public works procedure requires work to be placed into service only after it is accepted by the Public Works Director/City Engineer following satisfactory inspection and testing. The City provides continuous inspection during the construction of sewer facilities and believes that proper installation is the key to ensuring proper operation and maximum life expectancy.

Element 6 - Overflow Emergency Response Plan

This Element outlines the steps taken in an Emergency situation to respond to, contain and mitigate sewer system overflows. This section also details the procedure for notification of the various agencies, both State and local.

6.1 Regulatory Requirements

City will implement an OERP agreement that identifies measures to protect public health and the environment. At a minimum, the plan includes:

1. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO in a timely manner;
2. A program to ensure appropriate response to all overflows;
3. 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 SSO that potentially affect public health or reach the waters of the State. All SSO shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
4. Procedures to ensure that appropriate Staff and contractor personnel are aware of and follow the OERP and are appropriately trained;
5. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
6. 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 SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

Element 6 - OERP Appendix

Supporting information for Element 6 shall be included in **Appendix D** which consists of the following documents:

- **Overflow Emergency Response Field Manual**
- **Sample Sanitary Sewer Overflow Report (SSOR)**

6.2 Overflow Emergency Response Plan Discussion

The OERP is summarized below and will be provided as an OERP Field Manual in **Appendix D**. The OERP addresses several issues such as spill response, spill detection, mitigation, clean-up, investigation, documentation and reporting.

6.3 Sewer System Overflow Notification

The OERP covers spill detection, including the procedures for dispatching the first responder to the site of a potential SSO. The City of Atascadero receives telephone calls at one main telephone number during business hours and 911 emergencies after hours. The City of Atascadero publishes the telephone number in the local telephone books and on the City website <http://www.atascadero.org/>

When City Staff members notice an SSO during the course of their regular activities, they are instructed to call in, notify the Chief Plant Operator and begin responding to the situation immediately.

The Chief Plant Operator or the delegated wastewater staff are on standby during non-office hours and are aware of low manholes, creek crossings and lift stations that may have the highest risk of overflow. In the event of a spill, containment followed by a disinfecting agent and wash down protocol is used. If the event occurs during non-office hours, the City of Atascadero's emergency dispatch will contact the appropriate Staff using emergency phone numbers.

6.4 Sewer System Overflow Response

The OERP incorporates spill response measures including response priorities, safety, and initial containment measures. During regular business hours, City Office Staff initiates one or more Wastewater Staff to respond to a potential SSO notification. The City's goal for responding to an SSO during business hours is immediate from receipt of call. During non-business hours, an emergency dispatch calls the on-call Operations Staff to respond to a potential SSO. The City of Atascadero's goal for responding to SSO during non-business hours is 40 minutes. The on-call Staff becomes the SSO first responder and is responsible for mitigation, documentation, most reporting, and follow-up.

City policy is to respond to all spills within its collection service area boundary and provide mutual aid outside when requested, whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State.

[Element 2](#) addresses the organizational structure of The City and details the lines of communication along with the responsibilities of personnel during an emergency.

6.5 Sewer System Overflow Reporting

The OERP covers Spill Reporting, including internal City reporting and external state and local agency reporting. The notification procedures provided below summarize the reporting requirements in the OERP.

The City of Atascadero is registered with the SWRCB California Integrated Water Quality System (CIWQS) electronic sewage spill reporting system, and shall be routinely utilizing these procedures. A Sanitary Sewer Overflow Report will be completed for all reportable spills. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines. Copies of the SSOR will be located in the City of Atascadero Waste Water Treatment Plant office.

SEWAGE SPILL REPORTING SUMMARY

STOP SPILL

CONTAIN SPILL - ISOLATE SPILL FROM PUBLIC CONTACT

PROTECT WATERWAYS AND DRAINAGE INLETS

CLEAN-UP SPILL

PROPERLY NOTIFY REGULATORY AGENCIES

1. San Luis Obispo County Health Department
 - Office _____ 805-781-5544
2. California Regional Water Quality Control Board, Central Coast Region
 - Office _____ 805-549-3147
 - David LaCaro _____ 805-549-3695
3. San Luis Obispo County Office of Emergency Services
 - On-Call/Duty OES Coordinator _____ 805-781-5011
4. California Emergency Management Agency (Cal EMA)

- Dispatch _____ 1-800-852-7550
5. CA Department of Fish & Game
- Central Dispatch _____ 831-649-2810
 - Dennis Michniuk _____ 805-594-6119

Category 1 SSO:

1. Spills greater than 1,000 gallons to surface water or spilled in a location where it probably will be discharged to surface water– call Chief Plant Operator. Within 2 hours call Cal EMA and draft a report to CIWQS within three days. Lastly, the LRO will certify the report within 15 days.
2. If a spill of any size flows into a body of surface water call the Cal EMA within 2 hours. If spill flows into Salinas River or Atascadero creek also call Atascadero Mutual Water so they can take appropriate action.

Category 2 SSO:

1. Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly report to Chief Plant Operator.
2. Submit draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO:

1. All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO occurred.

Environmental Health Notification:

The Environmental Health Department will be notified on an as needed basis.

Public Notification:

Potential public notification measures may include temporary signage to indicate pollution of surface water or ground water due to an SSO and/or notification through media outlets. The Public Works Director will be the contact person for media notification.

6.6 Sewer System Overflow Categories and Reporting Timeframes

1. **Category 1** - All discharges of sewage resulting from system stoppage in The City sanitary sewer system that:
 - Equal or exceed 1000 gallons, or
 - Result in a discharge to a body of surface water; or

Category 1 SSO must be reported to Cal EMA within two (2) hours. Reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSO must be made to the Online SSO System as soon as possible but no later

than 3 business days after the City is made aware of the SSO. Additional information may be added to the certified report, in the form of an attachment, at any time within the 3 day period.

3. **Category 2** - Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly report to Chief Plant Operator.

Submit draft report within three (3) business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

3. **Category 3** - All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Submit a certified report within 30 calendar days of the end of month in which the SSO occurred.

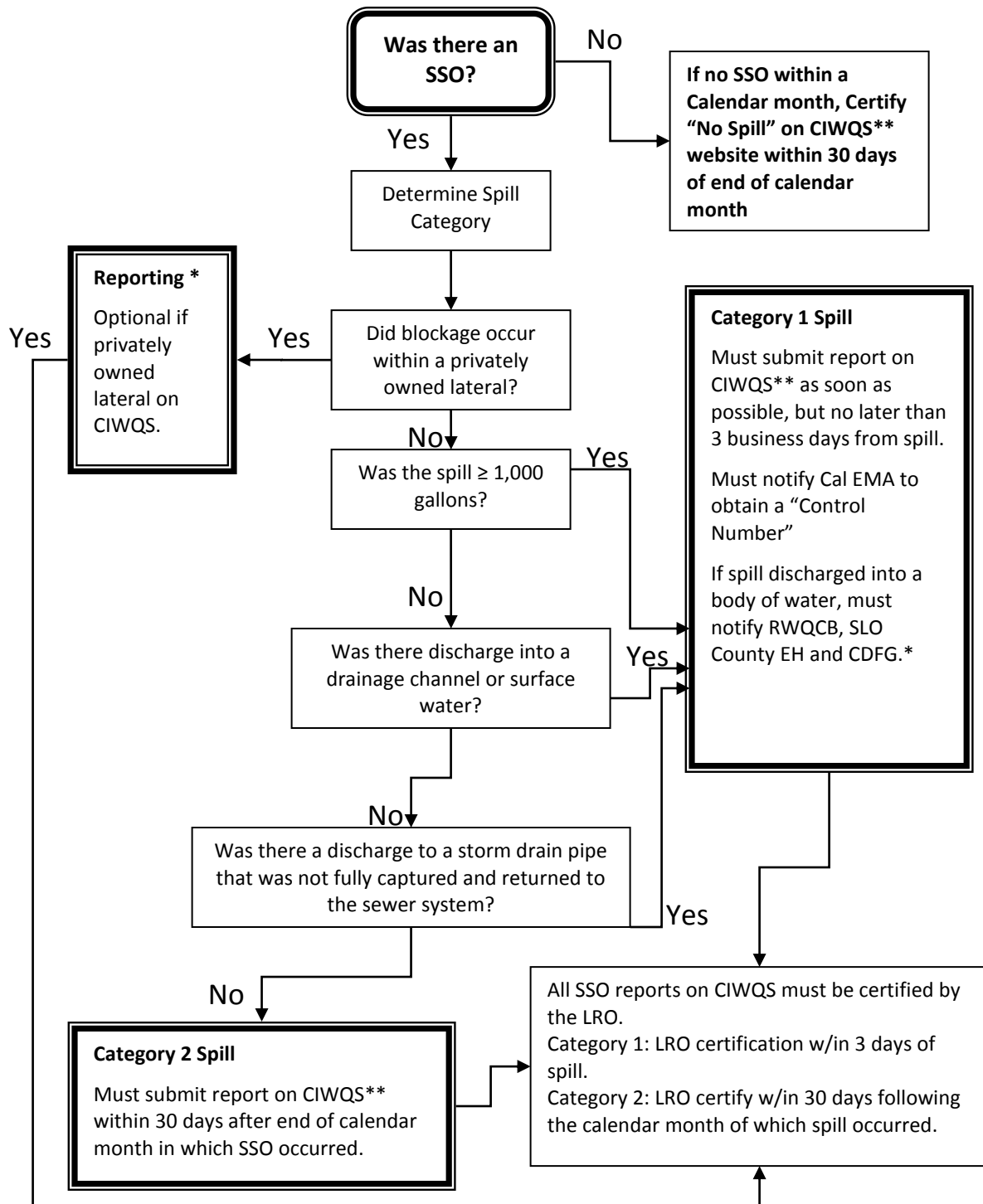
The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies, County Health Officers, local Director of Environmental Health, RWQCB, CalEMA, County OES, or State law.

In the event that the CIWQS database is not available, the City must fax all required information to the appropriate RWQCB offices in accordance with the time schedules identified above. In such event, The City must also enter all required information into the CIWQS electronic database as soon as practical.

“No Spill” Reporting

If there are no SSO during a calendar month, the City will provide, within 30 days after the end of each calendar month, a statement through the CIWQS database certifying that there was **“No Spill”** SSO for the designated month.

Figure 6-1: Chain of Communication for Reporting to CIWQS



* These reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (Environmental Health, RWQCB, CalEMA, or State law).

** If CIWQS website is not available, you must FAX to RWQCB and reattempt as soon as possible.

6.7 Training

The City has Staff fully trained to handle a large scale SSO event and has experience with a Category 1 spill. The City sees the value in proper training of Staff for emergency purposes and intends to continue Staff training. The role of each person during an emergency has been established and is clear and concise. The City Staff that may be called upon to respond is required to have been properly trained. Administrative Staff may be called upon to respond but only as required to provide administrative and/or reporting support.

6.8 Sewer System Overflow Impact Mitigation

The OERP includes spill mitigation and clean-up procedures for handling a prolonged SSO situation. The OERP also covers SSO responses for different situations, including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up perimeters and control zones to contain SSO and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The OERP includes discussion about public notification procedures when an SSO has the potential to endanger public health.

The City takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as necessary to determine the nature and impact of the discharge.

Operations Staff will use suitable materials, to block the catch basin entrances to storm drains and will also use a contracted company to vacuum up spills and to provide wash down water where appropriate. The City may use the storm drain system as a containment device if needed. The outlet to the storm drain is blocked and the spill and wash down water are then vacuumed from the line.

The impact of spills is minimized by washing the spill down with water to the maximum extent possible.

For mitigation purposes the EH Department can provide SSLOCSD assistance in post-SSO monitoring. In the event of a spill, the EH Department is notified immediately along with other applicable agencies. The City then utilizes the EH Department for the service of monitoring water quality post-SSO. The City will also provide any necessary support, equipment, or Staff as requested to assist in the water quality monitoring.

Element 7 - Fats, Oils and Grease (FOG) Control Program

The Fats, Oils and Grease Control Program Section of the SSMP will describe the regulatory requirements being placed upon the City and the implementation process to “roll-out” this program in the most economic and feasible method. This Element will also show how the “roll-out” will help the Food Service Establishments fully understand the expectations that will be placed upon them to reach and maintain compliance through current industry and water quality standards. The City of Atascadero takes this Program very seriously. In 2009, the City began to implement the Program.

Element 7: FOG Appendix

Supporting information for Element 7 is included in **Appendix E** which shall include the following documents:

- **FOG Administrative Guidelines and Provisions**
- **List of Food Service Establishments**
- **Sample FOG inspection form**
- **Sample FOG Permit Application**
- **Sample Cleaning Record Sheet**
- **Sample Public outreach materials for both residential and commercial customers**
- **CalFOG Grease Hauling & Rendering Companies**
- **High Priority Line Cleaning (HPLC) List**

Reference will be made to the following documents not included in Appendix E:

- **City of Atascadero Municipal Code**

7.1 Regulatory Requirements

The FOG Control Program includes the following as appropriate:

- An implementation plan and schedule for public education outreach program that promotes proper disposal of FOG;
- An Ordinance establishing the legal authority of the City to prohibit FOG discharges to the system and identify measures to prevent SSO and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practice 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 identified sections; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

7.2 FOG Control Program Outreach

The City’s FOG Program begins with outreach and this will remain a major component throughout the program. The City firmly believes that by having Food Service Establishments and the residential

community understand the value in reducing the amount of grease in the City's trunk lines the public can uniformly improve collection system efficiency and the costs associated with grease related overflows.

Prior to the inspection program "kick off" the City handed out and mailed FOG flyers to each FSE that maintains a Public Health Permit. Following flyer release, FSE surveys and personal phone calls to each owner or manger of the facility were completed. In addition, an informational public meeting was held at City Hall in where Staff presented FSEs with the FOG roll-out measures and State issued requirements. This allowed each effected facility the opportunity to ask questions and receive any additional information regarding the FOG Program prior to the inspection process.

In addition to flyers, surveys, public meeting and personal contact with the facility; each facility within the City can obtain the following information or assistance:

- BMP Booklet;
- Facility training on BMP's;
- Grease Hauler List; and
- Cleaning Record Form (English and Spanish).

These forms are available at the City's Office and inspectors have them available when an FSE is inspected. The forms and training offered is at no cost to the consumer, the City will initially absorb all costs associated with the program. However, the City will re-evaluate program compliance, results and the cost associated. If it is determined that the program is showing significant economic value to the City in maintenance and operations costs the program may remain at no cost. If results of the analysis indicate the costs exceed the savings, a nominal fee may be assessed annually for permit renewals and inspections. Recommendations for the establishment of additional fees or assessments will be forwarded to the Atascadero City Council for consideration.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible to the residential community, education is. The City implemented a residential outreach program through flyers in homeowners along with the development of door-hangers to "Stop the FOG."

The City's FOG Control Program flyer distribution will occur as an ongoing process as needed (**Appendix E**).

7.3 FOG Control Program Discussion

This FOG Program defines the goals and objectives of the City in reducing the amount of grease that enters the system from its FSE and residential community. Grease released from other sources (i.e. automotive, car washes etc.) fall into the City's Pretreatment Program and are not discussed here.

It is the City's goal of the FOG Control Program to inspect all food service establishments, provide education to FSE and reduce maintenance costs directed to operations staff from grease related problems. Doing so should reduce the probability of SSOs and improve the longevity of the collection system sewer lines.

The City's FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- Restaurants or any FSE that generate grease are required to obtain a Source Control/FOG Permit.

- FSEs are inspected at a minimum of once per year. FSEs may be inspected more frequently as determined by City needs and/or as warranted by current stages of program compliance and past history.
- All FSEs are required to keep an up to date maintenance log. These logs are to be kept on the premises and made available to City inspectors on request.
- All FSEs are required to use Best Management Practices (BMPs) to reduce grease discharged to the sewer system (e.g. store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing, etc.).
- Any FSE planning a remodel is required to include installation of a grease trap/interceptor.
- All new construction of FSEs will require installation of a Municipal Code approved grease trap/interceptor regardless of size or value (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of permit in such cases).
- Exemptions or variances shall be available to FSEs that do not generate grease or do not cause grease related sewer blockages.
- Garbage grinders will be prohibited in all restaurants except where specifically allowed by the City.
- Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The City currently is absorbing the program and inspection costs.

7.4 Identification of Grease Problem Areas and Sewer Cleaning

One objective of the City's FOG Program is the identification of trouble spots, or HMA, that are likely to have grease accumulation. The City identifies potential grease problem areas by tracking locations and causes of dry weather blockages and SSOs. This is also noted when an area of the sewer system is viewed by Closed Circuit Television (CCTV). The specific locations of the areas with several restaurants or grease-producing facilities in close proximity to the CCTV or cleaned lines are considered potential grease problem areas and increased inspections may take place. Additionally, the identified locations are noted in the Operation & Maintenance program and will be monitored for changes in cleaning frequency requirements.

Additional information about cleaning and maintenance is included in Element 4: Operations and Maintenance.

7.5 Legal Authority

Please reference Article 5 of the City of Atascadero's FOG Ordinance (see **Appendix E**) entitled Monitoring, Reporting, Notification, and Inspection Requirements for Legal Authority measures

Title 7, Chapter 8 of the Municipal Code states City personnel shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Ordinance or order issued hereunder. Users shall allow the City ready access to all parts of the premises for the purpose of inspection, sampling, records examination, and the performance of any additional duties 7-8.007(a).

Title 7, Chapter 8 of the Municipal Code prohibits the discharge of Fats, Oils and Grease into the sewer system and provides for the use of Grease Traps and Interceptors at this time. The Grease Trap or Interceptor is considered a Pretreatment Device and as such is to be provided, installed and maintained in good working order at the owner's expense according to 7-8.005. If the City finds that a grease interceptor or gravity separating device installed prior to the effective date of the current ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the City shall

notify the user, in writing, that an adequate interceptor or gravity separating device shall be installed within a specific, reasonable time period.

7.6 Identify HMA

The City's maintenance/operations Staff continues to identify sections of the sewer collections system subject to grease blockages and establish a cleaning maintenance schedule for each section. The City has compiled a list of 'hot spots', or HMA, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any changes in cleaning frequency. The City has very few SSOs so the City plans to help monitor program success with the expectation of decreased cleaning frequency for grease related HMA locations.

7.7 FOG Control Measures

The City will be implementing FOG control measures for all sources of grease and fats discharged to the sewer system. One of the elements that are provided to FSE or interested parties is the BMP manual. This manual helps to provide guidance and suggestions to FSEs in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by up to 90%. The list of potentially recommended BMPs (additional BMPs may be recommended in the future) is as follows:

- Train kitchen staff and other employees about how they can help ensure BMPs are implemented
- Post "No Grease" signs where appropriate (i.e. above sinks and on the front of dishwashers)
- Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher
- Recycle waste cooking oil
- "Dry wipe" pots, pans, and dishware prior to dishwashing
- Dispose of food waste by recycling and/or solid waste removal
- Properly maintain grease trap/interceptors
- Witness grease trap or interceptor cleaning/maintenance activities to ensure the device is being properly cleaned and is operating correctly
- Clean under-the-sink grease traps weekly, or more frequently, if needed (frequency of cleaning will be established during the inspection and is based on food service)
- Clean grease interceptors routinely, at least quarterly (frequency of cleaning will be established during the inspection and is based on food service)
- Keep a maintenance log
- Cover outdoor grease and oil storage containers
- Locate grease barrels and storage containers away from storm drain catch basins
- Use absorbent pads or other material in the storm drain catch basins if grease barrels and containers must be located nearby (absorbent pads may be required if the basin is within 20 feet of grease barrels or containers or if there are signs of grease in the catch basin at any distance)
- Routinely clean kitchen exhaust system filters

7.8 FOG Program Funding

Program fees will be absorbed by the City in order to help alleviate the cost for an FSE to reach initial compliance. It is expected that maintenance fees will be reduced thus “paying” for the program at no cost to the City. If at some time it is determined that program costs exceed maintenance reductions then the City will evaluate a fee based program. Program costs are expected to be the highest during the program’s first year and continually decrease, as facilities reach compliance and routine cleaning becomes the norm. Maintenance reductions will also be evaluated throughout this period.

7.9 FOG Characterization

The City will inspect all FSEs that are located within its jurisdiction. This may include: fast food facilities, grocery stores, restaurants, diners, retirement/nursing homes and schools. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. On average the City has at any one point in time approximately 80 FSEs. A complete list of the FSEs found operating in the City will be updated throughout the year as new facilities open.

Facilities that contain fats, oils and grease menu items are inspected for properly working grease traps and/or interceptors. Facilities are also required to maintain proper documentation each time the trap or interceptor is cleaned. These records must be maintained on-site and be made available for a minimum of three years to City staff. In some cases where a facility does not currently maintain a grease trap or interceptor, installation may be required. This is based upon current Uniform Plumbing Code (UPC) and the City’s Municipal Code. The current UPC is closely followed to determine the type and size of unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains found within the facility, size and history of the establishment. Dye testing may also be conducted when it is necessary to determine specific drainage.

A FOG permitting program has been developed. The new FOG permitting program is structured as follows:

A FOG Permit is issued to all FSEs that discharge FOG into the sewer system in amounts estimated to be above 100 parts per million by weight which is prohibited by the City’s Municipal Code. The permit requires the FSE to follow all BMPs and maintain and operate a Grease Removal Device. It also requires the facility to maintain a cleaning log on the premises and show it to the inspector on request. All FSEs with a FOG Permit will be inspected once a year. If an FSE does not discharge FOG into the sewer system they will still be inspected once a year to verify the menu has not changed enough to require a FOG Permit.

Element 8 – System Evaluation and Capacity Assurance Plan

This section of the SSMP discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

8.1 Regulatory Requirements

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

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
3. Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
4. Schedule: The City will develop a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

Element 8 –Capital Improvements Appendix

Supporting information for Element 8 is included in **Appendix F** which contains the following documents:

- **Capital Improvement Projects Budget including funding sources**
- **Sewer System Master Plan**

8.2 Sewer System Master Plan

A Sewer System Master Plan was completed in 2003 and is currently being updated. The Updated Master Plan will be completed during the 2014/15 budget. The purpose of the Master Plan is to provide the City with a hydraulic evaluation of the collection system and pumping stations. The plan included mapping, flow projections, hydraulic modeling, SCADA evaluation, recommendations and a final report. The Sewer System Master Plan is used as a basis for CIP budget planning and identifying problem areas. The Master Plan is scheduled to be updated at least every 10 years.

