RESOLUTION NO. 2501-09

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR APPROVING THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) AND AUTHORIZING THE TOWN MANAGER TO CERTIFY NON-CONSEQUENTIAL SANITARY SEWER MANAGEMENT PLAN CHANGES

WHEREAS, the State Water Resources Control Board adopted Statewide General Waste Discharge Requirements (GWDRs) by Order No. 2006-0003 on May 2, 2006, and amended by Order No. WQ 2008-0002-EXEC on February 20, 2008, for all publicly owned sanitary sewer collection systems greater than one mile in length; and

WHEREAS, the Town of Windsor is a public entity that owns and operates a sanitary sewer system greater than one mile in length; and

WHEREAS, the Town Council, pursuant to Resolution #2162-07, approved an SSMP Development Plan and Schedule on October 17th, 2007; and

WHEREAS, the GWDRs state that the final SSMP be approved by the public entities' governing body at a public meeting and that the Town certify the completion of the SSMP with the State Water Resources Control Board; and

WHEREAS, the Town has heretofore prepared an SSMP in compliances with the GWDRs; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Windsor does hereby find, determine and declare that the Sewer System Management Plan prepared by the Town and attached hereto is hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Council of the Town of Windsor hereby authorizes the Town Manager or his designee authority to make non-consequential changes to the SSMP; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Manager or his designee is hereby authorized and directed to certify completion of the SSMP with the State Water Resources Control Board.

PASSED, APPROVED AND ADOPTED this 15th day of July 2009 by the following vote:

AYES:	**COUNCILMEMBER ALLEN, FUDGE, SALMON AND MAYOR GOBLE**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**COUNCILMEMBER SCHOLAR**

ROBIN R. GOBLE, MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Attachment:

1. Town of Windsor Sewer System Management Plan



Town of Windsor
Sewer System Management Plan

Updated June 2009

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List of Abbreviations

Town, Windsor	Town of Windsor
CCTV	Closed-Circuit Television
CIP	Capital Improvement Plan
CMMS	Computerized Maintenance Management System
FOG	Fats, Oils, and Grease
I/I	Infiltration and Inflow
LRO	Legally Responsible Official
O&M	Operations and Maintenance
OES	Office of Emergency Services
OSHA	Occupational Safety & Health Administration
RRWA	Russian River Watershed Association
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control And Data Acquisition
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Statewide General Waste Discharge Requirements

Introduction

ES-1 Background

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

The Town's SSMP is being prepared by RMC Water and Environment (RMC), as described in the agreement between the Town and RMC approved by Town Council on September 19, 2007. This initial SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

ES-2 Organization of Plan

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

I. Goals
II. Organization
III. Legal Authority
IV. Operation and Maintenance Program
V. Design and Performance Provisions
VI. Overflow Emergency Response Plan
VII. Fats, Oils, and Grease (FOG) Control Program
VIII. System Evaluation and Capacity Assurance Plan
IX. Monitoring, Measurement, and Program Modifications
X. SSMP Program Audits
XI. Communication Plan

ES-3 System Overview

The Town of Windsor owns, operates, and maintains a wastewater collection system that includes approximately 79 miles of public branch and truck sewers, one mile of private branch sewers, 1,310 manholes, 525 cleanouts, and approximately 6,100 private service laterals. Existing pipelines range in diameter from 4-inches to 42-inches, and include two siphons located at Los Amigos and Rio Russo. In addition, the Town owns and operates three lift stations located at Vintage Greens, Shiloh Greens and Deere Creek, and a 7.2 million gallon per day (mgd) water reclamation facility located between Windsor Road and the Northwestern Pacific Railroad, north of Reimann Lane. Construction of Windsor's original wastewater collection system, including the North Trunk Sewer, was completed in 1964. Other trunk sewers were constructed in 1970 (South Trunk Sewer), and in the late 1980s (Conde, Hembree, Brooks, and Los Amigos Trunk Sewers).

Element 1 Town Goals

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

1.1 Regulatory Requirements for Goals Element

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

1.2 SSMP Goals

The goals of the Town of Windsor SSMP are to:

- Work cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of sanitary sewer overflows (SSOs);
- Meet all applicable regulatory notification and reporting requirements;
- Be available and responsive to the needs of the public to prevent and restore interruptions in service, and to minimize public health and property impacts related to SSOs;
- Implement regular, proactive maintenance of the system to remove and control roots, debris, and fats, oils and grease (FOG) that may cause SSOs;
- Maintain adequate capacity to convey peak wastewater flows;
- Prioritize renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintain the SSMP, which will serve as a reference for the Town's sanitary sewer system management practices.

Element 2 Organization

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

2.1 Regulatory Requirements for Organization Element

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

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

2.2 Organization