Element 9 - Monitoring, Measurement and Program Modifications

This section of the SSMP discusses monitoring, measurement and program modifications employed by the City. The City may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

9.1 Regulatory Requirements

The Agency shall:

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

Element 9 – Monitoring, Measurement & Program Modification Appendix

Supporting information for Element 9 will be included in **Appendix G** which will contain the following documents:

- **SSO Logs and Trend Data**

9.2 Monitoring and Measurement

The City's work requests are accomplished through the web site. Once an employee has tapped into their profile they can fill out a work request and then it is sent to its destination. Also, the Chief Plant Operator uses outlook to send wastewater staff monthly tasks to accomplish. Lastly, the Wastewater Division Staffs utilize an Excel Spreadsheet data base in which all collection system maintenance efforts are recorded. By using these systems the Chief Plant Operator can get a record of when the work was achieved.

The City will maintain relevant information to establish and prioritize appropriate SSMP activities (such as the elimination of dry weather overflows or overflows into sensitive waters, such as public drinking water supplies and their source waters, swimming beaches and waters where swimming occurs, designated Outstanding National Resource Waters or Areas of Special Biological Significance, National Marine Sanctuaries, waters within Federal, State, or local parks, and water containing threatened or endangered species or their habitat).

If an SSO occurs within the City, the data collected and relevant information will be documented. The Chief Plant Operator will keep an annual record of the incidents and assumed causes of the spills. This information will be reported on a monthly basis to the RWQCB and electronically to the SWRCB CIWQS database. The information will further be used to assist in planning activities, programs and policies that help eliminate future SSOs and their causes.

The SSMP will be reviewed every 2 years to ensure all the provisions are implemented and the effectiveness will be discussed at the quarterly department staff meetings. The Public Works staff includes the Operations Manager/CPO and five (5) Maintenance Staff as required. Any issues of concern generated by these quarterly meetings will be addressed in the work order program.

The City has a maintenance schedule as discussed in Element 4 (section 4.3).

9.3 Identifying Trends

The City shall identify and illustrate SSO trends including frequency, location and volume as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that should be specifically identified within the collection system. Should the City identify an area prone to problems, known as High Priority Line Cleaning areas or HMAs, maintenance and inspection services to these areas will be increased as discussed in Element 4. If increased maintenance is not enough, repair or replacement will be considered.

9.4 Program Modifications

The City shall update program elements, as appropriate, based on monitoring or performance evaluations. The SSMP and its elements will be updated in accordance with the results of the monitoring and staff recommendations. Performance evaluations are ongoing because the daily operation of the City includes most of the elements in this program.

Element 10 - Sewer System Management Plan Audits

This section discusses and outlines the procedure for conducting audits of the SSMP. Audits are to be performed every two years.

Element 10 – Program Audits Appendix

Supporting information for Element 10 is included in **Appendix H** which contains the following document:

- **Sewer System Management Plan Audit Report Form**

10.1 Regulatory Requirements

As part of the SSMP, the Agency shall conduct periodic internal audits, appropriate to the size of the system and 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 Agency's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Program Audits

The City shall perform an audit using the Sewer System Management Plan Audit Report Form (see **Appendix H**) to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the final certification date. Updates for the City's SSMP will be completed as warranted.

The City completed an SSMP audit in 2011 and 2013. In addition, the SSMP is scheduled for Council approval in July, 2014.

Element 11 - Communication Plan

This section discusses the communication program employed by the City. It provides multiple opportunities for interested parties to provide the City with input as the SSMP and associated programs are being developed.

11.1 Regulatory Requirements

The Agency 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 Agency as the program is developed and implemented.

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

Element 11 – Communication Plan Appendix

- There is no Appendix associated with this Element.

11.2 Communication Program

The City Council meets in regular session on the second and fourth Tuesday of each month at 6:00 p.m. Council meetings will be held at the City Hall Council Chambers, 6500 Palma Avenue in Atascadero. In addition to discussion at the public meetings the Sewer System Management Plan will be posted on the City's website: www.atascadero.org on the Public Works page. The public is welcome to comment at any time.

Annual reports are generated in January of each year. The annual report refers to the SSMP and any changes that have been made over the last year. These reports are submitted to the Regional Water Quality Control Board.

11.3 Staff Training and Communication

Staff will be trained in the use and implementation of the SSMP relative to any major changes that occur. Staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via City email or memos. In addition all new employees will receive SSMP training as part of their orientation. Records will be kept of who received training and when.

Appendices

Appendix A

Sewer System Management Plan Schedule

Sewer System Management Plan (SSMP) Plan and Schedule

City of Atascadero

Department of Public Works

Main Task / Sub-task	Actions	Due Date / Status
(i) SSMP Development Plan and Schedule	Initial plan on how the agency intends on developing and implementing their SSMP.	Due November 2, 2007
Council certification of Development Plan and Schedule	Present SSMP Development plan to City Council for approval.	Completed
(ii) Goal – Ele 1	The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.	Due November 2, 2007
SSMP Goal	Stated goals for SSMP	Completed
(iii) Organization – Ele 2	Names and staff positions responsible for developing and implementing the SSMP.	Due November 2, 2007
Organizational chart	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's	Completed
(iv) Legal Authority – Ele 3	Agency's legal authority to operate and maintain its sewage collection system.	Due May 2, 2009
Ordinance development for preventing prohibited discharges	Ordinance 7-8.0001	Already in Place
Ordinance development requiring proper design and construction	Ordinance 7-8.0004, 7-8.0005, 7-8.0006	Already in Place
Ordinance development requiring inspections during and following construction	Ordinance 7-6.0001, 7-6.0002, 7-6.0003	Already in Place
Ordinance development for the limiting of the Fats, Oils & Grease	Ordinance 7-8.0003 (f)	Already in Place
Ordinance development to enforce violations	Ordinance Title 12	Already in Place
(v) Operation and Maintenance – Ele 4	Collection System operations program and procedures.	Due May 2, 2009
Mapping	Up to date mapping of the sewage collection system facilities.	Completed in 2003
Mapping updates	Develop procedures for maintain mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Completed
Pipeline maintenance	Develop a schedule for line cleaning and maintenance.	Completed
Pumping and other facilities	Develop a schedule for maintenance of pumping and other facilities.	Completed

Problem areas	Identify problem areas *high maintenance areas: HMA) and develop procedures for their maintenance.	Completed
Rehabilitation and replacement program	Develop a short and long term plan for the rehabilitation of replacement of piping due to system deficiencies, including funding (CIP).	Completed
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Completed
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Completed
Work orders	Develop a system to track and schedule all maintenance activities.	Completed
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed
(vi) Design and Performance – Ele 5	Develop and implement the Capital Improvement Plan that will provide for equipment and system replacements.	Due August 2, 2009
Design standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems.	Completed
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed
(vii) Overflow Emergency Response Plan – Ele 6	Written procedures defining how the City responds to SSO's	Due May 2, 2009
Overflow response procedures	Develop standard operating procedures for SSO response.	Completed
Notification procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency response training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Completed
Traffic and crowd control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed
Monitoring and sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed
Follow-up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed

(viii) Grease Control Program – FOG (Fats, Oils & Grease) – Ele 7	Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system	Due May 2, 2009
Determination of FOG problems	Evaluate system to determine if FOG related problems exist.	Completed
FOG characterization study	If FOG problems are present, perform a FOG characterization study to determine the location and extent of the problem.	Under development
FOG Ordinance	Develop ordinance/policy to ensure legal authority to prevent the discharge of FOG into the sewer system.	In place
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	Completed
Public outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed
FOG disposal	Develop a list of authorized FOG disposal sites.	Completed
FOG inspections	Develop and implement a FOG inspection program.	In place
(ix) System evaluation and Capacity Assurance Plan (CAP) – Ele 8	Evaluate current capacity of collection system and provide solutions to areas with needed improvement.	Due August 2, 2009
Inflow and infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed
Identify deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed
Analyze defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed
Capital Improvement Projects	Five year planning and 10 year planning	Completed
(x) Monitoring, Measurements and Plan Modifications – Ele 9	The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.	Due August 2, 2009
Data management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	Completed
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed
Program changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	Completed

(xi) SSMP Program Audits – Ele 10	Program audits are required every two years following the adoption of the final SSMP (August 2, 2011). Audits shall document the success of the SSMP and improvements made to it.	Due August 2, 2009
Document control	Develop procedure for SSMP document control.	In place
Key individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	In place
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	Completed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed
(xii) Communication Program – Ele 11	The communication program in the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.	Due August 2, 2009
Public outreach	Develop a protocol for soliciting and responding to public input.	Completed
Staff SSMP awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Completed
FINAL SSMP CERTIFICATION	Final SSMP document, after all elements have been developed, documented, and implemented.	Due August 2, 2009
Review by City Attorney	Review of completed SSMP by the City Attorney	Completed
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	Approved July 14, 2009

Appendix B

Current City Council Members

Current List of Sewer Staff

Agency Notification List for SSOs

City of Atascadero Council Members - 2014

Tom O'Malley, Mayor	805-461-5000
Brian Sturtevant, Mayor Pro Tem	805-461-5000
Roberta Fonzi, Councilman	805-461-5000
Heather Moreno, Councilman	805-461-5000
Bob Kelley, Councilman	805-461-5000

Public Works Sewer Staff List - 2014

Justin Black, Chief Plant Operator	805-470-3132
T	
	805-674-3578
	M
	805-461-5022
	F

jblack@atascadero.org

Barry Hardy - Wastewater Operator II	805-470-3140
Timm Cleaver - Wastewater Operator II	805-470-3140
Ryan Smith - Wastewater Operator I	805-470-3140
Chris Kindig – Wastewater Operator I	805-470-3140
Jeff Humphrey - Maintenance Worker	805-470-3140
24 hour Emergency Number	
Sewer Operations On-call Personnel	805-674-3496

Agency Notification List for Sanitary Sewer Overflows

Organization	Contact Person	Phone Number
San Luis Obispo County Health Department	Curt Batson	(805) 781-5544
California Regional Water Quality Control Board	David LaCaro	(805) 549-3695 Fax: 543-0397
San Luis Obispo County OES	On-Call/Duty OES Coordinator	(805) 781-5011
Cal EMA Warning Center	N/A	1-800-852-7550
CA Department of Fish & Game	Dispatch	559-243-4005

Appendix C

Capital Improvement Budget (5 yr CIP)

Incident Report Form

Collection System Map

CAPITAL PROJECTS
Five Year Capital Improvement Plan

Project Title	Proposed 2013-2014	Proposed 2014-2015	Estimated 2015-2016	Estimated 2016-2017	Estimated 2017-2018	Estimated Total for Five Year Period
CATEGORY D: DRAINAGE PROJECTS						
Marchant Avenue Drainage Project	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ 440,000
El Camino Real Culvert Re-lining Project	95,000	55,000	-	-	-	150,000

CATEGORY E: FACILITIES PROJECTS						
Historic City Hall Project – Repairs and Mitigation	718,670	-	-	-	-	718,670
Historic City Hall Project – Rehabilitation	1,535,780	-	-	-	-	1,535,780

CATEGORY F: PARKS PROJECTS						
Alascadero Creek Trail Enhancement Project	427,320	-	-	-	-	427,320
Route 41 Multi-Purpose Pathway to the Park Project	125,000	557,000	-	-	-	682,000
Centennial Plaza Project	50,000	410,000	-	-	-	460,000
Maiden Statue Placement	20,000	-	-	-	-	20,000
Zoo Green Parking Lot Project	539,000	-	-	-	-	539,000
Las Lomas Landscaping Projects	5,000	5,000	-	-	-	10,000
Acquisition of Open Space	20,000	480,000	-	-	-	500,000

CATEGORY G: WASTEWATER PROJECTS						
Arc Flash Mitigation Project	45,000	-	-	-	-	45,000
Aeration Lagoon Cleaning Project	-	85,000	-	-	-	85,000
Aerator	18,000	18,000	18,000	18,000	18,000	90,000
Dredge Pipe Replacement	25,000	-	-	-	-	25,000
Emergency Bypass Portable Pump	50,000	-	-	-	-	50,000
SSO Emergency Response Trailer	7,500	-	-	-	-	7,500
Lift Station #2 Redesign	27,190	-	-	-	-	27,190
Lift Station #2 Construction	-	-	212,500	637,500	-	850,000
Lift Station #6 Emergency Generator	100,000	-	-	-	-	100,000
Lift Station #7 Abandonment Design	-	35,000	-	-	-	35,000
Lift Station #13 Force Main Design	-	50,000	350,000	150,000	-	550,000

CAPITAL PROJECTS
Five Year Capital Improvement Plan

Project Title	Proposed 2013-2014	Proposed 2014-2015	Estimated 2015-2016	Estimated 2016-2017	Estimated 2017-2018	Estimated Total for Five Year Period
CATEGORY G: WASTEWATER PROJECTS (continued)						
Lift Station Electronic Control Improvements	\$ 23,850	\$ -	\$ -	\$ -	\$ -	\$ 23,850
Manhole Rehabilitation	50,000	50,000	50,000	50,000	50,000	250,000
Recreational Vehicle Dump Station Improvements	-	185,000	-	-	-	185,000
Salt and Nutrient Management Plan	106,580	50,000	50,000	50,000	50,000	306,580
Septage Receiving Facility Abandonment	-	-	72,000	48,000	-	120,000
Sewer Main Replacement-El Camino Real at Del Rio	837,080	-	-	-	-	837,080
Sewer System Management Plan Audit	20,000	-	-	-	-	20,000
Solids Handling Loader Replacement	75,000	-	-	-	-	75,000
Treatment Plant Emergency Power Design	-	-	30,000	-	-	30,000
Treatment Plant Headworks/Barscreen	636,160	-	-	-	-	636,160
Treatment Plant Master Plan	120,000	-	-	-	-	120,000
Treatment Plant Reclamation Well #2	-	85,000	-	-	-	85,000
Treatment Plant Road Repairs	50,000	-	-	-	-	50,000
Trench Rehabilitation	20,000	20,000	-	-	-	40,000
Wastewater Fee Study	-	75,000	-	-	-	75,000

CATEGORY H: OTHER PROJECTS						
CDBG Grants	68,160	-	-	-	-	68,160
Barrier Removal Projects	263,700	-	-	-	-	263,700
Native Tree Re-Planting	80,000	80,000	-	-	-	160,000
Traffic Loop Detector Replacement Project	11,000	-	-	-	-	11,000
Traffic Signal LED Replacement Project	62,000	-	-	-	-	62,000
Traffic Signal Emergency Back-up Battery Project	24,000	24,000	-	-	-	48,000
Miscellaneous Studies and Special Projects	1,030,500	180,090	-	-	-	1,210,590
Vehicles & Equipment	629,430	227,710	-	-	-	857,140
	\$ 10,920,300	\$ 6,166,100	\$ 2,816,500	\$ 1,429,000	\$ 1,087,500	\$ 22,419,400

**CITY OF ATASCADERO PUBLIC WORKS DIVISION
INCIDENT REPORT FORM**

Date _____ Time _____

Name _____ Phone _____

Address _____

Location or Address of Sewer Concern or Complaint _____

Nearest Cross Street _____

Type of Incident Spill Blockage Odor

Spill Appearance Point Pipeline Manhole Other _____

Building / Structure Seeping from Ground

Sewer Pump Station

Private Lateral (Category 3) Incident

Name of Responsible Party _____

Telephone of Responsible Party _____

Where did the Spill Drain to?
(Check All that Apply)

Creek Drainage Basin Other Paved Surface Storm Drain

Street//Curb and Gutter Surface Water Unpaved Surface

Other *(Specify Below)* _____

FOR OFFICE USE ONLY:

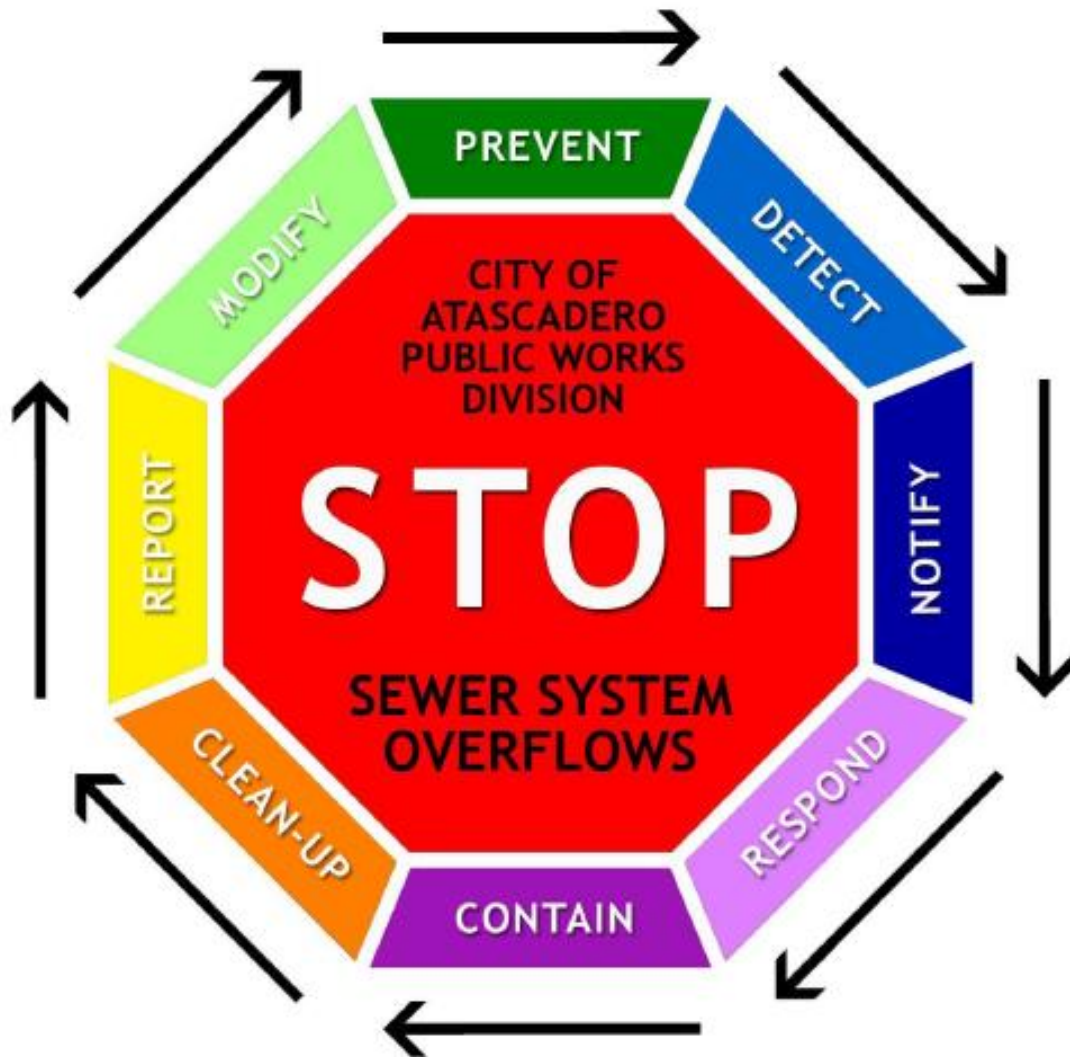
Report Taken By: _____ Date: _____ Time: _____

Appendix D

Overflow Emergency Response Plan Field Manual

OVERFLOW EMERGENCY RESPONSE PLAN

(OERP)



FIELD MANUAL -
2014 UPDATE



**Sewer System Overflow Emergency Response Plan
City of Atascadero Public Works Department
Field Manual**

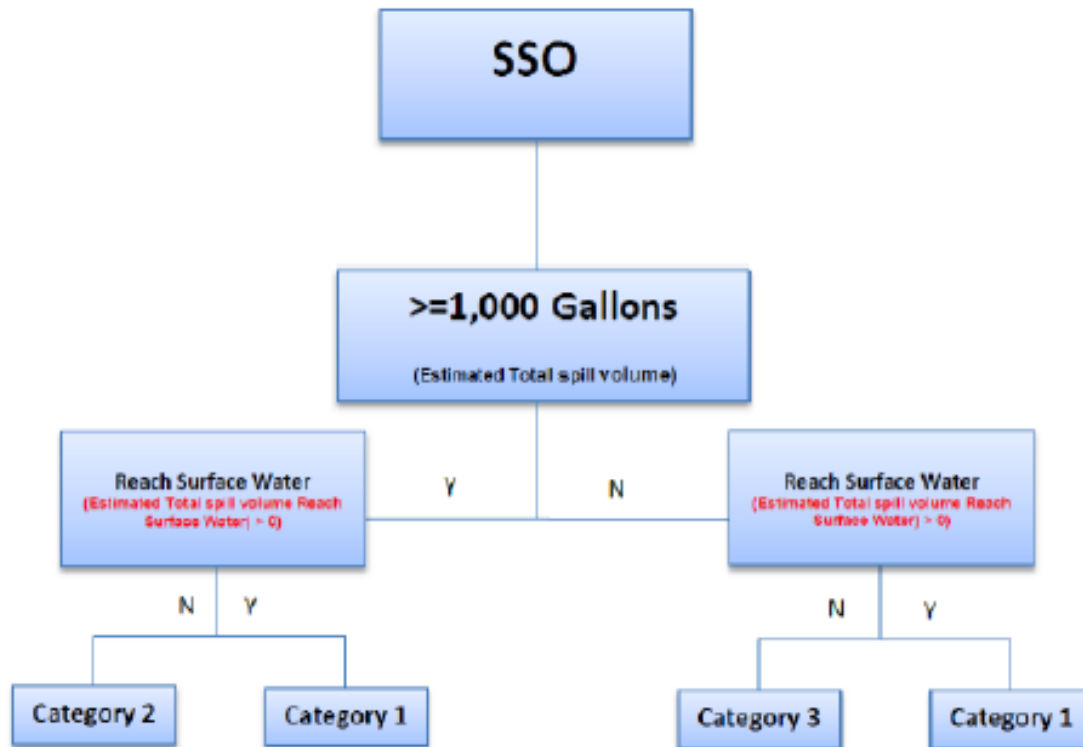
Update: December 2014

Prepared by:

**City of Atascadero
Justin Black**



California Water Boards SSO Categories and Definitions



CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

California Water Boards Notification, Reporting, Monitoring and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

MRP = Monitoring and Reporting Program Order No. WQ 2013-0058-EXEC, monitoring and reporting requirements for Order 2006-003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems"

Quick References

1. City Hall	805 461-5000
2. Police Department Dispatch	805 461-5051
3. Public Works Director	805 470-3180
4. Deputy Pub Works Dir. - Operations	805 470-3424
5. Sewer Division - Public Works Ops Manager	805 470-3132
6. On-call Wastewater Treatment Plant staff	805 674-3496
7. Atascadero Mutual Water Company	805 466-2428

Notification Numbers

CA Office of Emergency Services	1-800-852-7550
--	-----------------------

- Contact ASAP and within 2 hours if Category 1 SSO \geq 1,000 gallons discharged to surface water (directly or indirectly) or municipal separate storm sewer system

* Obtain and record a notification control number & record date/time of call *

SLO County Environmental Health Dept.	805 781-5544
--	---------------------

- Contact immediately if public contact

* Record date/time of call and person you spoke with *

Department of Fish & Wildlife, SLO Field Office	805 594-6165
--	---------------------

- Contact immediately if impact to fish or wildlife

* Record date/time of call and person you spoke with *

Regional Water Quality Control Board	805 549-3147
---	---------------------

CITY OF ATASCADERO

Prevention is an integral part of this Overflow Emergency Response Plan and specifically detailed in Section 4 - Operations and Maintenance Plan and the City's Standard Operating Procedures.

Brief Summary

- Annual Cleaning of Sewer Lines
- Training for Sewer System Overflows
- ¼ of the City sewer lines are cleaned per year
- Implementation of FOG Program

If a potential problem is encountered during routine operation and maintenance, it is to be reported to the Public Works Operations Supervisor immediately to prevent possible future overflows.

Prevention is not only performed by the City of Atascadero but also by outside contractors that complete functions outside the capabilities of the City.

Sewer System Overflow
PREVENT

Detect Checklist

- Who detected the spill?

- What is their phone number?

- Location of Spill?

- Time of detection?

am / pm

Notes

CITY OF ATASCADERO

Detecting a Sewer System Overflow (SSO) could be by the general public or by a City of Atascadero staff member.

When City staff members notice an SSO during the course of their regular activities, they are instructed to call in, notify the main office and to begin responding to the situation immediately.

The general public can report a spill by calling 9-1-1 after hours or by calling the Waste Water Treatment Plant during business hours. The City will publish this number in local directories and on the City of Atascadero website at:

<http://www.atascadero.org/>

Sewer System Overflow
DETECT

Notify Checklist

Who was first notified of spill (check one)?

- Operations staff
- On-call operations staff
- Police / Fire Department (Circle one)
- Other (list here:) _____

Who else was notified?

- Category 1 SSO: Spills of any volume discharged to surface water or spilled in location where it will probably be discharged to surface water
 - o Call Public Works Operations Manager
 - o For spills greater than or equal to 1,000 gallons, ASAP and within 2 hours call CAL OES. Record date/time of call and obtain/record Notification Control Number (required for report).
 - o If spill flows into Salinas River or Atascadero Creek also call Atascadero Mutual Water so they can shut down shallow wells.
- Category 2 & 3 SSO: Spills that do not reach surface water (> or < 1000 gals)
 - o Call Public Works Operations Manager Supervisor
- In cases of public contact, or potential for public contact
 - o Notify SLO County Environmental Health Dept.
- In cases of wildlife contact or threat to wildlife
 - o Notify Department of Fish & Wildlife

Telephone Numbers:

- | | |
|--|------------------------------|
| <input type="checkbox"/> Public Works Operations Manager - (Justin Black)
CELL: | 805 470-3132
805 674-3578 |
| <input type="checkbox"/> Atascadero Mutual Water Company | 805 466-2428 |
| <input type="checkbox"/> Cal Office of Emergency Services (OES) | 1-800-852-7550 |
| <input type="checkbox"/> SLO County Environmental Health Department
FAX: | 805 781-5544
805 781-4211 |
| <input type="checkbox"/> Regional Water Quality Control Board
FAX: | 805 549-3147
805 543-0397 |
| <input type="checkbox"/> Department of Fish & Wildlife – SLO Field Office
Fresno Main Office: | 805 594-6165
559 243-4005 |

CITY OF ATASCADERO PUBLIC WORKS

The Public Works Operations Manager or on-call staff is on standby 24 hours a day, 7 days a week. If an overflow occurs during non-office hours, the on-call staff will be contacted.

Options for the General Public include notification via:

- 911
- Sherriff's Department
- Police Dispatch
- City of Atascadero Public Works phone number
- City Hall

911, the Sheriff's Department, City Hall, or Police Dispatch will notify the on-call operations staff.

You will also need to Notify for these situations:

Public Contact

SLO County Environmental Health Dept @ (805) 781-5544

≥1000 gallons reaching surface water

CAL OES @ 1(800) 852-7550

Wildlife Contact

Department of Fish and Wildlife @ (805) 594-6165

Sewer System Overflow
NOTIFY

Respond Checklist

The Basics

- **STOP** the spill
- **CONTAIN** the spill
- **ISOLATE** the spill
- **CLEAN-UP** the spill

Who was called to respond?

- Public Works Operations Manager
Justin Black (805) 470-3132
- City Hall (805) 461-5000
- Public Works Director - (805) 470-3180

For larger spill - Outside Agency Called to Respond?

- Fluid Resource Management (805) 597-7100
- CA Department of Fish and Wildlife (805) 594-6165
- CA OES (800) 852- 7550 (spills \geq 1,000 gallons reaching surface water or storm drain)
- Other _____

CITY OF ATASCADERO

The City's goal for responding to a Sewer System Overflow (SSO) during business hours is immediate from receipt of call.

During non-business hours, an answering service calls City/plant maintenance staff to respond to potential SSO. The City's goal for responding to SSO during non-business hours is 30 minutes.

City of Atascadero staff becomes the Overflow's first responder and is responsible for stopping the flow, initial containment and public safety. Refer to WW-EOP-1 (SSO First Responders - Verify, Isolate and Notify) and WW-EOP-2 (SSO Restore Flow and Contain Spill).

If alternative staff is available and not needed for response duties, they can begin the **REPORT** process.

If stopping the flow, containment or clean-up is beyond the City of Atascadero's available resources, an outside contract service will be notified to assist with the response, keep the public away from the spill, and provide other resources as required.

Sewer System Overflow
R E S P O N D

Contain Checklist

- Traffic Cones, Barricades, Caution Tape, & Signage
- Wearing Personal Protective Equipment (PPE)?
- Berms and Drain Covers?
- Absorbents: Booms and Granules?

Notes

CITY OF ATASCADERO

The City of Atascadero has the following containment resources:

Basic Personal Protective Equipment (PPE)

- Rubber Gloves
- Rubber Boots
- Goggles
- Respiratory Mask (if needed)

Sewer Spill Berm / Curb

Drain Cover

Absorbent Booms

Absorbent Granules

The City of Atascadero may need to contact other agencies or contractors with other containment resources to supplement containment efforts, such as a vacuum truck or other heavy equipment.

Isolate:

It is vital to public safety to ensure there is no public contact with the spill. The area is to be cordoned off with tape/barricades and warning signs and traffic/crowd control set up if necessary.

Sewer System Overflow
CONTAIN/ISOLATE

Clean-Up Checklist

- Clean-up complete?
- Disinfect area of spill?
- Disinfect PPE / Tools?
- Dispose of sewage properly?
- Wash with soap and water?
- Remove all traffic/crowd control equipment?
- Repairs started to prevent more spills

Notes

CITY OF ATASCADERO

- Small spills may be cleaned with absorbents and buckets.
- Larger spills may require specialized equipment and these will be secured as necessary by the supervisor in charge.
- Collect all sewage solids, rags, paper with shovels, rakes, brooms and hand picker tools.
- Disinfect the area with a diluted bleach (or other approved solution), a 10:1 dilution of household bleach solution should be sufficient.
- Treat each incident separately for disinfection.
- Equipment used should be disinfected also.
- Enlist the aid of other public agencies or contractors to assist the City of Atascadero with the clean-up.
- Sewage that is recovered must be disposed of in a sewage treatment facility. It is not to be dumped on land, in storm drains, or at any other site not designed to handle sewage.
- Begin temporary or permanent repair to sewage system as needed to prevent further failure.
- Workers shall follow sanitary habits in the course of working in a cleanup area, and prior to returning to their normal work duties. Employees shall utilize PPE as described. PPE will be sanitized, or disposed of, properly after use. Employees will wash with soap and water immediately after the incident is over.
- Water Quality Sampling – Develop SSO Water Quality Monitoring Program for SSOs to surface water of 50,000 gallons or more. Initiate sampling within 48 hours of being notified of SSO. See WW-EOP-7 for SSO Water Quality Sampling.

Sewer System Overflow
C L E A N - U P

Reporting Checklist

- Fill out Spill Report
- Estimate volume of spill per SS-EOP-4 SSO Volume Estimation
- Submit Spill Report and any notes, photographs or other documentation regarding the spill to Public Works Operations Supervisor

Notes

Spill Report Form

California Regional Water
Quality Control Board
Central Coast Region

SEWAGE SPILL REPORT

DISCHARGER: CITY OF ATASCADERO		Phone: (805) 461-5000	
ADDRESS: 8005 GABARDA RD.		CITY: ATASCADERO	
REPORTING PARTY:		PHONE:	
DATE OF SPILL:	TIME SPILL BEGAN:	TIME SPILL STOPPED:	
LOCATION/ ADDRESS OF SPILL ORIGIN:			
VOLUME OF SPILL:			
AFFECTED WATERBODY OR DRAINAGE SWALE:	YES	NO	
CAUSE OF SPILL:			
ACTION TAKEN TO STOP SPILL:			
TIME CLEANUP BEGAN:		TIME CLEANUP COMPLETE:	
DISCUSSION OF CLEAN UP:			
WERE PUBLIC HEALTH WARNINGS POSTED, AND IF SO, WHERE?			
NUMBER OF SPILLS IN SAME LOCATION IN LAST THREE YEARS:			
DISCUSSION OF MEASURES TAKEN TO PREVENT SPILLS AT THIS LOCATION:			
OTHER AGENCIES NOTIFIED:	COUNTY HEALTH	Cal EMA	F&G
Cal EMA CASE NUMBER:	TIME CALLED:		
COUNTY HEALTH OFFICER:	TIME CALLED:		
SIGNATURE:		DATE:	

CITY OF ATASCADERO

Using the Spill Report form, begin to fill in the details of the spill. Make note of all people involved and get names and phone numbers.

The form is a one-page document that provides the vital contact and initial spill information. This enables staff to respond quickly and be informed of the location and the individual that notified the City should further information be required.

The following is a list of the individuals and agencies that should receive a report:

- San Luis Obispo County Environmental Health Department (Contact immediately if public contact) (805) 781-5544
- California Regional Water Quality Control Board Central Coast Region (CIWQS report within 3 days) (805) 549-3147
- San Luis Obispo County Office of Emergency Services
 - On-Call/Duty OES Coordinator (805) 781-5011
- Cal Office of Emergency Services (OES) (Contact within 2 hours if spill over 1,000 gallons potentially reaching surface water) 1 (800) 852-7550
- CA Department of Fish & Wildlife (Contact within 2 hours if spill affects fish and/or wildlife) (805) 594-6165

Upon completion of containment and clean-up, the Public Works Operations Manager will use the Spill Report to complete the final spill reports to the SWRCB CIWQS database, the Department of Fish and Wildlife, the Office of Emergency Services, and the County of San Luis Obispo Environmental Health Department as needed.

For Category 1 SSOs greater than or equal to 50,000 gallons, water quality sampling is required within 48 hours of initial notification and results are required to be uploaded into CIWQS. In this case, an SSO Technical Report is required within 45 calendar days of SSO end.

Sewer System Overflow REPORT

Modify Checklist

Who should be involved for a discussion on improving clean-up efforts?

CITY OF ATASCADERO STAFF

- Public Works Operations Manager
- Public Works Director
- Public Works Deputy Director of Engineering
- Staff at the Clean-up
- Others?

OUTSIDE AGENCIES

- Contractor**

Name(s): _____

Phone: _____

- Public Agency**

Name(s): _____

Phone: _____

- Law Enforcement**

Name(s): _____

Phone: _____

- Regulatory Agency**

Name(s): _____

Phone: _____

- Regulatory Agency**

Name(s): _____

Phone: _____

CITY OF ATASCADERO

After clean-up and reporting are completed, sit down with the appropriate staff (including any outside agencies that provided assistance). Determine the cause of the spill, discuss how it can be modified through prevention measures, or if additional training is necessary. Review relevant SOPs and EOPs and determine whether modifications to the procedures are warranted.

Refer to Sewer System Management Plan (SSMP) for more specific information.

Modify contracts and Memorandums of Understanding with contractors and public agencies if prevention measures or training can improve the response of the Sewer System Overflow procedures.

Sewer System Overflow
MODIFY

Appendix E

Food Service Establishment List

Sample Inspection Form

Sample FOG Permit Application

Sample Cleaning Record Sheet

Sample Public Outreach Materials for Residential and Commercial Customers

CalFOG Grease Hauling & Rendering Companies

High Priority Line Cleaning List (HPLC), or HMA List

Administrative Guidelines

Food Service Establishment List	Address
99c Only Store	7101 El Camino Real
A & W Restaurant	6435 Morro Road
A Chocolate A Day	5940 El Camino Real
Albertson's Food & Pharmacy	8200 El Camino Real
Atascadero Grocery Outlet	2100 El Camino Real
A-Town Diner	7305 El Camino Real
Bravo Pizza Plus	8731 El Camino Real
Brovolone's Deli	9700 El Camino Real
Bru Coffeehouse	5760 El Camino Real
Central Coast Pizza	7111 El Camino Real
Central Coast Seafood	5495 Traffic Way
Chalk Mountain Liquor & Deli	9990 El Camino Real
Club Soda	8451 El Camino Real
Coco's Bakery Restaurant	7300 El Camino Real
Colby Jack Cafe & Bakery	6005 El Camino Real
Country Touch Cafe	8135 El Camino Real
Cowgirl Cafe	8300-A El Camino Real
Crazy Sushi Fever	8050 El Camino Real
Dan's Grub Shack	4240 El Camino Real
David's Kitchen	9975 El Camino Real
Denny's Restaurant	6910 El Camino Real
DK's Donuts	8550 El Camino Real
Domino's Pizza	8305 El Camino Real
Tia Juanita's	6165 San Anselmo
El Compadre	5735 El Camino Real
El Taco de Mexico (Morro)	7000 Morro Rd
Fatte's Pizza	5735-D El Camino Real
Fig	5945 Traffic Way
Food 4 Less	8360 El Camino Real
Galaxy Theatres	6917 El Camino Real
Garcia's Goodies	8550 El Camino Real
Garcia's Restaurant	9550 El Camino Real
Golden China	7425 El Camino Real
Guest House Grill	8783 El Camino Real
Harvest Foods	6985 San Luis Ave
Hoover's Classic Café	7600 El Camino Real
Hush-Harbor Artisan Bakery	5735 El Camino Real
In-n-Out Burgers	6000 San Anselmo Rd
It's A Peace of Cake	8550 El Camino Real
Jack in the Box	9000 West Front St
Kai Lana Sushi & Seafood	3000 El Camino Real
Kentucky Fried Chicken	4500 San Palo Rd
La Mexicana	7495 El Camino Real
Little Caesar's Pizza	7339 El Camino Real
Maci's Deli & Drinkery	5940 El Camino Real
Malibu Brew	6490 El Camino Real
Mallard Holding Company LLC	8304 El Camino Real
Margarita's Restaurant	9155 El Camino Real
Marina's Cocina Mexican and Seafood	9000 Morro Rd
McDonalds Hamburgers	6300 Morro Rd
Merry Hill Coffee & Tea	6570 Morro Rd
Molly Pitcher Brewing Company, LLC	6760 El Camino Real
Nardonne's Pizza	8501 El Camino Real
Nuevo Mexico	7109 El Camino Real
Ocean Harvest Seafood	5625 El Camino Real
Old Camozzi's	5855 El Camino Real
Orange Dog Cafe	5599 Traffic Way
Overland Stage / Outlaws Bar & Grill, inc	9850 East Front

Food Service Establishment List	Address
Pacific Harvest Catering	9315 Pismo Ave
Pedro's Restaurant	8550 El Camino Real
Pizza Express	8220 El Camino Real
Que Pasa Mexican Café	6917 El Camino Real
PK's Candy Coursel LLC	7177 El Camino Real
Round Table Pizza	6915 El Camino Real
Spencer's Fresh Market	8665 El Camino Real
Stagecoach Liquor & Deli	5145 El Camino Real
Starbucks (North)	925 El Camino Real
Starbucks (South)	7029 El Camino Real
Subway (Midtown)	6917 El Camino Real
Subway (North)	2290 El Camino Real
Subway (South)	8789 El Camino Real
Sylvester's Burgers	6455 El Camino Real
Taco Bell	7385 El Camino Real
Tastee Freez	8950 Montecito
Terry's Bar & Whiskey & Junes	5950 El Camino Real
Thai Elephant	7320 El Camino Real
Thai-Rrific	7965 El Camino Real
The Barrel Room	5985 Traffic Way
The Taco Stand	9965 El Camino Real
The Tea Trolley	5932 Entrada
Toshi's Sushi	5735 El Camino Real
Von's Grocery	7135 El Camino Real
Bristols Cider House	3220 El Camino Real
Mama JD's Café	2600 El Camino Real



Fats, Oils and Grease Inspection Form
 City of Atascadero Public Works Division
 8005 Gabarda Way
 Atascadero, CA 93422
 (805) 470-3132 Tel (805) 461-5022

Facility Name: _____ Date of Inspection: _____
 Contact: _____ Inspect: _____ Re-inspect: _____
 Facility address: _____ Contact Telephone: _____
 Facility Telephone: _____ Permit #: _____

General Facility Information

- Type of food service (circle): - Full Service Kitchen - Take-out Service Kitchen (no dishwashing) Grocery - Ice Cream Shop - Hospital/Nursing Home - Church / Club / Organization - School / College - Bakery - Coffee Shop - Other: _____
- What equipment is in this facility? (circle) Floor drain - Dishwasher - Drainage (for grill, roaster, BBQ, etc.) - Three compartment sink - Other sinks - Other: _____
- Does this facility have a grease trap or interceptor? (circle one)
 Grease Trap - Location: _____
 Interceptor - Location: _____
 None _____
- Does the Facility use deep fryers? Yes / No
 If yes, where is the grease barrel located? _____
 Tight fitting lids: Yes / No Labeled: Yes / No

Trap / Interceptor Inspection

	Violation	
	Yes	No
General:		
Area around Trap/Interceptor is clean.	Yes	No
Detergent is being used in excess to decrease FOG.	Yes	No
Dishwasher discharges to trap/interceptor.	Yes	No
Chemicals/Enzymes/Bacteria are being used.	Yes	No
Covers, lids, baffles, inlet and outlet tees are in good working order.	Yes	No
Grease build-up is <25% of depth with discharge pipe clear	Yes	No
Solids accumulation is <10% of depth with discharge pipe clear.	Yes	No
Trap:		
Trap is in generally good condition.	Yes	No
Trap easily accessible.	Yes	No
Discharge Drain has Filter Screen.	Yes	No
Interceptor:		
Downstream sewer lines are clear of solidifying grease and solids.	Yes	No
Effluent is clear of grease or solids pass-through.	Yes	No
Maintenance Documents are available for review.	Yes	No

Violations must be corrected within _____ days. _____
 Initials

Comments: _____

Inspector Signature: _____ Facility Signature: _____
 Printed Name: _____ Printed Name: _____
 Phone Number: _____ Time in: _____ Time out: _____



FOG-Control-Program-Permit-Application

City-of-Atascadero

Department-of-Public-Works, Attn: FOG-Permits
8005-Gabarda-Rd, Atascadero-CA-93422
Ph: (805)-470-3132 Fax: (805)-461-5022



Facility Name: _____	*Permit No: _____ <small>(for City of use only)</small>
Facility Address: _____	_____
Owner Name: _____	Phone: _____
Manager Name: _____	Phone: _____
Mailing Address: _____	Email: _____

Type-of-Facility

(check all that apply) Section Break (Continuous)

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Full Serve Rest. | <input type="checkbox"/> Hospital | <input type="checkbox"/> Church/Club/ | <input type="checkbox"/> Coffee Shop |
| <input type="checkbox"/> 1/2-Serve Rest. | <input type="checkbox"/> School/College | Organization | <input type="checkbox"/> Deli |
| <small>(no dishes)</small> | <input type="checkbox"/> Bakery | <input type="checkbox"/> Nursing Home | <input type="checkbox"/> Butcher shop |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Ice-Cream Shop | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Other _____ |

Seating Capacity: _____ Number of Employees: _____

Hours *(i.e. 8am-5pm)*: _____

Sun: _____ Mon: _____ Tue: _____ Wed: _____ Thu: _____ Fri: _____ Sat: _____

Types-of-Fixtures

(indicate quantity) Section Break (Continuous)

- | | | |
|---|--|---|
| <input type="checkbox"/> Deep Fryers: _____ | <input type="checkbox"/> 1-Comp. sinks: _____ | <input type="checkbox"/> Pre-wash sinks _____ |
| <input type="checkbox"/> Grills: _____ | <input type="checkbox"/> Tilt-Kettles: _____ | <input type="checkbox"/> Mop sinks _____ |
| <input type="checkbox"/> Ovens: _____ | <input type="checkbox"/> Garbage Grinders: _____ | <input type="checkbox"/> Floor Drains _____ |
| <input type="checkbox"/> 3-Comp. sinks: _____ | <input type="checkbox"/> Dishwashers: _____ | _____ |
| <input type="checkbox"/> 2-Comp. sinks: _____ | <input type="checkbox"/> Wok Ranges: _____ | _____ |

Types-of-Grease-Abatement

(indicate quantity)

- Outside Grease Interceptor: _____
- Indoor Manual Grease Trap: _____
- Automatic Grease Removal Device (GRD) _____
- Unknown None

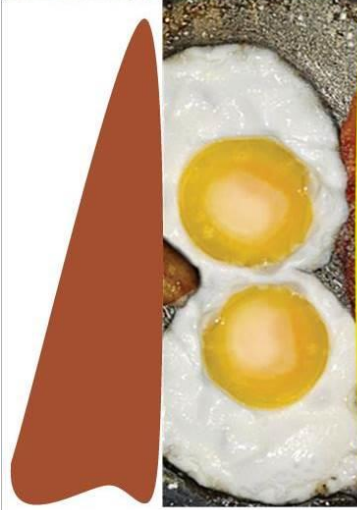
Serviced-By:

- Hauler: _____
(name)
- Self: _____
(how often?)
- Clean Grease Rendering Co. *(for fryer oil)*: _____

I declare under penalty of perjury that the above information is true, correct and complete. I understand the information requested and I inspected the premises before completing this form.

Owner/Authorized Representative: _____ Title: _____
(please print)

Signature: _____ Date: _____



Keep Drains Clear

Follow These Tips:

- Pour or scrape greasy or oily food waste into a container or jar.
- Allow grease to cool or freeze in the container before throwing it in the trash.
- Mix liquid vegetable oil with an absorbent material such as cat litter or coffee grounds in a sealable container before throwing it in the trash.
- Keep drains clean by pouring 1/2 cup baking soda down the drain followed by 1/2 cup vinegar. Wait 10 to 15 minutes and then rinse with hot water.

Share these tips with your family, friends and neighbors.

Do Not:

- Pour fat, oil or grease down drains or garbage disposals.
- Use hot water to rinse grease of cookware, utensils, dishes or surfaces.



FOG build-up in sewer pipes (shown below) is costly to clean requiring local Public Works staff to go to the site & remove



Cleaning FOG build-up from sewers increases maintenance costs for everyone in the sewer system. FOG can create sewer overflows. Keep our environment clean and avoid unnecessary maintenance costs by keeping fat, oil and grease out of our sewers.

For Information on FOG prevention, please call the City of Atascadero at 805-470-3140 .



Residents
Protect our environment
and keep drains clear of
Fats, Oil and Grease



FOG Prevention Protects the Environment

Fat, oil and grease in sewer pipes, referred to as FOG, create pollution problems in many communities. FOG enters sewer pipes through restaurant, residential and commercial sink drains. Once in the sewer, FOG sticks to the pipe and thickens. FOG can build up and eventually block the entire pipe. Blockages in sewer pipes can send sewage backward – out of manholes into streets and rivers, or up floor drains in homes. These sewage overflows pollute the environment.

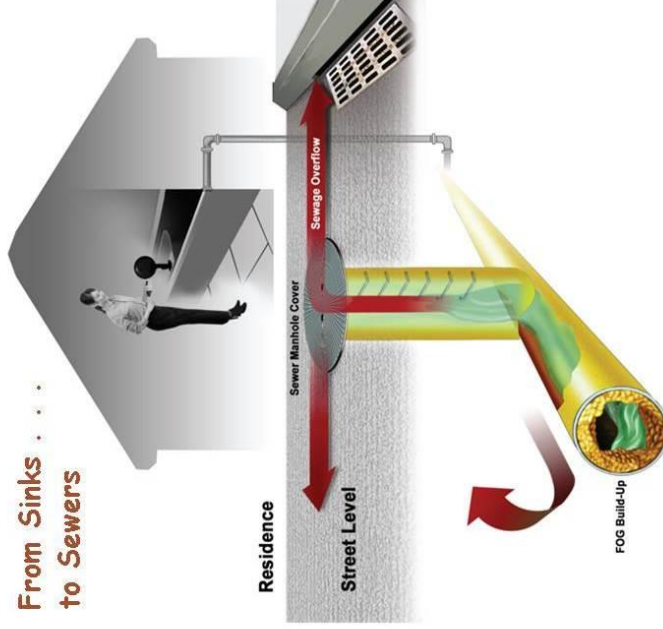
Impact of FOG

Preventing sewer backups from FOG blockages saves residents money and protects the environment. When sewer pipes on private property back up, the homeowner is responsible for the cleanup. For example, if a resident regularly pours grease down a drain, it will eventually cool, harden and form a blockage in the sewer pipe. Sewage then backs up through floor drains and toilets at the lowest point in the house. A plumber will have to be hired to clean the sewer and possibly repair plumbing inside the home. Cleanup costs can be expensive.

Residents can help control the problem by properly disposing of fat, oil and grease. Everyone is part of the solution.

FOG affects everyone

From Sinks to Sewers



Sources of FOG

Fat, oil and grease are by-products of cooking found in:

- food scraps
- meat fats
- lard
- cooking oil
- butter, margarine or shortening

Negative Effects of FOG

- Attracts insects and rodents
- Property damage from sewage backups that is not always covered by insurance
- Sewage overflows in streets or rivers
- Expensive and unpleasant cleanup
- Higher operation and maintenance costs for local sewer departments and residents



Grease Hauling and Rendering Companies

Fresno

Fresno	All Valley Environmental, Inc.	(559) 498-8378
Fresno	Ameriguard Maintenance Services	(800) 347-7876 xt 14

Kern

Kern	All Valley Environmental, Inc.	(559) 498-8378
Kern	Ameriguard Maintenance Services	(800) 347-7876 xt 14
Kern	Baker Commodities	800 427 0696
Kern	One More Time	(800) 624-5504
Kern	SMC Grease Specialist	(951) 788-6042

Kings

Kings	All Valley Environmental, Inc.	(559) 498-8378
Kings	Ameriguard Maintenance Services	(800) 347-7876 xt 14
Kings	ModestoTallow/Florin Tallow Co.	(209) 522-7224
Kings	ModestoTallow/Florin Tallow Co.	(800) 564-7204
Kings	One More Time	(800) 624-5504

Monterey

Monterey	All Valley Environmental, Inc.	(559) 498-8378
Monterey	Ameriguard Maintenance Services	(800) 347-7876 xt 14
Monterey	Bay Pumping	(831) 320 5229
Monterey	Greenline/Tom's Septic Tank Service	(831) 422-2298
Monterey	One More Time	(800) 624-5504
Monterey	P.S.T.S (Peninsula Septic Tank Service)	(831) 659-2465
Monterey	Pioneer Liquid Transport	(800) 804-7327
Monterey	Salinas Tallow	(800) 621-9000
Monterey	Salinas Tallow Co.	(831) 422-6436
Monterey	Trap Recyclers Inc	(408) 892-3824
Monterey	Trap Recyclers Inc	(800) 994-7867

San Luis Obispo

San Luis Obispo	All Valley Environmental, Inc.	(559) 498-8378
San Luis Obispo	Ameriguard Maintenance Services	(800) 347-7876 xt 14
San Luis Obispo	Bay Pumping	(831) 320 5229
San Luis Obispo	Clay's Septic and Jetting, Inc	(805) 929-5065
San Luis Obispo	One More Time	(800) 624-5504
San Luis Obispo	Salinas Tallow	(800) 621-9000

Santa Barbara

Santa Barbara	All Valley Environmental, Inc.	(559) 498-8378
Santa Barbara	Ameriguard Maintenance Services	(800) 347-7876 xt 14
Santa Barbara	Bay Pumping	(831) 320 5229
Santa Barbara	Biodiesel Industries, Inc.	(805) 683 8103
Santa Barbara	Clay's Septic and Jetting, Inc	(805) 929-5065
Santa Barbara	One More Time	(800) 624-5504
Santa Barbara	Salinas Tallow	(800) 621-9000
Santa Barbara	SMC Grease Specialist	(951) 788-6042

Area Maintenance (Contracted out):

- Hydro-clean ¼ of City's collection system (70,000 ft) + (8,000 ft-Annual High Priority Lines)

High Priority (Monthly) Line Cleaning Maintenance (Contracted out):

City of Atascadero
WASTEWATER DIVISION
High Priority Line Cleaning

LOCATION	MH#	MH#	INTERVAL	ISSUE	FOOTAGE
Outlets	R-ELC-14	UP10.2-4	Monthly	Belly/Grease	362'
High School/101			Bi-Monthly	Offset	617'
Creek Siphon			F, M, A, N	Grease	275'
Maple st			F, M, A, N	Offset/Roots	535'
Curbaril/41	NS-1	N20	F, M, A, N	Offset/Grease	295'
West Mall/Palma	DT-1	DT-3	F, M, A, N	Roots	766'
Round Table			October		
Traffic Way	T2	T1	October	181'	298'
Colony Park	T1B	T1A	October	44.4'	
Colony Park	T1A	I1	October	89.9'	138'
Lewis/Estrada	DT1-1	DT-1	October		290'
6495 Olmeda	O1-IC	I4	October	18.9'	37'
5235 Olmeda	O9	O8	October	Roots	347'
8130 Larga	N3.2C-2	N3.2C-1	October	Roots	135'
9576 Marchant	MH6	MH7	October	165.2'	430'
7100 Valle	SY2.1B-2	SY2.1A-1	October	103'	239'
5370 Fresno	T3.2-3	T3.2-2	October	182'	250'
5265 Mariquita Ave	T3.3-5	T3.3-4	October	129'	265'
Curbaril Navajoa	N19	N18	October	21'	349'
8060 Morro	N20	N21	October		350'
7955 San Andres	A7	A6	October	76'	262'
ECR/Regio	R-ELC-8	R-ELC-7	October	84'	401'
ECR/Carrizo	R-ELC-9	R-ELC-8	October	80'	392'
1805 ECR	R-ELC-13	R-ELC-12	October		387'
1745 ECR	R-ELC-12	R-ELC-12A	October		43'

L.S. Maintenance (Contracted out):

City of Atascadero
Wastewater Division
Lift Station Wetwell Cleaning Maintenance

LOCATION	TYPE	COMMENTS	INTERVAL	INITIAL	DATE
----------	------	----------	----------	---------	------

LS #2	SCUM		Bi-Monthly		
	TOTAL		July		
LS #5	SCUM		Bi-Monthly		
	TOTAL		July		
LS #11	TOTAL		F, M, A, N		
LS #3	TOTAL		April- October		
LS #6	TOTAL		April- October		
LS #1	TOTAL		July		
LS #7	TOTAL		July		
LS #9	TOTAL		July		
LS #13	TOTAL		July		
LS #14	TOTAL		July		
LS #15	TOTAL		July		

CCTV Inspection (Contracted out):

CCTV projects are performed as needed.

FOG – Identified High Dischargers:

These discharges have received letters pertaining to overflows and/or BMP's.

La Mexicana	7495 ECR
Vons	7135 ECR
Carlton Hotel	6005 ECR
Cowgirl Café	6911 ECR
Denny's	6910 ECR
Waste Alternatives	7625 San Luis Ave
KFC	4500 San Palo Road

June 14, 2011



FOG Administrative Provisions

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Article 1- General Provisions

1.1 Purpose

- A. The purpose of these Administrative Guidelines and Provisions are to establish a FOG Control Program that will facilitate the maximum beneficial public use of the City of Atascadero's (City) sewer services and facilities while preventing blockages of the sewer facilities resulting from discharges of Fats, Oils and Grease (FOG) to sewer trunk lines, and to specify appropriate FOG discharge requirements for Food Service Establishments (FSE).
- B. These administrative guidelines and provisions govern all FSE that discharge into the City sewer system.
- C. These FOG Administrative Guidelines and Provisions are intended to be consistent with all rules, policies and other applicable governmental actions of the City. These Administrative Guidelines and Provisions are not intended to contradict or repeal any rule, regulation, Ordinance, or other governmental action of the City. These Administrative Guidelines and Provisions supplements the City's existing rules, policies and other governmental actions, and addresses specifically the discharges of FOG into the wastewater system to the City.
- D. To comply with Federal, State, and local policies and to allow the City to meet applicable standards, provisions are made in the Ordinance for the regulations of wastewater or waste containing FOG discharges to the sewer facilities.
- E. These Administrative Guidelines and Provisions provides for the regulation of all FOG discharges into the sewer system. These Administrative Guidelines and Provisions establish administrative review procedures; monitoring; potential testing and regulation of the amount of the Permittees' fats, oils, and grease discharge. The setting of fees for the equitable distribution of costs resulting from the program will be determined separately by the City Council.
- F. Except as otherwise provided, the City shall administer, implement, and enforce the provisions of this.

1.2 Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in these Administrative Guidelines and Provisions, shall have the meanings hereinafter designated.

“Act or “the Act” means The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. & 1251 et. seq.

“Authorized Representative of the Permittee” means the manager or person in charge of day to day operation of the establishment or any other person who performs similar Ordinance or decision-making functions for the establishment.

“Best Management Practices” (BMP) means the schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the Sewer facilities as more specifically provided in Sections 4.5 & 4.6 of these Administrative Guidelines and Provisions.

“Bypass” means the intentional diversion of waste streams from any portion of an Industrial User’s treatment facility. [40 CFR §403.17(a)]

“Environmental Protection Agency” (EPA) means the U.S. Environmental Protection Agency or, where appropriate, the Regional Water Quality Control Division Director, or other duly authorized official of said agency.

“Fats, Oils, and Grease” (FOG) means any substance such as a vegetable or animal product that is used in, or is a by-product of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

“FOG Control Program” means the FOG Control Program required by and developed pursuant to RWQCB Order No. 2006-0003.

“FOG Control Program Administrator” means the individual designated by the City Manager to administer the FOG Control Program. The FOG Control Program Administrator is responsible for all determinations of compliance with the program, including approval of discretionary variances and waivers.

“Exclusion” Exclusion is only granted when an FSE is not connected to the Sewer System or all food is prepackaged.

“Food Service Establishments” (FSE) means those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs and that use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. Examples of some FSE are, but are not limited to, full service restaurants, fast food establishments, delis, cafeterias (including church and school facilities where commercial equipment is installed and the frequency of use indicates more than occasional use), meat distributors, butchering, food processing facilities, grocery stores with food preparation/ service areas, bakeries, caterers, and/or similar types of operations.

“Grab Sample” means a sample which is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.

“Grease Control Device” means any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged onto the sewer system. “Grease Control Device” may also include any other proven method to reduce FOG subject to the approval of the City.

“Grease Interceptor” (Gravity Grease Interceptor) is a device for separating and retaining waterborne fats, oils and grease prior to the wastewater exiting the interceptor and entering the City’s sanitary sewer collection system. These devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the trap and entering the City’s sanitary sewer collection system. Grease interceptors are large grease collectors located outside an FSE typically covered by a manhole cover.

“Grease Trap” (Hydro mechanical Grease Interceptor) is a device for separating and retaining waterborne fats, oils and grease prior to the wastewater exiting the trap and entering the City’s sanitary sewer collection system. These devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the trap and entering the City’s sanitary sewer collection system. Grease traps are small grease collectors typically located inside an FSE near the dishwashing area.

“Interference” means a discharge, which alone or in conjunction with other sources, inhibits or disrupts the City’s treatment processes, operation, sludge processes, use or disposal; and therefore, is a cause of a violation of the City’s GWDR permit. Interference can also be applicable to the prevention of beneficial sewage sludge use or disposal resulting in a violation of any of the following statutory/regulatory provisions or permits issued under, or any more stringent State or local regulations: Section 405 of the Clean Water Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); and State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

“Minimum Design Capability” means the design features of a grease trap/interceptor and its ability or volume required to effectively intercept and retain Greases from grease-laden wastewaters discharged to the City’s sanitary sewer collection system.

“Pass Through” means a discharge which exits the City treatment facility into waters of the state in quantities or concentrations which alone or in conjunction with a discharge of discharges from other sources, is a cause of a violation of any requirement and/or limit established in the City’s GWDR permit(s), including an increase in the magnitude or duration of a violation.

“POTW” means Publically Owned Treatment Works

“Regulatory Agencies” mean those agencies having regulatory jurisdiction over the operations of the City, including, but not limited to:



United States Environmental Protection Agency;
California State Water Resources Control Board (SWRCB);
California Regional Water Quality Control Board, Region 3 (RWQCB);
San Luis Obispo County Health Department; and
California Department of Fish and Game.

“Renewal Permit” is granted on an annual basis when the conditions of the FSE have not substantially changed.

“Remodel” means a physical change or operational change to any type of facility that results in meeting the criteria set forth in the definition of “FSE”.

“Sanitary Sewer Overflow” (SSO) is an event where untreated sewage is discharged into the environment.

“Sewer System” consists of laterals, mains and trunk lines transporting wastewater that is treated by the City’s treatment plant or facility.

“Twenty-five Percent (25%) Rule” means the requirement for grease interceptors to be maintained such that the combined FOG and solids accumulation does not exceed 25% of the design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

“User” means any person or company that contributes to; causes or allows the contribution of wastewater into the City’s sanitary sewer collection system.

“Variance” may be granted when an FSE has negligible FOG discharge and an insignificant impact to the sewer system.

Words used in these Administrative Guidelines and Provisions in the singular may include the plural and the plural in the singular. Use of masculine or feminine may be used interchangeably. Shall is mandatory; May is permissive or discretionary.

Article 2 - General Limitations, Prohibitions and Requirements On Fats, Oils and Grease (FOG) Discharges

2.1 Fog Discharge Limitation

No FSE shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects to FSE to the sewer system.

2.2 General Prohibition

The following prohibitions shall apply to all Food Service Establishments:

- A. Introduction of any additives into an FSE's wastewater system for the purpose of emulsifying FOG or biologically/chemically treating FOG for grease remediation or as a supplement to interceptor maintenance, unless a specific written authorization from the FOG control Program Administrator is obtained..
- B. Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- C. Discharge of food grinders to any grease trap or grease interceptor is prohibited. Installation of food grinders in the plumbing system of new construction of FSEs shall be prohibited. All food grinders shall be removed from all existing FSEs within 180 days of the effective date of these Administrative Guidelines and Provisions, except when expressly allowed by the FOG Control Program Administrator.
- D. Discharge of wastewater with temperatures in excess 140°F to any grease control device, including grease traps and grease interceptors, is prohibited.
- E. Discharge waste from toilets, urinals, wash basins, and other fixtures containing fecal materials to sewer lines intended for grease interceptor service, or vice versa, is prohibited.
- F. Discharge of any waste including FOG and solid materials removed from the grease control device to the sewer system is prohibited. Grease removed from grease interceptors shall be waste hauled periodically as part of the operation and maintenance requirements for grease interceptors.
- G. Discharge of wastewater from dishwashers to any grease trap or grease interceptor is prohibited.
- H. Operation of grease interceptors or grease traps with FOG and solids accumulation exceeding 25% of the of the design hydraulic depth of the grease interceptor (25% rule).

2.3 FOG Discharge Prohibition

- A. No person shall discharge, or cause to discharge any wastewater from FSE directly or indirectly into the sewer system without first obtaining a FOG Wastewater Discharge Permit or Variance.
- B. Within 180 days of the effective date of these Administrative Guidelines and Provisions , all FSE in the City shall file an application for a FOG Wastewater Permit or Variance with the City. Any person who wishes to open or operate a pre-existing FSE as a new owner following the effective date of these Administrative Guidelines and Provisions shall apply for and obtain a FOG Wastewater Discharge Permit or Variance prior to opening or operating such FSE.
- C. Any FSE proposing to change the volume or characteristics of an existing discharge is required to inform the City. A determination regarding whether a new permit or Variance is required shall be made within a reasonable amount of time. If the proposed change requires a revision in a current local permit or requires that a different type of permit be issued, the User shall apply to the City for an appropriate FOG Discharge Permit within forty-five (45) days of receiving notification of such requirement.

2.4 Best Management Practices Required

All FSEs shall implement Best Management Practices in its operation to minimize the discharge of FOG to the sewer system. Detailed requirements for Best Management Practices are specified in Section 7-8.005.3g of these Administrative Guidelines and Provisions. This may include kitchen practices and employee training that is essential in minimizing FOG discharge.

2.5 FOG Pretreatment Required

All FSE are required to install, operate and maintain an approved type and adequately sized grease interceptor or grease trap. The device used shall be adequate to separate and remove FOG contained in the wastewater discharge from the FSE prior to discharge to the sewer system. Any fixtures, equipment and drain lines located in the food preparation and clean up areas of FSE that are sources of FOG discharges shall be plumbed to a grease interceptor or grease trap.

2.6 New Construction of Food Service Establishments

All new construction of FSE shall require a building permit which shall include the installation of a grease interceptors or grease traps prior to commencing discharges of wastewater to the sewer system.

2.7 Existing Food Service Establishments

- A. For existing FSE, the requirement to install and to properly operate and maintain a grease interceptor may be conditionally stayed, that is, delayed in its implementation by the FOG Control Program Administrator for a maximum period of three years from the
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effective date of this ordinance). The City finds that this time period is a reasonable implementation period for existing FSE that are operating without a grease interceptor.

- B. Existing FSE, which have caused or contributed to grease-related blockage in the sewer system, or which have sewer laterals connected to areas that require continual maintenance, or which have been determined to contribute significant FOG to the sewer system by the City's FOG Control Program Administrator based on inspection or sampling, shall be deemed to have reasonable potential to adversely impact the sewer system and shall install grease interceptors within 180 days upon notification by the City.
- C. Existing FSE or FSE that change ownership, that undergo tenant improvements or a change in operations as defined in Section 7-8.005a of these Administrative Guidelines and Provisions, shall be required to install a grease interceptor.

2.8 Variance and Waiver of Grease Interceptor Requirement

- A. Variance from Grease Trap/Interceptor Requirements; An existing FSE may obtain a variance from the grease interceptor requirement to allow alternative pretreatment technology that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor, if the FSE demonstrates that it is impossible or impracticable to install, operate or maintain a grease interceptor. The FOG Control Program Administrator's determination to grant a variance will be based upon, but not limited to, evaluation of the following conditions:
 - 1. There is no adequate space for installation and/or maintenance of a grease interceptor.
 - 2. There is no adequate slope for gravity flow between kitchen plumbing fixtures and the grease interceptor and/or between the grease interceptor and the private collection lines or the public sewer.
 - 3. The FSE can justify that the alternative pretreatment technology is equivalent or better than a grease interceptor in controlling its FOG discharge. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment, its effectiveness to control FOG discharge through downstream visual monitoring of the sewer system, for at least three (3) months, at its own expense. A Variance may be granted if the results show no visible accumulation of FOG in its lateral and/or tributary downstream sewer lines.
 - B. Conditional Waiver from Installation of Grease Interceptor. An existing FSE may obtain a conditional waiver from installation of a grease interceptor, if the FSE demonstrates that it has negligible FOG discharge and insignificant impact to the sewer system. Although a waiver from installation of a grease interceptor may be granted, the FSE may be required to provide space and plumbing segregation for future installation of a grease interceptor. The FOG Control Program Administrator's determination to grant or revoke a conditional waiver shall be based upon, but not limited to, evaluation of the following conditions:
 - 1. Quantity of FOG discharge as measured or as indicated by the size of FSE based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions that may reasonable be shown to contribute to FOG discharges.
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2. Adequacy of implementation of Best Management Practices and compliance history.
 3. Sewer size, grade, condition based on visual information, FOG deposition in the sewer by the FSE, and history of maintenance and sewage spills in the receiving sewer system.
 4. Changes in operations that significantly affect FOG discharge.
 5. Any other condition deemed reasonably related to the generation of FOG discharges by the FOG Control Program Manager.
- C. Application for Waiver or Variance of Requirement for Grease Interceptor. An FSE may submit an application for waiver or variance from the grease interceptor requirement to the FOG Control Program Administrator. The FSE bears the burden of demonstrating, to the FOG Control Program Administrator's reasonable satisfaction, that the installation of a grease interceptor is not feasible or applicable. Upon determination by the FOG Control Program Manager that reasons are sufficient to justify a variance or waiver, the permit will be issued or revised to include the variance or waiver and relieve the Food Service Establishment from the requirement.
- D. Terms and Conditions. A variance or waiver shall contain terms and conditions that serve as basis for its issuance. A waiver or variance may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the waiver was based change so that the justification for the waiver no longer exists. The waiver or variance shall be valid so long as the FSE remains in compliance with their terms and conditions until the expiration date specified in the variance or waiver.

2.9 Grease Disposal Mitigation

- A. All FOG interceptors and or grease traps shall be cleaned on a regular basis at the User's expense to ensure efficient operation of the Interceptor. These Administrative Guidelines and Provisions require that all Interceptors be cleaned no less than annually and grease traps be cleaned a minimum of every seven (7) days or as determined by the FOG Program Administrator. The necessary frequency of cleaning will vary greatly depending on the nature of the establishment.
 - B. Authorized City personnel shall be allowed access to grease interceptors and or grease traps within or near the facility for the purpose of inspection and/or to verify compliance with these Administrative Guidelines and Provisions.
 - C. Maintenance of below ground grease interceptors shall be performed only by a licensed grease interceptor cleaning service at the FSE expense. Smaller under-the-counter grease traps can be cleaned by an approved licensed grease trap cleaning service or by in-house staff of the FSE.
 - D. FSE found to have contributed to a sewer blockage, Sewer System Overflows (SSO) or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, shall be ordered to install and maintain a grease interceptor, grease trap or other approved grease control device, and may be subject to a plan to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences. SSOs may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared
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public nuisances. Furthermore, sewer lateral failures and SSO caused by FSE alone or collectively, are the responsibility of the private property owner or FSE, and individual(s) as a responsible officer or owner of the FSE. .

- E. If the City must act immediately to contain and clean up an SSO caused by blockage of a private or public sewer lateral or system serving an FSE, or at the request of the property owner or operator of the FSE, or because of the failure of the property owner or FSE to abate the condition causing immediate threat of injury to the health, safety, welfare, or property of the public, the City's costs for such abatement shall be entirely borne by the property owner or operator of the FSE, and individual(s) as a responsible officer or owner of the FSE and may constitute a debt to the City and become due and payable upon the City's request for reimbursement of such costs.



Article 3 - FOG Wastewater Discharge Permits

3.1 FOG Wastewater Discharge Permit Required

- A. FSE proposing to discharge currently discharging wastewater containing FOG into the City's sewer system shall obtain a FOG Wastewater Discharge Permit from the City.
- B. FOG Wastewater Discharge Permits shall be expressly subject to all provisions of these Administrative Guidelines and Provisions and all other regulations, charges for use, and fees established by the City. The conditions of FOG Wastewater Discharge Permit shall be enforced by the City in accordance with these Administrative Guidelines and Provisions and applicable to any State and Federal Regulations.

3.2 FOG Wastewater Discharge Permit Application

- A. Any person required to obtain a FOG Wastewater Discharge Permit shall complete and file with the City prior to commencing or continuing discharges, a form prescribed by the City. The applicable fees shall accompany the application. The applicant shall submit, in units and terms appropriate for evaluation, the following information:
 - 1. Name, physical and mailing address, telephone number, assessors' parcel number(s), description of the FSE, operation, cuisine service activities, or clients using the applicant's services.
 - 2. (Whichever is applicable) Name, address of any and all principals/owners/major shareholders of the FSE; Articles of Incorporation; most recent Report of the Secretary of State; Business License.
 - 3. Name and address of property owner or lessor and the property manager where the FSE is located.
 - 4. Practices currently in use to reduce FOG.
 - 5. Any other information as specified in the permit application.
 - 6. Applicants may be required to submit facility plans, plumbing plans, and details to show all sewers, FOG control device, grease interceptor or other pretreatment equipment and appurtenances by size, and location, for evaluation.
 - 7. Other information related to the applicant's business operations and potential discharge may be requested to properly evaluate the permit application.
 - B. After evaluation of the furnished data, the City may issue a FOG Wastewater Discharge Permit, subject to terms and conditions set forth in this Ordinance and as otherwise determined by the FOG Control Program Administrator to be appropriate to protect the City's sewer system.
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3.3 FOG Wastewater Discharge Permit Conditions

The issuance of a FOG Wastewater Discharge Permit may contain any of the following conditions or limits:

- A. Limits on discharge of FOG and other priority pollutants.
- B. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
- C. Grease interceptor maintenance frequency and schedule.
- D. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.
- E. Requirements for maintaining and reporting status of Best Management Practices.
- F. Requirements for maintaining and submitting logs and/or records, including waste hauling records and waste manifests.
- G. Requirements for the FSE to construct, operate and maintain, at its Owners expense, FOG control device.
- H. Additional requirements as otherwise determined to be reasonably appropriate by the City FOG Control Program Administrator to protect the City's system or as specified by other Regulatory Agencies.
- I. Other terms and conditions, which may be reasonably applicable to ensure compliance with this Ordinance.

3.4 FOG Wastewater Discharge Permit Fee

The FOG Wastewater Discharge Permit fee shall be waived at this time, however, the City reserves the ability to reevaluate and implement the FOG Wastewater Discharge Permit fee in the future. The FOG Wastewater Discharge Permit fee shall be paid by the applicant in an amount adopted by resolution of the City of Atascadero. Payment of the permit fee must be received at the time of filing the application for the permit. All delinquent fees must be paid prior to issuance of renewal permits.

3.5 FOG Wastewater Discharge Permit Modification of Terms & Conditions

- A. The terms and conditions of an issued permit may be subject to modification and change by the sole determination of the City FOG Control Program Administrator during the life of the permit based on:
 1. The discharger's current or anticipated operating data.
 2. The City's current or anticipated operating data.
 3. Changes in the requirements of Federal, State or County Regulatory Agencies which affect the City; or
 4. A determination by the City FOG Control Program Administrator that such modification is appropriate to further the objectives of these Administrative Guidelines and Provisions.
- B. The User may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change, and include reasons for the change. The City FOG Control Program Administrator shall review the request, make a determination on the request, and respond in writing.



- C. The Permittee shall be informed of any change in the permit limits, conditions, or requirements at least forty-five days (45) prior to the effective date of the change. Any changes shall include a reasonable time schedule for compliance.

3.6 FOG Wastewater Discharge Permit Duration and Renewal

FOG Wastewater Discharge Permits shall be issued for a period not to exceed three (3) years. At least 60 days prior to the expiration of the permit, the User shall apply for renewal in accordance with the FSE permit.

3.7 Non-Transferability of Permits

FOG Wastewater Discharge Permits issued under these Administrative Guidelines and Provisions are for a specific FSE, for a specific operation and create no vested rights.

- A. No permit holder shall assign, transfer, or sell any FOG Wastewater Discharge Permit issued under these Administrative Guidelines and Provisions or use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit.
- B. No permit can be transferred to a new owner or operator or to a new facility.



Article 4 - Facility Requirements

4.1 Drawing Submittal Requirements

Upon request by the City:

- A. Food Service Establishments may be required to submit two copies of facility site plans, mechanical and plumbing plans, and details to show all sewer locations and connections. The submittal shall be in a form and content acceptable to the City for review of existing or proposed grease control device, grease interceptor, monitoring facilities, metering facilities, and operating procedures. The review of the plans and procedures shall in no way relieve the Food Service Establishments of the responsibility of modifying the facilities or procedures in the future, as necessary to produce an acceptable discharge, and to meet the requirements of these Administrative Guidelines and Provisions or any requirements of other Regulatory Agencies.
- B. Applicants may be required to submit site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, FOG control device, grease interceptor or other pretreatment equipment and appurtenances by size, location, and elevation for evaluation.
- C. Food Service Establishments may be required to submit a schematic drawing of the FOG control device, grease interceptor or other pretreatment equipment, piping and instrumentation diagram, and wastewater characterization report.
- D. The City may require the drawings be prepared by a California Registered Civil, Chemical, Mechanical, or Electrical Engineer.

4.2 Grease Interceptor Requirements

- A. All FSE shall discharge wastewater acceptable to the City, under the requirements and standards established herein before discharging to any public sewer. Any FSE required to provide FOG pretreatment shall install, operate, and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of these Administrative Guidelines and Provisions.
 - B. Grease interceptor sizing and installation shall conform to the current edition of the California Plumbing Code (CPC), and manufacturer's specifications. Grease interceptors shall be constructed in accordance with the design approved by the Chief Building Official or City designee and shall have a minimum of two compartments with fittings designed for grease retention.
 - C. The grease interceptor shall be installed at a location where it shall be at all times readily accessible for inspection, cleaning, and removal of accumulated grease.
 - D. Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.
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4.3 Grease Interceptor Maintenance Requirements

- A. Grease interceptors shall be maintained in efficient operating condition by removal of the full content of the interceptor which includes wastewater accumulated FOG, floating materials, sludge and solids.
- B. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
- C. FSE with grease interceptors shall be required to submit data and information necessary to establish the maintenance frequency of grease interceptors.
- D. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total designed hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system. All shall maintain their grease interceptor no less than on an annual basis.
- E. If the grease interceptor, at any time, contains FOG and solids in excess of 25% of the total designed hydraulic depth, the FSE shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the City FOG Control Program Administrator may also increase the maintenance frequency of the grease interceptor from the current frequency.
- F. If deemed to be an imminent threat of injury to the health, safety, welfare, or property of the public, the FOG Control Program Administrator may arrange for immediate service of the grease interceptor, with the City's costs for such abatement entirely borne by the property owner or operator of the FSE, and individual(s) as a responsible officer or owner of the FSE and may constitute a debt to the City and become due and payable upon the City's request for reimbursement of such costs.
- G. Wastewater, accumulated FOG, floating materials, sludge/solids, and other materials removed from the grease interceptor shall be disposed off site properly by waste haulers in accordance with all applicable federal, state and/or local laws.
- H. Grease interceptor cleaning records shall be maintained on-site for a minimum of three years.

4.4 Grease Trap Requirements

- A. Sizing and installation of grease traps shall conform to the current edition of the California Plumbing Code (CPC), and manufacturer's specifications.
 - B. Grease traps shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating device. Grease traps and their baffles shall be maintained free of all FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.
 - C. Food waste disposal units shall not be connected to or discharged into any grease trap.
 - D. Grease traps shall be provided with an approved type of vented Flow Control Device (FCD), in conformance with the current edition of the CPC.
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- E. FCD shall be designed and installed so that the total flow through such a device or devices shall at no time be greater than the rated flow of the grease trap.
- F. No FCD, having adjustable or removable parts shall be approved by the City.
- G. The vented FCD shall be located such that no system vent shall be between the flow control device and the grease trap inlet.
- H. No vent or air inlet of the FCD shall connect with the sanitary drainage vent, as required by the CPC, or shall terminate through the roof of the building, and shall not terminate to the free atmosphere inside the building.
- I. A vent shall be installed downstream of the grease trap in accordance with the requirements set forth in the current edition of the CPC.

4.5 Grease Trap Maintenance Requirements

- A. Grease traps shall be maintained in efficient operating conditions by removing accumulated grease on a weekly basis.
- B. Grease traps shall be maintained free of all food solids and any FOG waste removed during the cleaning and scraping process.
- C. Grease trap cleaning records shall be maintained on-site for a minimum of three years.

4.6 Requirements for Best Management Practices

- A. All FSE shall implement Best Management Practices in accordance with the requirements and guidelines established by the City under its FOG Control Program in an effort to minimize the discharge of FOG to the sewer system.
- B. All FSE shall be required to comply with Best Management Practices (BMP), when applicable.

4.7 Best Management Practices

- A. All FSE shall implement Best Management Practices in accordance with the requirements and guidelines established by the City under its FOG Control Program in an effort to minimize the discharge of FOG to the sewer system.
 - B. All Food Service Establishments shall be required, at a minimum, to comply with the following Best Management Practices, when applicable:
 - 1. Installation of drain screens. Drain screens shall be installed on all drainage pipes in food preparation areas.
 - 2. Segregation and collection of waste cooking oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to ensure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.
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3. Disposal of food waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks. Double-bagging food wastes that have the potential to leak in trash bins is highly recommended.
 4. Employee training. Employees of the food service establishment shall be trained by ownership/management periodically as specified in the permit, on the following subjects:
 - a) How to “dry wipe” pots, pans, dishware and work areas before washing to remove grease.
 - b) How to properly dispose of food waste and solids in enclosed plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
 - c) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
 - d) How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.
 - e) Training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the FOG Control Program Administrator.
 5. Maintenance of kitchen exhaust filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed of properly.
 6. Kitchen signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.
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Article 5 - Monitoring, Reporting, Notification, and Inspection Requirements

5.1 Monitoring and Reporting Requirements

- A. The FOG Control Program Administrator may require periodic reporting of the status of implementation of Best Management Practices, in accordance with the FOG Control Program.
- B. The City FOG Control Program Administrator may require video monitoring at the sole expense of the Permittee to observe the actual conditions of the FSE connection to sewer system and sewer lines downstream.
- C. The City FOG Control Program Administrator may require sampling reports for the self-monitoring of FOG wastewater which may be necessary for determining compliance with any conditions or requirements as specified in the FOG Wastewater Discharge Permit or these Administrative Guidelines and Provisions. Monitoring reports concerning the analysis of FOG wastewater shall be in a manner and form approved by the City FOG Control Program Administrator and shall be submitted upon request of the City FOG Control Program Administrator. Failure by the User to perform any required monitoring, or to maintain monitoring reports required by the City FOG Control Program Administrator constitutes a violation of these Administrative Guidelines and Provisions and be cause for the City to initiate all necessary tasks and analysis to determine wastewater constituents for compliance with any conditions and requirements specified in the FOG Wastewater Discharge Permit or in these Administrative Guidelines and Provisions. The User shall be responsible for any and all expenses of the City in undertaking such monitoring analyses and preparation of reports.
- D. Other reports may be required such as compliance schedule progress reports, FOG Control Monitoring Reports, and any other reports deemed reasonably appropriate by the FOG Control Program Administrator to ensure compliance with these Administrative Guidelines and Provisions.

5.2 Record Keeping Requirements

- A. The User shall keep all manifests, receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than three (3) years. The User shall, upon request, make the manifests, receipts and invoices available to any City representative, or inspector.
 - B. These records may include:
 - 1. A log book of grease interceptor, grease trap or grease control device cleaning and maintenance practices.
 - 2. A record of Best Management Practices being implemented including employee training.
 - 3. Copies of records and manifests of waste hauling interceptor contents.
 - 4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.
 - 5. Records of any spills and/or cleaning of the lateral or sewer system.
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6. Any other information deemed appropriate by the FOG Control Program Administrator to ensure compliance with these Administrative Guidelines and Provisions.
- C. It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the City, or to tamper with or knowingly render inoperable any grease control device, monitoring device or method or access point required under these Administrative Guidelines and Provisions.

5.3 Right of Entry: Inspection and Sampling

- A. City personnel and/or other authorized representatives of the City shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of these Administrative Guidelines and Provisions or order issued hereunder. Users shall allow the City ready access to all parts of the premises for the purposes of inspection, sampling, records examination, and the performance of any additional duties.
- B. Should a User have security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the City will be permitted to enter without delay for the purposes of performing specific responsibilities as set forth above.
- C. The City shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
- D. Any temporary or permanent obstruction preventing safe and easy access to the facility area to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the City and shall not be replaced. The costs of clearing such access shall be borne by the User.
- E. Unreasonable delays in allowing the City access to the User's premises during normal business hours shall be a violation of this Ordinance.

5.4 Notification of Spill

- A. In the event a Permittee is unable to comply with any permit condition due to a breakdown of equipment, accidents, or human error or the User has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of the FOG Wastewater Discharge Permit or these Administrative Guidelines and Provisions, the discharger shall immediately notify the City by telephone at the number specified in the Permit. If the material discharged to the sewer has the potential to cause or result in sewer blockages or SSO, the discharger shall immediately notify the County Health Department and the City.
 - B. Confirmation of this notification shall be made in writing to the City FOG Control Program Administrator at the address specified in the Permit no later than five working days from the date of the incident. The written notification shall state the date of the incident, the
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reason for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.

- C. Such notification shall not relieve the User of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the City or any other damage or loss to person or property; nor shall such notification relieve the User of any fees or other liability which may be imposed by this Ordinance or other applicable law.

5.5 Notification of Planned Changes

Users shall notify the City at least 60 days prior to any facility expansion/tenant improvements, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of the discharge. Users shall notify the City in writing of the proposed expansion or remodeling and shall submit any information requested by the City for evaluation of the effect the expansion/re-model may have on the Sewer System.



Article 6 - Enforcement

6.1 General Procedure

The City, at its discretion, may utilize any one, combination, or all enforcement remedies provided in response to any permit or Ordinance violations.

6.2 Determination of Non-Compliance with FOG Wastewater Discharge Permit Conditions

- A. Sampling and inspection of FSE shall be conducted in the time, place, manner, and frequency determined at the sole discretion of the City FOG Control Program Administrator.
- B. Noncompliance with permit discharge conditions, or any discharge provisions of these Administrative Guidelines and Provisions may be determined by an inspection of grease control device, grease interceptor and associated manifest and documentation; dye testing; and analysis of a grab or composite sample of the effluent of an FSE.
- C. Any sample taken from an approved sample point is considered to be representative of the discharge to the public sewer. All costs associated with sampling shall be at the Users expense.

6.3 Notification of Non-Compliance

When the City finds that a User has violated any provision of these Administrative Guidelines and Provisions or order, the City may serve upon that User a written Notice of Non-Compliance and will have 30 days from the date of written notice to reach compliance.

6.4 Notification of Violation

When the City finds that a User has violated the conditions set forth as part of the Notice of Non-Compliance, and/or continues to violate, any provision of these Administrative Guidelines and Provisions, or order issued hereunder, any other FOG Ordinance Standard or Requirement, the City may serve upon that User a written Notice of Violation. The User will then correct the specified violation within a 14 day corrective timeline provided by the City. A plan for corrective actions may also be submitted by the User to the City. Submission of this plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation.

6.5 Non-Compliance Fee

Any User determined to be in noncompliance with the terms and conditions specified or with any provision of these Administrative Guidelines and Provisions shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate the City for costs of additional inspections and

follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative processing incurred as a result of the continued non-compliance, and shall be in addition to and not in lieu of any penalties as may be assessed. Non Compliance fees shall be in an amount adopted by resolution by the City.

6.6 Permit Suspension

- A. The FOG Control Program Administrator may suspend the FOG Waste Discharge Permit when it is determined that a Permittee:
1. Fails to comply with the terms and conditions of a CSA order.
 2. Knowingly provides a false statement, representation, record, report, or other document to the City.
 3. Refuses to provide records, reports, plans, or other documents required by the City to determine permit terms or conditions, discharge compliance, or compliance with these Administrative Guidelines and Provisions.
 4. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
 5. Refuses reasonable access to the Permittees premises for the purpose of inspection and monitoring.
 6. Does not make timely payment of all amounts owed to the City for user charges, permit fees, or any other fees imposed pursuant to these Administrative Guidelines and Provisions.
 7. Causes interference, sewer blockages, or SSOs with the City's collection, treatment, or disposal system.
 8. Violates grease interceptor maintenance requirements, any condition or limit of its discharge permit or any provision of the City's Ordinance.
- B. The City may immediately suspend a FOG Wastewater Discharge Permit after any written notice to the User has been issued, or when such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause imminent or substantial endangerment to the health or welfare of persons.
- C. The City may also immediately suspend a FOG Wastewater Discharge Permit, after notice and opportunity to respond to such notice, that threatens to interfere with the operation of the Sewer Collection and Treatment System, or which presents, or may present, an endangerment to the environment.
- D. Any User notified of a suspension of discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the City shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the sewer collection and treatment system, its receiving waters, or endangerment to any persons. The City may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the City that the period of endangerment has passed.

6.7 Permit Revocation

- A. The FOG Control Program Administrator may revoke any permit when it is determined that a User:
 - 1. Knowingly provides a false statement, representation, record, report, or other document to the City.
 - 2. Refuses to provide records, reports, plans, or other documents required.
 - 3. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
 - 4. Fails to comply with the terms and conditions of permit suspension.
 - 5. Discharges effluent to the City sewer system while its permit is suspended.
 - 6. Refuses reasonable access to the User's premises for the purpose of inspection and monitoring.
 - 7. Does not make timely payment of all amounts owed to the City for User charges, permit fees, or any other fees imposed pursuant to these Administrative Guidelines and Provisions.
 - 8. Causes interference, sewer blockages, or SSO to the City.
 - 9. Violates grease interceptor or trap maintenance, which results in unapproved discharge quantity and composition.
- B. When the FOG Control Program Administrator has reason to believe that grounds exist for the revocation of a permit, he/she shall give written notice to the User.
- C. In the event the FOG Control Program Administrator determines to not revoke the permit, he/she may order other enforcement actions, including, but not limited to, a temporary suspension of the permit, under terms and conditions that he/she deems appropriate.

6.8 Effect

- A. Upon an order of revocation by the FOG Control Program Administrator becoming final, the User shall permanently lose all rights to discharge wastewater containing FOG directly or indirectly into the City's system. The City shall additionally have the right to shut off water service to the affected property that is subject to the order of revocation.
- B. Lien Rights. The City shall have the right to place a lien on the property affected by the order of revocation to cover all costs, administrative and including legal, as a part of that lien.
- C. Each owner or responsible management employee of the User shall be bound by the order of revocation.
- D. Any future application for a permit at any location within the City by any person associated with a notice of revocation will be considered after fully reviewing the records of the revoked permit, which records may be the basis for denial of a new permit.

6.9 Bypass

- A. Bypass is prohibited, and the City may take an enforcement action against a User for a Bypass, unless authorized by the City or unless:
 - 1. Bypass was unavoidable to prevent loss of life, serious personal injury, or severe property damage.
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2. There were no feasible alternatives to the Bypass, such as the use of auxiliary Interceptor facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance.
- B. If a User knows in advance of the need for a bypass, the User shall submit prior notice to the City, at least ten (10) days before the date of the bypass, if possible.
 - C. A User shall submit written notice to the City of an unanticipated bypass that exceeds applicable FOG Administrative Guidelines and Provisions within twenty-four (24) hours. A written submission shall also be provided within five (5) days of the time the User becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The City may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

6.10 Damage to Facilities or Interruption of Normal Operations

- A. Any person who discharges any waste which causes or contributes to any sewer blockage, SSOs, obstruction, interference, damage, or any other impairment to the City's sewer facilities or to the operation of those facilities shall be liable for all costs required to clean or repair the facilities together with expenses incurred by the City to resume normal operations. A service charge of twenty-five percent (25%) of the City's costs shall be added to the costs and charges to reimburse the City for miscellaneous overhead, including administrative personnel and record keeping. The total amount shall be payable within forty five (45) days of invoicing by the City.
- B. Any person who discharges a waste which causes or contributes to the City violating its discharge requirements established by any Regulatory Agency incurring additional expenses or suffering losses or damage to the facilities, shall be liable for any costs or expenses incurred by the City, including regulatory fines, penalties, and assessments made by other agencies or a court.

6.11 Termination of Service

- A. The City may physically terminate sewer service to any property as follows:
 1. On a term of any order of suspension or revocation of a permit; or
 2. Upon the failure of a person not holding a valid FOG Wastewater Discharge Permit to immediately cease the discharge, whether direct or indirect, to the City's sewer facilities after notice and process.
- B. All costs for physical termination shall be paid by the owner or operator of the FSE or Permittee as well as all costs for reinstating service.

6.12 Emergency Suspension Order

The City may suspend sewer service when it is determined that such suspension is necessary in order to stop an actual or impending discharge which presents or may present an imminent or substantial endangerment to the health and welfare of persons, or to the environment, or may cause SSOs, sewer blockages, interference to the City's sewer facilities, or may cause the City to violate any State or Federal Law or Regulation. Any discharger notified of and subject to an Emergency Suspension Order shall immediately cease and desist the discharge of all wastewater containing FOG to the sewer system.



Article 7 - Judicial Enforcement Remedies

7.1 Civil Penalties

The City's attorney, by and at the request of the City Council, may institute an action in any court of competent jurisdiction to restrain, enjoin, or abate the conditions to be found in violation as provisions of these Administrative Guidelines and Provisions, as provided by law.

- A. All users of the City's system and facilities are subject to enforcement actions administratively or judicially by the City, U.S. EPA, State of California Regional Water Quality Control Board, or the District Attorney. Said actions may be taken pursuant to the authority and provisions of several laws, including but not limited to: (1) Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C.A. Section 1251 et seq.); (2) California Porter-Cologne Water Quality Control Act (California Water Code Section 13000 et seq.); (3) California Hazardous Waste Control Law (California Health & Safety Code Sections 25100 to 25250); (4) Resource Conservation and Recovery Act of 1976 (42 U.S.C.A Section 6901 et seq.); and (5) California Government Code, Sections 54739-54740.
- B. In the event the City is subject to the payment of fines or penalties pursuant to the legal authority and actions of other regulatory or enforcement agencies based on a violation of law or regulation or its permits, and said violation can be established by the City, as caused by the discharge of any user of the City's system which is in violation of any provision of the City's Ordinance or the user's permit, the City shall be entitled to recover from the user all costs and expenses, including, but not limited to, the full amount of said fines or penalties to which it has been subjected.
- C. Pursuant to the authority of California Government Code Sections 54739 - 54740, any person who violates any provision of these Administrative Guidelines and Provisions; any permit condition, prohibition or effluent limit; or any suspension or revocation order shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. Pursuant to the authority of the Clean Water Act, 33 U.S.C. Section 1251 et seq., any person who violates any provision of this Ordinance, or any permit condition, prohibition, or effluent limit shall be liable civilly for a sum not to exceed \$25,000.00 per violation for each day in which such violation occurs. The General Counsel of the City shall petition the Superior Court to impose, assess, and recover such penalties, or such other penalties as the City may impose, assess, and recover pursuant to Federal and/or State legislative authorization.

7.2 Criminal Prosecution

The City Council intends to secure compliance with the provisions of this Ordinance. To the extent that such compliance may be achieved by less drastic methods of enforcement, the following alternate, separate and distinct methods may be utilized. Each method set forth is intended to be mutually exclusive and does not prevent concurrent or consecutive methods being use to achieve compliance against continuing violations. Each and every day that such violation exists constitutes a

separate offense. Notwithstanding any other provision of this Ordinance, each violation of the provisions of this Ordinance may be enforced as an alternative.

- A. Infraction Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Ordinance may be prosecuted for an infraction. Written citations for infractions may be issued by the City FOG Control Program Administrator or his or her designee.
- B. Public Nuisance Discharge of wastewater in any manner in violation of this Ordinance or of any order issued by the FOG Control Program Manager or General Manager, as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the FOG Control Program Manager or City Manager. Any person creating a public nuisance is guilty of a misdemeanor.
- C. Misdemeanor Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Ordinance may be prosecuted for a misdemeanor. Written citations for misdemeanors may be issued by the City's attorney. Each and every misdemeanor violation is punishable by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for a term not exceeding six (6) months, or both such fine and imprisonment.

7.3 Remedies Non-Exclusive

The remedies contained in this Ordinance are not exclusive. The City may take any, all, or a combination of these actions against a Non-compliant User. Enforcement of the FOG Administrative Guidelines and Provisions will generally be in accordance with the City's Municipal Code. However, the City may take other action against any User when the circumstances warrant. Further, the City is empowered to take more than one enforcement action against any Non-compliant User.

7.4 Falsifying Information; Damages to Monitoring Equipment

Any Person who knowingly makes any false statements, representation or certification in any application, record, report, plan, or other document filed or required to be maintained pursuant to these Administrative Guidelines and Provisions, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under these Administrative Guidelines and Provisions, shall, upon conviction, be punished in accordance with City Pretreatment Ordinance 1994-1, Article V, Sections 27 Civil Remedies, 28 Criminal Penalties & 29 Termination of Service.



Appendix F

Capital Improvement Projects Budget including funding sources

Sewer System Master Plan – 2003



DEPARTMENT BUDGETS
Wastewater

FUND	FUNCTION	CODE
527	Public Works	827

DESCRIPTION

The Wastewater Division is part of the Public Works Department. The Division provides wastewater collection and treatment service for certain areas of the City. The Wastewater Division maintains a wastewater treatment facility with a maximum capacity of 2.39 million gallons per day, over 66 miles of pipeline and 12 wastewater pumping stations. The Division also reclaims water for irrigation of the Chalk Mountain Golf Course and percolates effluent for Atascadero State Hospital.

GOALS AND OBJECTIVES

- Continue to protect public and environmental health by collecting and treating wastewater
- Continue to maintain facilities to ensure reliable wastewater collection and treatment service
- Continue to comply with State and Federal waste discharge requirements
- Continue to upgrade collection and treatment facilities to increase efficiency and to ensure compliance with State and Federal laws
- Support the development of wastewater collection facilities based on the Collection System Master Plan and on the City's General Plan
- Complete the installation of the SCADA hardware and software to improve efficiency of the wastewater collection system management
- Implement efficient and cost effective initiatives to improve wastewater collection and treatment

SUMMARY OF SERVICE PROGRAMS

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED	2013-2014 REQUESTED	2014-2015 REQUESTED
Wastewater Services	\$ 2,053,629	\$ 1,849,096	\$ 4,609,700	\$ 2,808,380	\$ 3,599,910	\$ 2,065,310
Total	\$ 2,053,629	\$ 1,849,096	\$ 4,609,700	\$ 2,808,380	\$ 3,599,910	\$ 2,065,310

SUMMARY OF POSITIONS

	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED	2013-2014 REQUESTED	2014-2015 REQUESTED
Operations Manager	-	-	-	1.00	1.00	1.00
WWTP Operator III	1.00	1.00	1.00	-	-	-
WWTP Operator II	2.00	2.00	2.00	2.00	3.00	3.00
WWTP Operator I	1.00	1.00	1.00	1.00	-	-
WWTP Operator-in-Training	-	-	-	1.00	1.00	1.00
Inspector	1.00	1.00	1.00	-	-	-
Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00	6.00	6.00

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DEPARTMENT BUDGETS

Wastewater

FUND	FUNCTION		CODE
527	Public Works		827

	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014	2014-2015
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ESTIMATED	ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Total number of connections	5,290	5,308	5,300	5,317	5,340	5,360
Number of new connections	18	14	15	17	20	25
Average gallons per day collected and treated (millions)	1.40	1.40	1.65	1.40	1.40	1.40
Number of pump stations	12	12	12	12	12	12
Miles of collection line	66	66	66	66	66	66

DEPARTMENT BUDGETS
Wastewater

FUND 527	FUNCTION		CODE				
	Public Works		827				
OBJECT NUMBER	EXPENSE CLASSIFICATION	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED	2013-2014 REQUESTED	2014-2015 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	\$ 306,646	\$ 309,837	\$ 311,630	\$ 270,710	\$ 307,520	\$ 316,740
5200000	Wages	-	-	-	-	4,260	4,260
5300000	Overtime	7,152	15,806	5,630	5,120	5,740	5,740
5400000	Other Pay	16,910	18,046	13,600	16,510	13,620	13,620
5600000	Benefits, Insurance & Taxes	160,661	168,281	177,740	144,000	167,860	178,950
	Total Employee Services	491,369	511,970	508,600	436,340	499,000	519,310
OPERATIONS							
6050000	Office Expense	286	3,800	9,000	6,000	7,500	7,500
6100000	Computer Maintenance & Replacement	17,290	19,327	20,530	19,530	19,050	19,380
6200000	Insurance	37,139	20,705	23,750	15,000	22,470	24,660
6250000	Occupancy	9,381	6,960	6,590	6,140	8,120	8,230
6300000	Utilities	234,532	225,813	226,500	237,000	228,500	228,430
6350000	Communications	6,406	6,066	6,340	5,650	7,250	7,300
6400000	Operating Supplies	94,522	89,723	82,620	90,250	84,330	84,330
6450000	Vehicle & Equipment Operating Costs	134,990	98,940	111,830	113,530	128,030	128,030
6500000	Contract Services	126,526	120,185	131,820	132,600	132,700	132,700
6600000	Professional Development	2,411	6,687	7,330	7,500	8,700	8,700
6851010	Franchise Fees	34,700	34,480	35,850	34,560	35,360	35,890
6900000	Department Service Allocation	99,210	103,330	103,330	103,330	78,370	79,510
6910000	Administrative Charges	130,190	115,410	116,810	116,810	119,150	118,340
6890000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	927,563	851,426	892,300	887,900	889,550	893,000

DEPARTMENT BUDGETS
Wastewater

FUND 527	EXPENSE CLASSIFICATION	FUNCTION Public Works				CODE 827	
		2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED		2013-2014 REQUESTED
SPECIAL PROJECTS							
7401220	Arc Flash Safety Study	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -
7701237	Lift Station Water Meter Relocation	-	-	12,500	-	-	-
7400811	Collection System Video Taping	116,820	48,747	-	-	-	-
7280950	Manhole Repairs	9,913	16,842	23,160	23,160	-	-
7285051	Trench Rehabilitation	17,592	55,329	44,670	44,670	20,000	20,000
7401421	Wastewater Fee Study	-	-	-	-	-	75,000
7401460	Sewer System Management Plan Audit	-	-	-	-	20,000	-
7700954	Sewer System Management Plan	1,865	-	-	-	-	-
	Total Special Projects	146,190	120,918	115,330	102,630	40,000	95,000
CAPITAL OUTLAY							
8102031	FOG Software	-	5,495	-	-	-	-
8103011	Replacement Vehicle	-	-	-	12,710	-	-
8103013	New Vehicle	-	4,136	-	-	-	-
8104082	Solids Handling Loader Replacement	-	-	-	-	75,000	-
8103023	SSO Emergency Response Trailer	-	-	-	-	7,500	-
8104001	Lift Station #6 Emergency Generator	-	48,982	-	-	100,000	-
8104005	Aerator	-	28,211	-	-	18,000	18,000
8106011	Treatment Plant Fencing	-	-	27,000	-	-	-
8107802	Replacement Pumps	-	46,546	-	43,000	-	-
8107811	Colony Park Lift Station Pump #3	76,082	-	-	-	-	-
8107812	Pump Control Panel Pump Station #3	-	32,562	-	-	-	-
8107815	Emergency Bypass Portable Pump	-	1,014	50,490	50,600	50,000	-
8600145	Treatment Plant Master Plan	-	-	150,000	30,000	120,000	-
8600740	Treatment Plant Road Repairs	-	-	34,000	-	50,000	-

DEPARTMENT BUDGETS
Wastewater

FUND 527	OBJECT NUMBER	EXPENSE CLASSIFICATION	FUNCTION Public Works				2012-2013 ESTIMATED	2013-2014 REQUESTED	2014-2015 REQUESTED	CODE 827
			2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED				
CAPITAL OUTLAY (continued)										
8600816	Lift Station #11 Wet Well Lining Project	\$ -	\$ 33,502	\$ -	\$ -	\$ -	\$ -	\$ -	-	
8601016	Treatment Plant Headworks/BarScreen	43,657	62,831	1,086,160	500,000	636,160	-	-	-	
8601022	Salt and Nutrient Management Plan	420	2,998	71,580	15,000	106,580	-	50,000	-	
8601023	Lift Station #3 Rehabilitation	94,191	-	-	-	-	-	-	-	
8601025	Treatment Plant Master Control	229,925	-	-	-	-	-	-	-	
8601038	Lift Station #6 Design and Build	704	53,126	456,620	393,000	-	-	-	-	
8601141	Lift Station #7 Abandonment Design	-	-	-	-	-	-	-	35,000	
8601147	Lift Station #2 Redesign	-	2,808	47,190	20,000	27,190	-	-	-	
8601244	Sewer Main Replacement-El Camino Real @ Del Rio	-	12,918	857,080	20,000	837,080	-	-	-	
8601261	Lift Station Electronic Control Improvements	-	29,653	313,350	297,000	23,850	-	-	-	
8601420	Arc Flash Mitigation Project	-	-	-	-	45,000	-	-	-	
8601469	RV Dump Station Improvements	-	-	-	-	-	-	185,000	-	
8601433	Aeration Lagoon Cleaning Project	-	-	-	-	-	-	85,000	-	
8601401	Dredge Pipe Replacement	-	-	-	-	-	-	25,000	-	
8601488	Treatment Plant Reclamation Well #2	-	-	-	-	-	-	85,000	-	
8600040	Manhole Rehabilitation	-	-	-	-	-	-	50,000	-	
8600478	Lift Station #13 Force Main Design	-	-	-	-	-	-	50,000	-	
Total Capital Outlay			444,979	364,782	3,093,470	1,381,310	2,171,360	558,000	-	

DEPARTMENT BUDGETS

Wastewater

FUND 527	EXPENSE CLASSIFICATION	FUNCTION Public Works				CODE 827	
		2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGETED	2012-2013 ESTIMATED		2013-2014 REQUESTED
TRANSFERS OUT							
9505007	Transfer to Assessment District #7 Debt Service Fund for District Close Out	\$ 43,079	\$ -	\$ -	\$ -	\$ -	\$ -
9505007	Transfer to Assessment District #10 Debt Service Fund for District Close Out	429	-	-	-	-	-
	Total Transfers Out	43,508	-	-	-	-	-
ACTIVITY TOTAL		\$ 2,053,629	\$ 1,849,096	\$ 4,609,700	\$ 2,808,380	\$ 3,599,910	\$ 2,065,310

DEPARTMENT BUDGETS
Wastewater

FUND 527	FUNCTION Public Works		DESCRIPTION	BASIS	2013-2014	2014-2015
	EXPENSE CLASSIFICATION	AMOUNT			AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 307,520	\$ 316,740	
5200000	Wages	Wages for part-time (non-benefitted staff)	Estimated	4,260	4,260	
5300000	Overtime	Overtime costs	Estimated	5,740	5,740	
5400000	Other Pay	Stand-by and call-out pay	Estimated	13,620	13,620	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	167,860	178,950	
6050000	Office Expense	Printing costs for community educations materials for the Fats, Oils and Grease (FOG) Program	Estimated	7,500	7,500	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	19,050	19,380	
6200000	Insurance	Allocated portion of liability coverage and property insurance for treatment facility	Allocated	22,470	24,660	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	8,120	8,230	
6300000	Utilities	Water, electricity and natural gas for treatment plant and pump stations	Estimated	228,500	228,430	
6350000	Communications	Telephones and cell phone services, radio repairs, batteries	Estimated	7,250	7,300	
6400000	Operating Supplies	Line supplies, field tools, custodial supplies, building maintenance supplies, landscaping supplies, other operating supplies and permits	Estimated	84,330	84,330	
6450000	Vehicle & Equipment Operating Costs	Vehicle and equipment repair and maintenance costs, gasoline, diesel and oil costs	Estimated	128,030	128,030	
6500000	Contract Services	Infiltration basin maintenance, routine pipeline maintenance/repair, electrician support services, lab and testing services, underground service alert services and other contract services	Estimated	132,700	132,700	
6600000	Professional Development	California Water Environment Federation training and conferences, various safety, equipment and process training classes, memberships, subscriptions, books and other training materials	Estimated	\$ 8,700	\$ 8,700	

DEPARTMENT BUDGETS
Wastewater

FUND		FUNCTION		CODE	
527		Public Works		827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2013-2014 AMOUNT	2014-2015 AMOUNT
6851010	Franchise Fees	Franchise fees paid to the City's General Fund	Contract	35,380	35,890
6900000	Department Service Allocation	Allocation of services provided by Public Works Administration Department to this division	Allocated	78,370	79,510
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	119,150	118,340
6990000	Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000
7285051	Trench Rehabilitation	Repair failed sanitary sewer trench cuts throughout the collection system	Estimated	20,000	20,000
7401421	Wastewater Fee Study	Professional services to perform wastewater fees study; fees were last increased in 1992	Estimated	-	75,000
7401460	Sewer System Management Plan Audit	An audit performed every two years as required by the State Water Resources Control Board	Estimated	20,000	-
8104082	Solids Handling Loader Replacement	Replacement of solids handling loader	Estimated	75,000	-
8103023	SSO Emergency Response Trailer	Purchase of sanitary sewer overflow response (SSO) trailer with the essential equipment needed to respond quickly to a sewage overflow	Estimated	7,500	-
8104001	Lift Station #6 Emergency Generator	Purchase and installation of an emergency backup power generator at lift station #6	Estimated	100,000	-
8104005	Aerator	Purchase of replacement aerators for the wastewater treatment plant's aeration lagoon	Estimated	18,000	18,000
8107815	Emergency Bypass Portable Pump	Purchase of 4" x 4" emergency bypass pump replacement to minimize sanitary sewer overflows	Estimated	50,000	-
8600145	Treatment Plant Master Plan	Update to the Master Plan for the Treatment Plant including recognition of State Water Board regulations	Estimated	\$ 120,000	\$ -
8600740	Treatment Plant Road Repairs	Asphalt repairs and seal coat of certain roads at the treatment facility	Estimated	50,000	-

DEPARTMENT BUDGETS
Wastewater

FUND		FUNCTION		CODE	
527		Public Works		827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2013-2014 AMOUNT	2014-2015 AMOUNT
8601016	Treatment Plant Headworks/BarScreen	Installation of primary treatment screen to prevent inorganic debris from entering the Treatment Plant	Estimated	636,160	-
8601022	Salt and Nutrient Management Plan	Development of plan to fulfill State Water Quality Control Board's mandates regarding salt and nutrient impacts on the regional water basin	Estimated	106,560	50,000
8601141	Lift Station #7 Abandonment Design	Design and installation of a gravity sewer main, including the purchase of an easement to replace existing Lift Station #7	Estimated	-	35,000
8601147	Lift Station #2 Redesign	Rehabilitate existing wet well including liner and pipe designs	Estimated	27,190	-
8601244	Sewer Main Replacement-EI Camino Real @ Del Rio	Capacity expansion of under-sized section of sewer main on EI Camino Real close to Del Rio	Estimated	837,060	-
8601261	Lift Station Electronic Control Improvements	Electronic improvements to the City's 12 lift stations to complete the second phase of the Supervisory Control and Data Acquisition (SCADA) program for control, telemetry, and data collection	Estimated	23,850	-
8601420	Arc Flash Mitigation Project	Mitigation of electrical arc flash hazards and implementation of a safety plan for injury prevention and national and state safety standards compliance	Estimated	45,000	-
8601469	RV Dump Station Improvements	RV Dump Station relocation to site adjacent to Headworks Barscreen to eliminate need to pump RV sewage into treatment plant	Estimated	-	185,000
8601433	Aeration Lagoon Cleaning Project	Removal of sludge and sedimentation from bottom of aeration lagoon	Estimated	-	85,000
8601401	Dredge Pipe Replacement	Replacement of floating dredge piping for use in removing bio-solids from the facultative lagoon	Estimated	\$ 25,000	\$ -
8601488	Treatment Plant Reclamation Well #2	Replacement of water reclamation supply well that feeds the irrigation storage pond at Chalk Mountain Golf Course	Estimated	-	85,000
8600040	Manhole Rehabilitation	Rehabilitation of manholes at various locations throughout the City	Estimated	50,000	50,000

DEPARTMENT BUDGETS
Wastewater

FUND	FUNCTION	CODE			
527	Public Works	827			
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2013-2014 AMOUNT	2014-2015 AMOUNT
8600478	Lift Station #13 Force Main Design	Design of force main modifications to realign piping in Del Rio Road to Traffic Way to relocate force main discharge away from residential area and reduce operating costs	Estimated	-	50,000

City of Atascadero
Wastewater General Expense Worksheet

Admin

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	2013-2014	2014-2015	2015-2016
Capital Outlay									
Chair (5)	-	-	-	-	-	-	-	-	-
Computers	-	-	-	-	-	-	-	-	-
FOG Software	-	-	5,495.00	-	-	-	-	-	-
Vehicles									
8103013 New Vehicle	19,500.00	-	4,136.00	-	-	-	-	-	-
8103011 Replacement Vehicles	36,128.16	-	-	12,705.00	-	12,705	-	-	-
8103014 Specialty Vehicles	-	-	-	-	-	-	-	-	-
8103019 Service Truck Overhaul	30,987.89	-	-	-	-	-	-	-	-
Solids Handling Loader Replacement	-	-	-	-	-	-	75,000	-	-
SSO Emergency Response Trailer	-	-	-	-	-	-	7,500	-	-
Field Equipment									
8104001 Generator	-	-	48,981.57	-	-	-	100,000	-	-
8104005 Aerators	10,279.00	-	28,210.85	-	-	-	18,000	18,000	-
8104074 Weed Sprayer	-	-	-	-	-	-	-	-	-
8104501 Breathing Apparatus	-	-	-	-	-	-	-	-	-
8104099 Other Equipment	-	-	-	-	-	-	-	-	-
8104599 5 Race Telephone Dialers	-	-	-	-	-	-	-	-	-
Building Improvements									
8106011 Fencing	-	-	-	-	27,000	-	-	-	-
8105011 HVAC Units	-	-	-	-	-	-	-	-	-
8105043 Room Renovations	-	-	-	-	-	-	-	-	-
8105073 Dredge Shed	-	-	-	-	-	-	-	-	-
8105074 Pipe Shed	-	-	-	-	-	-	-	-	-
8105099 Equipment Bldg Shelving & I	-	-	-	-	-	-	-	-	-
8105099 2 12ft. Roll Doors	-	-	-	-	-	-	-	-	-
Wastewater Equipment									
8107815 Emergency Bypass Portable	-	-	1,013.92	50,555.15	50,490	50,600	50,000	-	-
8107802 Replacement Pumps	-	-	46,546.14	3,043.52	-	43,000	-	-	-
8107801 Effluent Pump Replacement	-	-	-	-	-	-	-	-	-
8107804 Gas Monitoring Meter	-	-	-	-	-	-	-	-	-
8107806 PS#6 Odor Control Biofilter	-	-	-	-	-	-	-	-	-
8107807 Odor Control Inserts	-	-	-	-	-	-	-	-	-
8107808 Gas Powered Cutbiff Saw	-	-	-	-	-	-	-	-	-
8107809 Bearing Press	-	-	-	-	-	-	-	-	-
8107810 SCADA System	-	-	-	-	-	-	-	-	-
8107812 Pump Control Panel PS #3	-	-	32,561.75	-	-	-	-	-	-
8107899 Miscellaneous Equipment.	-	-	-	-	-	-	-	-	-
8107899 PS#3 Vault Lid	-	-	-	-	-	-	-	-	-
Wastewater Projects									
8600145 Wastewater Master Plan Situ	-	-	-	-	150,000	30,000	120,000	-	-
8600740 Treatment Plant Road Repair	-	-	-	-	34,000	-	50,000	-	-
8601016 Headworks/Barscreen	11,353.00	43,857.22	62,831.25	70,533.18	1,086,160	500,000	636,160	-	-
8601022 Salt and Nutrient Manage	15,734.11	420.43	2,997.75	4,222.18	71,580	15,000	106,580	50,000	-
8601036 LS #6 Design and Build	270.19	703.92	53,126.43	141,553.02	456,620	363,000	-	-	-

City of Atascadero
Wastewater General Expense Worksheet

Admin

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	Requested 2013-2014	Requested 2014-2015	Requested 2015-2016
8601141 LS #2 Redesign	88.25	-	2,807.78	4,488.98	47,190	20,000	27,190	-	-
8601141 LS #2 Construction	-	-	-	-	-	-	-	-	212,500
8601244 Sewer Main replacement EC	-	-	12,918.32	9,741.98	857,080	20,000	837,080	-	-
8601258 Collection System Master Pl	-	-	-	-	-	-	-	-	-
8601281 Lift Station Electronic Control	-	-	29,653.38	1,588.50	313,350	297,000	23,850	-	-
Arc Flash Mitigation Project	-	-	-	-	-	-	45,000	-	-
RV Dump Station Improvements	-	-	-	-	-	-	-	185,000	-
Aeration Lagoon Cleaning Project	-	-	-	-	-	-	-	85,000	-
Dredge Pipe Replacement	-	-	-	-	-	-	25,000	-	-
WWTP Reclamation Well #2	-	-	-	-	-	-	-	85,000	-
Emergency Power Design	-	-	-	-	-	-	-	-	-
Septage Receiving Facility Abandn	-	-	-	-	-	-	-	-	72,000
8600478 Lift Station #13 Force Main I	-	-	-	-	-	-	-	50,000	350,000
8600816 Lift Station #11 Upgrade Piro	-	-	33,502.28	-	-	-	-	-	-
8601025 WWTP Master Control Impn	33,482.51	229,925.25	-	-	-	-	-	-	-
8601023 LS #3 Rehab	15,808.12	64,190.53	-	-	-	-	-	-	-
8107911 Colony Park LS Pump #3	77.17	76,082.15	-	-	-	-	-	-	-
8200682 Easement for Pump Station	-	-	-	-	-	-	-	-	-
8600026 PS & E Pump Station 5 Upg	-	-	-	-	-	-	-	-	-
8600027 La Lmia MH Reberbation	-	-	-	-	-	-	-	-	-
8600028 Century Plaza Pipeline Com	-	-	-	-	-	-	-	-	-
8600039 North El Camino Sewer Exite	-	-	-	-	-	-	-	-	-
8600040 Manhole Rehab	-	-	-	-	-	-	50,000	50,000	-
8600144 NECR Gravity Main	-	-	-	-	-	-	-	-	-
8600272 Effluent Flow Meter	-	-	-	-	-	-	-	-	-
8600273 WWTP AC Maintenance	-	-	-	-	-	-	-	-	-
8600329 Paloma Creek/ASH Gravity	-	-	-	-	-	-	-	-	-
8600374 NECR Sewer Reimburseme	-	-	-	-	-	-	-	-	-
8600375 PS Flow Meter/Telemetry	-	-	-	-	-	-	-	-	-
8600384 San Anselmo/Estrada Sewe	-	-	-	-	-	-	-	-	-
8600433 Sewer Inverted Siphon Repl	-	-	-	-	-	-	-	-	-
8600479 Sludge Drying Beds	-	-	-	-	-	-	-	-	-
8600534 Rosario Sewer Line Replace	-	-	-	-	-	-	-	-	-
8600540 Manhole Repair	-	-	-	-	-	-	-	-	-
8600546 Public Works Yard Demolitic	-	-	-	-	-	-	-	-	-
8600615 San Anselmo Sewerline Rez	-	-	-	-	-	-	-	-	-
8600620 Lift Station #2 Construction	-	-	-	-	-	-	-	-	-
8600666 Bio-Scrubbers for 2 Lift Stati	-	-	-	-	-	-	-	-	-
8600679 South Atascadero Sewer Re	-	-	-	-	-	-	-	-	-
8600723 Surge Tank Replacement fo	-	-	-	-	-	-	-	-	-
8600745 101/41 Sewer Realignment	-	-	-	-	-	-	-	-	-
8600839 Lift Station #5 Overflow Pom	-	-	-	-	-	-	-	-	-
8601147 LS #7 Abandonment/Design	-	-	-	-	-	-	-	35,000	-
8606806 Treatment Plant Upgrade	-	-	-	-	-	-	-	-	-
8606899 Alamo Ave Sewer Improvment	-	-	-	-	-	-	-	-	-
8606909 Creek Crossing Pipeline Req	-	-	-	-	-	-	-	-	-
8606989 Reuse/Reclamation Project	-	-	-	-	-	-	-	-	-

City of Atascadero
Wastewater General Expense Worksheet

Admin

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	2013-2014	Requested 2014-2015	2015-2016
8606900 Service Control Panel	173,518.20	444,979.50	364,782.42	298,429.51	3,093,470	1,381,310	2,171,360	558,000	634,500
Debt Service									
Principal Payment	-	-	-	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-
Other Uses									
Contributions to Other Funds	-	43,078.53	-	-	-	-	-	-	-
Contributions to Other Funds- AD #10	-	428.89	-	-	-	-	-	-	-
Refund of Fee Overcharges									
Refund Property Tax	-	-	-	-	-	-	-	-	-
Refund Prior Year	-	-	-	-	-	-	-	-	-
Golf Course									
Chlorine Liquid	-	-	-	-	-	-	-	-	-
Calibrate Flow Meter	-	-	-	-	-	-	-	-	-
Chlorine Mixer Brackets	-	-	-	-	-	-	-	-	-
Angle Iron Brackets	-	-	-	-	-	-	-	-	-
Rebuild Chlorine Mixer	-	-	-	-	-	-	-	-	-
Crane Svc to Pull Chl. Mixer	-	-	-	-	-	-	-	-	-
Chlorinator Service	-	-	-	-	-	-	-	-	-
Jacuzzi Pump Repair	-	-	-	-	-	-	-	-	-
Misc.	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	1,150,711.41	1,412,792.12	1,315,516.97	907,657.52	4,087,810	2,277,250	3,085,480	1,550,940	1,550,250

City of Atascadero
Sewer Collection

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	Requested 2013-2014	Requested 2014-2015	Requested 2015-2016
Vehicle & Equipment Supplies & Rep									
Equipment Parts & Supplies	(83.33)	828.78	16.54	-	-	-	-	-	-
Equipment Repair - Scheduled Maint	2,425.86	270.00	1,570.18	270.00	500.00	600	600	600	700
Equipment Repair - Other		750.00		-	1,000.00	1,000	1,000	1,000	1,100
Pump Parts & Repairs	42,512.51	80,342.44	48,062.39	-	60,000.00	60,000	60,000	60,000	65,000
Pump Controller Parts & Repairs	3,933.48	5,522.72	1,612.82	175.00	2,500.00	2,500	2,500	2,500	2,700
Aerator Parts & Repairs		-	-	-	-	-	-	-	-
Other Wastewater Equipment Repair		395.06		-	730.00	630	630	630	730
	48,788.52	88,108.98	49,261.93	445.00	64,730	64,730	64,730	64,730	70,230

Contract Services

Equipment Rental	7.42	1,735.50	488.54	450.00	2,500.00	1,000	1,000	1,000	2,500
Underground Service Alert	-	-	-	-	-	-	-	-	-
Nicksons-Pump Stations	-	-	-	-	-	-	-	-	-
Electrical Service	313.36	6,157.41	6,018.92	2,430.11	2,500.00	4,000	4,000	4,000	4,000
Plumbing Services	-	-	-	-	-	-	-	-	-
Hydrovac Cleaning	20,300.00	22,552.50	21,897.50	15,027.50	52,000.00	52,000	52,000	52,000	55,000
Video Inspection Service	1,200.00	-	2,250.00	425.00	1,000.00	1,000	1,000	1,000	2,000
Wastewater Pipeline Repair	8,660.00	-	15,981.84	-	4,000.00	5,000	5,000	5,000	5,500
Other Professional Services	9,269.13	-	-	-	5,000.00	4,000	4,000	4,000	5,000
Momaster Carr									
Servpro-Clean Carpets									
Septic Services									
A-Jay Excavating									
H.D.Peterson									
Carpet-Furnish & Install									
Road Repairs		1,226.25	6,419.80		10,000.00	10,000	10,000	10,000	10,000
Manhole Repair					10,000.00	10,000	10,000	10,000	10,000
Lift Station Maintenance	19,883.70	17,903.47	11,124.98	3,848.00	10,000.00	10,000	10,000	10,000	10,000
Misc.		15,889.87	20,129.22	5,461.46					
	59,633.61	65,464.00	84,290.80	27,642.07	97,000.00	97,000	97,000	97,000	104,000

City of Atascadero
 Sewer Collection

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	Requested 2013-2014	Requested 2014-2015	Requested 2015-2016
Special & Capital projects									
Manhole Repairs		3,790.00							
Lift Station #12 Abandonment									
Collection System Video Taping	68804.88	116820.28	48747.24						
Lift Station Water Meter Relocation					12,500.00				
LS #1 Downsize Project									
	0	0	0			0			
	68,804.88	116,820.28	48,747.24	3,790.00	12,500.00	-	-	-	-
TOTAL OPERATIONS	292,008.96	388,090.22	292,860.32	86,421.09	268,270	276,830	259,730	259,670	292,630

City of Atascadero
Treatment Expense Worksheet

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	2013-2014	Requested 2014-2015	2015-2016
<u>Utilities</u>									
Electricity	154,881.09	161,330.70	159,275.25	87,528.00	163,000.00	164,000.00	164,100.00	164,100.00	170,000.00
Gas	413.35	-	-	-	-	-	-	-	-
Water	-	5,460.50	2,973.30	2,060.65	6,100.00	5,000.00	5,000.00	5,000.00	6,100.00
	155,094.44	166,791.20	162,248.55	89,589.65	169,100.00	169,000.00	169,100.00	169,100.00	176,100.00

Communications
 Alarm Line Phone Charges
 Phone Line Repair

	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-

Operating Supplies

Misc Operating Supplies	440.83	1,432.79	1,877.66		1,000.00	500.00	500.00	500.00	1,000.00
Soil / Gravel / Sand / Rocks		1,152.97	121.36	450.94	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Concrete / Asphalt	7,453.09	6,733.86	2,577.36	965.60	5,000.00	4,000.00	4,000.00	4,000.00	5,000.00
Pesticides (Round up)	500.42	388.80	784.53	1,168.92	1,000.00	1,200.00	1,200.00	1,200.00	1,000.00
Testing Supplies	663.09	2,190.83	2,053.13	1,670.89	1,800.00	2,000.00	2,000.00	2,000.00	-
Pipeline Supplies	800.03	33.53	115.59	267.82	500.00	500.00	500.00	500.00	-
Steel & Metal Supplies	121.76	540.79	8.64		500.00	200.00	200.00	200.00	500.00
Landscaping Supplies	1,089.09	1,583.07	2,106.38	101.65	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Hardware									
Lumber	908.71	98.76	1,583.26		3,000.00	1,000.00	1,000.00	1,000.00	3,000.00
Electrical Supplies	355.24	887.22	1,016.89	2,791.18	1,000.00	3,000.00	3,000.00	3,000.00	1,000.00
Plumbing Supplies	4,310.55	1,658.90	1,841.72	1,021.28	500.00	1,100.00	1,000.00	1,000.00	500.00
Other Operating Supplies									
Tools & Equipment	405.09	1,639.21	1,578.02	274.86	1,500.00	300.00	500.00	500.00	1,500.00
Hand Tools	2,842.04	981.06	-	134.01	1,000.00	200.00	200.00	200.00	1,000.00
Other Equipment	9,895.00	9,895.00	10,873.00	24,525.00	10,000.00	11,000.00	11,000.00	11,000.00	10,000.00
Discharge Permits	29,884.94	29,326.79	26,537.54	33,372.15	27,000.00	27,300.00	27,600.00	27,600.00	27,000.00

Vehicle & Equipment Supplies & Rep:

Equipment Replacement	1,277.41	235.13	955.20	1,480.29	2,000.00	2,000.00	2,000.00	2,000.00	2,200.00
Equipment Parts & Supplies	547.33	1,218.45	327.87	-	-	-	-	-	-
Equipment Repair - Scheduled Maint	16,627.23	6,628.96	5,389.68	583.20	12,000.00	10,000.00	10,000.00	10,000.00	12,000.00
Equipment Repair - Other	524.00	-	-	-	-	-	-	-	-
Pump Parts & Repairs	-	-	-	-	-	-	-	-	-
Pump Controller Parts & Repairs	7,863.24	12,673.57	11,755.03	3,047.40	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Aerator Parts & Repairs	-	-	-	-	-	-	-	-	-
Nicksons/Machine Shop	-	-	-	-	-	-	-	-	-
Other Wastewater Equipment Repair	26,839.21	20,757.11	18,427.78	5,120.89	27,000.00	27,000.00	27,000.00	27,000.00	29,200.00

City of Atascadero

Treatment Expense Worksheet

	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	YTD 2012-2013	Budgeted 2012-2013	Estimated 2012-2013	Requested 2013-2014	Requested 2014-2015	2015-2016
Contract Services									
Equipment Rental	1,045.43	2,606.03	774.06	3,877.43	3,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Tree Trimming	200.00	450.00	-	-	450.00	-	-	-	450.00
Plumbing Repairs									
Lab Testing	7,350.49	7,411.84	6,912.00	4,620.00	7,500.00	7,500	7,500	7,500	8,000
Biosolids Disposal		2,555.00	2,612.50	1,266.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Sludge Removal	2,377.43	-	3,107.81	-	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Dredging									
Pond Maintenance	5,047.13	13,717.26	9,893.00	2,289.00	7,500.00	5,000.00	5,000.00	5,000.00	7,500.00
A-Jay Excavating									
Nationwide Digester/Pond Clean									
Paso Robles Electric									
Misc.	10,418.55	9,131.52	10,205.82	7,755.00	4,570.00	7,000	7,000.00	7,000.00	7,000
	27,339.03	35,871.45	33,505.19	19,807.43	30,520.00	31,000.00	31,000.00	31,000.00	34,450.00
Special Projects & Community Fu									
Effluent Plume Monitoring anc	0	0	0	0	-	0	-	-	-
Total Special Projects									
Total Treatment	239,157.62	252,746.55	240,719.06	147,890.12	253,620	254,300	254,700	254,700	266,750

City of Atascadero
Sewer System Master Plan
2003



SECTION 1

INTRODUCTION

This report presents the Sewer System Master Plan and recommendations for City of Atascadero (City) sewer collection system. This section provides project background and a description of the project.

Project Background

The City of Atascadero serves a population of over 26,000 residents, several commercial areas and some light industrial development. Sanitary sewer services are provided to approximately one-half of the residents and to a majority of the businesses within the City limits. Privately owned and maintained on-site septic systems are utilized by the remainder of the City. The City has recently adopted a revised General Plan.

The sewer collection system consists of more than 263,600 feet of laterals, mains, trunks, and 44,500 feet of forcemains, ranging in size from 6 to 18 inches in diameter. A series of gravity collection system mains and pumping stations convey most of the wastewater flow from the northern portion of the system to pump station 5. Flow from the southern portion of the system drains to pump station 3. Pump stations 3 and 5 pump directly to the City-owned wastewater treatment facility. The existing collection system is shown on Figure 1-1.

The purpose of the sewer master plan is to provide the City with a hydraulic evaluation of the collection system and pumping stations. A sewer master plan was completed in 1990. Many of the land use related assumptions in the 1990 master plan have changed. The purpose of this study is to update the master plan based on the City's recently adopted General Plan and the sewer flow rates anticipated by its implementation.

Scope of Work

The scope of work for the Sewer System Master Plan includes the following primary activities:

- **Mapping.** Construction drawings from recent additions to the sewer collection system were used to update the City's Autocad mapping system and ArcView geographical information system.
- **Flow Projections.** Flow projections for current and future land use conditions were addressed. Wet weather flow factors were taken from the previous master plan. Land uses from the recently approved General Plan were used as a basis to project flows.

- **Hydraulic Model.** Flow projections were used with a hydraulic model of the sewer collection system to determine deficiencies and size hydraulic improvements. Sanitary sewer system hydraulic modeling was performed using SewerCAD. Model runs included existing system with current average dry weather flow and peak wet weather flow, and ultimate system (New Paloma Creek Trunk Sewer) with future system average dry weather flow and peak wet weather flow. Training on the operation of the model will be provided to the City.
- **SCADA Evaluation.** The City's existing pumping stations were inspected in the field. Recommendations on converting the system to real time monitoring were provided to the City. Results of the evaluation are provided in Appendix A.
- **Recommendations.** A capital improvement program was developed to address future system expansion and anticipated Federal and State regulations. Cost estimates for construction are included.
- **Master Plan Report.** The master plan report has been prepared to summarize the results of the analysis and document the capital improvement program.

FIGURE 1-1

SECTION 2
FLOW PROJECTIONS

Land use provides the basis for developing unit wastewater flows and wastewater flow projections. Understanding the nature and distribution of urban development is important for proper planning and staging of sewer collection facilities. This section describes both existing and future land uses for the study area through build out. The current and future number of developed acres of each land use type are presented.

Current Land Use

Information about current land use was obtained from the City of Atascadero's approved General Plan. The General Plan summarizes the land use for each parcel in the City sphere of influence. Information in the General Plan database includes the accessors parcel numbers (APN), parcel size and existing land use. The listing of the APN's in the general plan was compared to City sewer billing statements to determine which parcels were connected to the collection system. A summary of sewer and non-sewered parcels are shown on Figure 2-1.

Nearly 85 percent of the developed land currently within the City sewer service area is classified as single or multi-family residential. The remainder of the developed land is classified as either commercial or industrial. The majority of the industrial and commercial parcels are along the Highway 101/El Camino Real corridor. Land use within the City sphere of influence is shown on Figure 2-2.

Future Land Use

This Sewer Master Plan studies land use zoning to plan collection system expansions se existing collection system and for future collection system expansions. The only new zone changes expected to impact the collection system are in is the Paloma Creek service basin in the southern portion of the City. These zone changes consists of nearly 1,000 new single family homes, 270 multi-family residences and some new commercial development. The City is planning the construction of a new trunk sewer to service this zoning. The new trunk sewer will also allow the City to abandon pump station 12 and provide a point of connection to the City collection system for possible future use by the Atascadero State Hospital. Current land use for sewer and ultimate land use for sewer and non-sewered areas is summarized in Table 2-1.

Table 2-1. Current and Future Land Use Summary

Land use	Existing, acres	Future, acres
Commercial Park	12	101
Downtown	132	194

Land use	Existing, acres	Future, acres
High Density Residential (16 units/ac)	637	940
High Density Single Family (0.5 acre lot min)	978	1,446
Industrial	19	85
Multi-Family (10 units/ac)	560	772
Low Density Single Family (1.5 - 2.5 acre lot min)	42	668
Moderate Density Single Family (1 acre lot min)	991	2,512
Office	125	125
Public	9	1,220
Retail Commercial	210	822
Service Commercial	115	157
Suburban Single Family (2.5 - 10 acre lot min)	0	9,489
Rural Residential	0	101
Mixed Uses	0	67
Total	3,830	18,699

FLOW PROJECTIONS

This section describes the development of wastewater flow projections for existing and build-out conditions. Unit wastewater flow rates are based on the General Plan land use information. The purpose of this task was to develop flow projections. Unit wastewater flow rates are used in conjunction with current and future land uses to project flows for use in the hydraulic model. This section discusses the flow projection methodology.

Flow Components

Wastewater flow projections are typically developed by combining unit wastewater flow rates with land use projections. Wastewater flow is composed of base sanitary flow (BSF) and inflow/infiltration (I/I). Both components are described in more detail in the following sections.

BSF. Base sanitary flow consists of domestic, commercial and industrial wastewater and excludes any extraneous stormwater flow. Unit flow rates for BSF are based on rates developed for the 1990 master plan. Flow data from a temporary flow monitoring project was used to determine the rates for the previous master plan. A wastewater peaking factor of 1.57 was used with the base flow unit flow factors to account for the diurnal characteristics of wastewater flow. This factor was used in the previous master plan and is still consistent with flow measurements at the wastewater treatment facility. BSF flow rates range from 60 gallons per connection per day for commercial areas to 1,840 gallons per connection per day for high density multi-family areas.

I/I. I/I consists of stormwater that enters the collection system as a result of a specific rainfall event and also includes permanent groundwater infiltration. I/I enters collection system as in-flow through direct connections to storm drains, area drain, roof leaders, manhole lids, or other improper connections. Stormwater also can infiltrate through the soil and enter the sewer pipe through

defective joints, pipe cracks, and other defects. I/I is one of the most important flow components because it typically determines the peak flow rate used to determine the proper sewer size. A unit flow rate equivalent to 1,000 gallons per day per acre was used to project I/I rates. This amount is also based on the work performed for the previous master plan.

Results

BSF projections for existing conditions are 2.2 million gallons per day (mgd) for the City’s sewer service area. BSF flow projections for future conditions increase to 2.9 mgd. The future flow estimates include the new Paloma Creek development and flow from Atascadero State Hospital. Peak wet weather flow for future conditions will be 6.3 mgd. Table 2-2 provides a summary of the future flow estimates for each of the major drainage basins in the City sewer areas. The locations of the drainage basins are shown on Figure 2-3.

Table 2-2. Future Flow¹

Land use, gallons per day per parcel	Basin 1,gpd	Basin 2,gpd	Basin 3,gpd	Basin 4,gpd	Basin 5,gpd
Commercial Park, 100	1,200	0	0	0	0
Downtown,70	5,250	0	0	3,990	0
Multi-Family (16 units/ac), 110	264,960	104,880	0	408,480	393,760
High Density Single Family (0.5 acre lot min), 110	38,060	27,610	20,570	11,000	256,340
Industrial, 1000	19,000	0	0	0	0
Multi-Family (10 units/ac), 1100	244,200	41,800	57,200	102,300	216,910
Low Density Single Family (1.5 – 2.5 acre lot min), 110	880	2,420	0	0	1,320
Moderate Density Single Family (1 – 1.5 acre lot min), 110	29,370	33,770	26,290	6,270	13,310
Office, 60	900	4,200	720	1,680	0
Public, 120	0	600	240	0	240
Right of Way	0	0	0	0	0
Retail Commercial, 90	7,800	1,720	1,690	4,160	3,220
Service Commercial, 400	12,000	0	0	28,400	5,600
Suburban Single Family (2.5 – 10 acre lot min), 220	0	0	0	0	0
Atascadero State Hospital, point source	0	0	0	0	500,000
Unincorporated, point source	25,150	4,800	960	5,670	240
Total:	648,770	221,800	107,670	571,950	1,390,940

¹Includes currently sewer parcels and the Paloma Creek service area and Atascadero State Hospital

SECTION 3

HYDRAULIC MODEL

This section presents the results of the hydraulic evaluation of the City of Atascadero's (City) sewer collection system. A description of the existing collection system, hydraulic design criteria, and modeling software is provided. Additionally, results of the hydraulic modeling for future flow conditions and recommended improvements are presented.

Existing Sewer Collection System

The sewer collection system consists of more than 263,600 feet of laterals, mains, trunks and 44,500 feet of forcemains, ranging in size from 6 to 18 inches in diameter. A series of gravity collection system mains and smaller pumping stations convey most of the wastewater flow from the northern portion of the system to the Pump Station 5. Flow from the southern portion of the system drains to Pump Station 3. Pump stations 3 and 5 pump directly to the City-owned wastewater treatment facility. A summary of the amount of sewer mains by diameter is provided in Table 3-1. A listing of the City's pumping stations and their total capacity is provided on Table 3-2.

Table 3-1. Existing Gravity Collection System

Diameter (inches)	Length (feet)	Length (miles)	Percent of total
6	2,787	0.5	1.1
8	222,980	42.2	84.6
10	19,340	3.7	7.3
12	12,513	2.4	4.7
15	3,503	0.7	1.3
18	2,519	0.5	1.0
Total	263,642	49.9	100.0

Table 3-2. Pumping Station Capacity

Pump station	Number of pumps	Capacity, gallons per minute	Force Main Diameter, inches
1 ^b	2	240	6
2 ^b	2	630	6
3	2	1400	10
4	2	175	4
5	3	1800	16
6	2	184	6
7	2	120	4
9	2	120	4
10 ^b	2	150	4
11	2	150	4
12 ^b	2	100	6
13	2	260	6

^a Capacity with one pump in service

^b Station is abandoned or will be abandoned in near future

Hydraulic Model Description

SewerCAD, a commercially available software program, was used to model the hydraulic capabilities of the City wastewater collection system. The model was prepared by digitizing all the pipelines in the existing collection system. Manhole rim and invert elevations were obtained from the previous model or from as-built drawings. Pipeline lengths were calculated automatically by the model. The model used a Manning's friction coefficient of 0.0135 which is considered the industry standard for older open-channel sewer systems.

Hydraulic Model Results

This section presents evaluation criteria and the results of the hydraulic modeling. For this project, a sewer main was considered deficient when the peak wet weather flow caused the pipeline to surcharge. Results of the hydraulic modeling for future wet weather peak flow conditions indicated the collection system pipelines do not have any deficiencies.

Although there are no deficiencies in the system, additional modeling runs were performed to identify potential hydraulic deficiencies or bottlenecks in the collection system. The additional model runs utilized a series of escalating peaking factors. The series of peaking factors were applied to the peak base flow estimates for future flow conditions. Revised flow estimates were prepared using peaking factors of 3, 5, and 7. A peaking factor of 3 represents a value slightly higher than the peak flow rates used in the modeling runs for future wet weather conditions. A peaking factor of 7 would represent an extreme wet weather event. Potential system bottlenecks identified utilizing this methodology are identified on Figure 3-1.

Projected peak flow rates were compared to the firm (largest pump out of service) and total capacity of the City's pumping stations. The City's pumping stations and force mains appear to have adequate capacity for future flow conditions based on the total capacity of the pump station. Based on the firm capacity, pump stations 2 and 5 have inadequate capacity. Pump station 2 is scheduled for abandonment in the near future. Force main flow velocities were also checked for high head losses. The velocity at pump station 2 and 3 is over 10 feet per second. However, it is unlikely the station will ever run with all pumps operating. Results of the evaluation are provided on Table 3-4.

Table 3-4. Pumping Station and Force Main Capacity

Pump station	Total capacity ^a , gallons per day	Projected future peak flow, gallons per day	Force main diameter, inches	Estimated velocity at future peak flow ^c , feet per second
1 ^b	691,200	230,658	6	5.4
2 ^b	1,814,400	952,200	6	14.3
3	4,032,000	261,000	10	11.4
4	504,000	158,480	4	8.9
5	5,184,000	3,724,864	16	5.7
6	530,000	162,600	6	4.2
7	345,600	3,938	4	6.1
9	345,600	15,911	4	6.1
10 ^b	432,000	25,434	4	7.7
11	432,000	11,700	4	7.7
12 ^b			6	
13	748,800	20,632	6	2.8

^a Capacity with all pumps in service

^b Station is abandoned or will be abandoned in near future

^c Based on total pump capacity

FIGURE 3-1

SECTION 4

RECOMMENDATIONS

This section presents the recommended capital improvement program (CIP) to improve the City's sewer collection system. The CIP was developed to provide service to future customers and respond to upcoming regulations. This section summarizes unit construction costs and presents the recommended CIP. The total cost of the recommended CIP is \$4.1 million.

Development of Cost Estimates

The total capital investment necessary to complete a project consists of expenditures for construction, engineering services, contingencies, and such overhead items as legal and administrative services and financing. The various components of capital costs are described below.

Cost Index. A good indicator of changes over time in construction costs is the Engineering News Record (ENR) 20-city Construction Cost Index (CCI), which is computed from prices of construction materials and labor, and based on a value of 100 in 1913. Cost data in this report are based on an ENR CCI of 6512, representing costs in August 2003.

Construction Costs. Construction costs presented in the master plan represent preliminary cost estimates of the materials, labor and services necessary to build the proposed projects. The cost estimates are prepared to be indicative of the cost of construction in the study area. In considering cost estimates, it is important to realize that changes during final design, as well as future changes in the cost of material, labor and equipment, will cause comparable changes in the estimated costs. Unit costs used in this study were obtained from a review of pertinent sources of reliable construction cost information. Construction cost data given in this report is not intended to represent the lowest prices that can be achieved, but rather it is intended to represent planning-level estimates for budgeting purposes.

The cost per linear foot for pipeline construction includes pavement removal and replacement, sheeting and shoring, traffic control, trenching, bedding, and backfill, utility relocations, reconnected laterals, and manholes. The costs have been developed based on the depth of trench excavation.

Contingencies, Engineering, and Overhead

The following allowances were added to the base costs probable construction cost to arrive at the opinions of probable capital costs:

- 30 percent for design and construction contingencies. Changes made during the design phase may result from decisions by City staff directing changes to the project or discovery of interferences not previously identified. Changes during construction

are usually for unforeseen site conditions or *force majeure* events such as labor strikes or excessive rainy workdays; these changes result in contractor change orders.

- 20 percent for professional services that is applied to the total of the construction costs plus the design and construction contingency cost. The components that make up professional services are tabulated below. Note that for smaller (typically less than 1000 feet) or more complicated projects, the design component may increase to 10 to 20 percent of construction cost. A breakdown of the 20 percent for professional services is as follows:

Design:	7 percent	
Soils investigation:		1 percent
Surveying:		1 percent
Construction management and inspection:		6 percent
Office engineering during construction:		3 percent
CEQA compliance:		1 percent
City administration, public outreach, and legal:		1 percent
Total:	20 percent	

The estimate of capital cost does not include any costs of debt financing through the sale of bonds or certificates of participation. For purposes of this report, it was assumed capital improvements will be paid on a “pay-as-you-go” basis using revenues generated from rates and capacity charges paid by the customers. The estimate of capital cost also does not include property or easement acquisition costs. It was assumed it will be possible to locate all the recommended facilities on City property or within public street rights-of-way. Table 4-1 presents the recommended unit costs for mainline sewer rehabilitation.

Table 4-1. Gravity Sewer Pipe Unit Costs¹

Diameter, inches	Cost, dollars/ft. up to 15 ft. deep
8	170
10	191
12	229
15	241
18	253

¹Unit costs include construction contingencies, engineering and overhead.

Capital Improvement Program

As described in Section 3, capital improvements to mitigate hydraulic deficiencies in the existing collection are not required. The existing collection system appears to have adequate capacity to convey current and future wet weather peak flow. The only capital improvement project

recommended for the City is the construction of the Paloma Creek trunk sewer. The new sewer will provide service to new customers in the southern portion of the City. Additionally, the new sewer will allow the City to abandon pump station 12 and provide service to Atascadero State Hospital. The trunk sewer will consist of 600 feet of 8-inch diameter sewer, 1,800 feet of 10-inch diameter sewer, 8,725 feet of 12-inch diameter sewer and 1,000 feet of 15-inch diameter sewer. The proposed alignment of the new trunk sewer was provided by the City. The estimated construction cost is \$2.7 million. Costs associated with abandoning pump station 2 and constructing 5,900 feet of new 12 inch diameter sewer from the pump station to the new Paloma Creek Trunk sewer are \$1.4 million. Construction costs do not include abandonment of pump station 2 and 12.

As shown in Section 3, pump stations 2 and 5 appear to have hydraulic limitations to convey future wet weather flows. Costs to upgrade pump stations vary widely based on existing site conditions. These conditions include electrical supply, space, new safety regulations, and physical condition of other station components. We recommend the City first verify the station capacity and the need to upgrade the stations. We can assist the City with planning level costs to upgrade the stations.

Other Recommendations

The principle new regulation related to collection system operation is the USEPA CMOM (capacity, management, operations, and maintenance) program. CMOM and related programs are changing the collection system industry from being lightly regulated to being heavily regulated. It is strongly recommend that the City consider including evaluations of structural condition and maintenance problems in future planning projects. This will bring the City much closer to meeting pending CMOM requirements and will give the City a comprehensive evaluation of the collection system. This section describes the additional evaluations we recommend for the collection system.

Long-term Flow Monitoring. It is recommend that the City consider installing permanent recording flow monitors at key locations in the collection system. Key locations for the City would consist of the pumping stations and potentially the bottleneck areas in the system identified in Section 3. The flow monitors would allow the City to update base sanitary and infiltration/inflow flow rates used in the model and to monitor flow conditions in the hydraulically sensitive areas. Long-term flow monitoring stations can cost up to \$50,000.

Manhole Inspection. Physical manhole inspection is a cost efficient method of identifying problem areas in the collection system. Communities with significantly deteriorated manholes also have defective sewer mains. Manhole inspection can be performed by a two-person field crew at a rate of approximately 25 manholes per day. Inspections can be recorded by field crews as they perform other routine maintenance. During the inspection, the structural condition of the manhole, flow levels, presence of I/I or roots, and other abnormal conditions should be documented.

Television Inspection. Television inspection provides the best documentation of the physical conditions of the sewer collection system. The last comprehensive television inspection of the City's collection system was performed in 1986. Equipment and media used to televise pipelines has vastly

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improved over the past seventeen years. Television inspection costs are typically less than \$2 per foot. The total cost to inspect the City's collection system would be less than \$100,000. Results of the inspection could be used to develop a rehabilitation program or used to develop capital projects in the City's next master planning effort.

Computerized Maintenance Management System. The pending sewer regulations will require the City to establish a routine maintenance program for cleaning and maintaining the system. New software is now available that will also allow the City to link the software with their geographical information system. Costs for the City to purchase the software and set-up the program would be less than \$100,000.

Pump Station Consolidation. In addition to the City's plans to eliminate pump stations 2 and 12, it is recommended the City conduct a pump station consolidation feasibility study. The study should consider the potential for eliminating pump station 7 with a new gravity sewer and relocating pump station 6 to a more strategic location. This will reduce the City's overall collection system operation and maintenance costs.

Master Plan Update. Due to the new regulations and continual changes to land use, it is recommend that cities, municipalities and special districts update their master plans every 5 years. Costs for City to update their master plan range from \$100,000 to \$500,000 depending on how many of the elements listed above are included.

Appendix G

SSO Logs and Trend Data



SSO's Report Log

Date	SSO Type	Spill ID #	Location	Description	Cause
6/27/2013	1		4990 Traffic Way	1,365 gal. to storm drain	LS Failure
3/21/2013	2		2560 El Camino Real	150 gal. To ground	Grease blockage - sewer main
2/11/2012	2	899575	4990 Traffic Way	500 gal. to storm drain	LS Failure
9/14/2011	2	569423	9107 La Lina Ave	100 gal. to drainage swale	Contractor broke abandoned force main
7/5/2011	2		8110 Larga	10 gal.	roots
1/10/2011	2	621913	6180 Marchant Ave	20 gal. to ground	offset joint in sewer main
9/10/2010	2	493221	4785 Traffic Way	375 gal. to storm drain	LS Failure
8/6/2010	2	756510	2560 El Camino Real	200 gal. ground	Grease
6/11/2010	2	286511	6400 Atascadero Mall	30 gal. ground	roots
5/2/2010	1		4785 Traffic Way	1000 gal. to storm drain	LS Failure
1/20/2010	1		6905 El Camino Real	25,000 gal. to Atascadero Crk	Grease, Storm flow
12/15/2009	2		Vons Parking Lot	1,000 gal. to paved surface	Grease
12/2/2009	2	929681	9184 Maple St	65 gal. to drainage swale	Grease
1/20/2009	2	813626	8187 San Dimas	Unknown amount to ground	Holding tank connector came loose
5/13/2008	2	759713	6485 Palma Ave	50 gal. from MH to Storm DI	roots
11/25/2007	2	696200	3067 Buena Mesa	500 gal. spill to storm drain that runs to dry creek	LS Failure
11/19/2007	1	694671	ECR @ San Ramon	4000 gal. to drainage channel	LS Failure
9/12/2007	2	658663	905 El Camino Real	60 gal. to street/gutter	LS Failure

Appendix H

Sewer System Management Plan Audit Report Form



Sewer System Management Plan Audit Report

Name of Agency	
Date of Audit	
Name of Auditor	
<i>System Overview</i>	
LF of gravity sewer mains	
LF of Public force mains	
Total LF of all Public sewer lines	
Number of pump stations	
LF of private sewer mains, excl. laterals	*
LF of private sewer laterals	*
Population served	
Current average monthly single family residential sewer rate	

*Source:

I. GOALS

- 1 Are the goals stated in the SSMP still appropriate and accurate?
 - **Yes / No**
- 2 If you answered No to question 1, describe content and schedule for updates, or provide additional comments for Yes response.

II. ORGANIZATION

REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

- 3 Is the SSMP up to date with agency organization and staffing contact information?
 - **Yes / No**
- 4 If you answered No to question 3, describe content and schedule for updates, or provide additional comments for Yes response.



Sewer System Management Plan Audit Report

LEGAL AUTHORITY

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

- 5 Does the SSMP contain up-to-date information about your agency's legal authority?
 - **Yes / No**
 - 6 Does your agency have sufficient legal authority to control sewer use and maintenance?
 - **Yes / No**
 - 7 If you answered No to question 5 or 6 describe content and schedule for necessary changes, or provide additional comments for Yes response.
-
-
-

IV. OPERATIONS AND MAINTENANCE

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

- **Summary of information included in mapping system**

- 8 Does the SSMP contain up-to-date information about your agency's maps?
 - **Yes / No**
 - 9 Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?
 - **Yes / No**
 - 10 If you answered No to question 8 or 9, describe content and schedule for necessary changes, or provide additional comments for Yes response.
-
-
-
-
-

REFERENCE MATERIAL

- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

- 11 Does the SSMP contain up-to-date information about your agency's resources and budget?
- **Yes / No**
- 12 Are your agency's resources and budget sufficient to support effective sewer system management?
- **Yes / No**
- 13 Do your agency's planning efforts support long-term goals?
- **Yes / No**
- 14 If you answered No to questions 11, 12 or 13, describe content and schedule for necessary changes, or provide additional comments for Yes response.
-
-
-

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL

- **Cleaning schedules**
- **List or map of hotspots**
- **Work orders**
- **Incidence Reports**
- **Customer feedback**

Table 1. Annual Preventive Maintenance Activities

Maintenance activities (lineal ft/yr)	2009	2010	2011	2012	2013
CCTV (video inspection)					
Cleaning with CCTV					
Cleaning					
Smoke testing					

- 15 Does the SSMP contain up-to-date information about your agency's preventive maintenance activities?
- **Yes / No**

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- 16 Considering the information in Tables 1-3, are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages?
- **Yes / No**
- 17 If you answered No to questions 15 or 16, describe content and schedule for necessary changes, or provide additional comments for Yes response.
-
-
-

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL

- **Inspection reports**
- **Infiltration and Inflow (I/I) monitoring studies and reports**
- **Pipe and manhole condition data**

- 18 Does the SSMP contain up-to-date information about your agency's inspections and condition assessment?
- **Yes / No**
- 19 Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?
- **Yes / No**
- 20 If you answered No to questions 18 or 19, describe content and schedule for necessary changes, or provide additional comments for Yes response.
-
-
-

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL

- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

- 21 Does the SSMP contain up-to-date information about equipment and replacement inventories?
- **Yes / No**

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- 22 Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?
- **Yes/No**
- 23 If you answered NO to question 21 and/or 22, describe content and schedule for necessary arrangements, or provide additional comments for YES response.
-
-
-

f. TRAINING

REFERENCE MATERIAL

➤ **Employee training records**

- 24 Does the SSMP contain up-to-date information about your agency's training expectations and programs?
- **Yes /No**
- 25 Do supervisors believe that their staff is sufficiently trained?
- **Yes/No**
- 26 Are staff satisfied with the training opportunities and support offered to them?
- **Yes/No**
- 27 If you answered NO to questions 24, 25 and/or 26, describe content and schedule for necessary improvements, or provide additional comments for YES response.
-
-
-

g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL

➤ **Flyers/mailings**

➤ **Mailing lists**

- 28 Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors?
- **Yes /No**
- 29 Has your agency conducted or participated in any outreach activities to plumbers and building contractors?
- **Yes/No**
-
-
-

Sewer System Management Plan Audit Report

30 If you answered NO to questions 28 and/or 29, describe content and schedule for future activities, or provide additional comments for YES response.

Table 2. Number of Permits issued to plumbers for work that could impact District facilities:

2001:	2005:	2009:
2002:	2006:	2010:
2003:	2007:	2011:
2004:	2008:	2012:

Permit process includes inspection by District staff.

V. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

- **Design and construction standards**
- **Ordinances**

31 Does the SSMP contain up-to-date information about your agency's maps?

- **Yes / No**

32 Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?

- **Yes / No**

33 If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions, or provide additional comments for YES response.

Sewer System Management Plan Audit Report

OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- Data submitted to CIWQS
- Service call data

Table 3. Annual SSO Statistics

Indicator	2007	2008	2009	2010	2011
Number of SSO's (total)					
Wet season SSO's*					
Dry season SSO's*					
Number of SSO's (by volume range)					
< 10 gal					
10 – 99 gal					
100 – 999 gal					
1000 – 9999 gal					
≥ 10,000 gal					
Total SSO Volume					
Volume reaching waters of the State					
Volume not contained by not reaching waters of the State					
Volume recovered					
Net volume (total minus recovered)					
Number of SSO's per 100 mile of sewer per year					
Volume of SSO's per 100 mile of sewer per year					
Total Volume conveyed to the plant (million gal)					
Total volume SSO / Total volume conveyed, gallons / million gallons					
Number of SSO (by cause)					
Blockages:					
Roots					
Grease					
Debris					
Debris from Laterals					
Animal Carcass					
Construction Debris					
Multiple causes					
Infrastructure failure					
Inflow & Infiltration					
Electrical Power Failure					
Flow Capacity Deficiency					
Natural Disaster					
Bypass					
Cause Unknown					
Average Response Times, minutes					

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Business Hours					
Notification to arrival on site					
Notification to complete clearance					
Non-business hours					
Notification to arrival on site					
Notification to complete clearance					
Number of locations with multiple SSO's					

*Wet season defined as _____, dry season _____. Season does not necessarily reflect conditions at the time of the SSO.

34 Does the SSMP contain up-to-date information of your agency's Overflow Emergency Response Plan?

- Yes / No

35 Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's?

- Yes / No

36 If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation, or provide additional comments for YES response.

VI. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 4. FOG Control Statistics

	2007	2008	2009	2010	2011
Number of SSO's caused by FOG					
Number of FOG inspections completed					

37 Does the SSMP contain up-to-date information about your agency's



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38 Considering the information in Table 4, is the current FOG program effective in documenting and controlling FOG sources?

▪ **Yes / No**

39 If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes, or provide additional comments for YES response.

CAPACITY MANAGEMENT

REFERENCE MATERIAL

- Capacity assessment reports
- CIP
- SSO data

Table 5. SSO's Caused by Hydraulic Limitations

	2007	2008	2009	2010	2011
Number of SSO's caused by capacity limitations					

40 Does the SSMP contain up-to-date information about your agency's capacity assessment?

▪ **Yes / No**

41 Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

▪ **Yes / No**

42 If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities, or provide additional comments for YES response.



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VII. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

- 43 Does the SSMP contain up-to-date information about your agency's data collection and organization?
- **Yes / No**
- 44 Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP?
- **Yes / No**
- 45 If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements, or provide additional comments for YES response.
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The District believes that the current performance indicators (Table 3) and tracking of preventive maintenance activities (Table 1) are sufficient to evaluate effectiveness of the SSMP in minimizing SSO's. However, the actual effectiveness of these indicators can only be determined by examining trends over multiple years.

VIII. SSMP AUDITS

- 46 Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?
- **Yes / No**

IX. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- **Mailings and mailing lists**
 - **Website**
 - **Other communication records such as newspaper ads, site postings, or other outreach**
 - **Customer feedback**
- 47 Does the SSMP contain up-to-date information about your agency's public outreach activities?
- **Yes / No**
- 48 Does the SSMP contain up-to-date information about your agency's communications with satellite and tributary agencies?
- **Yes / No**

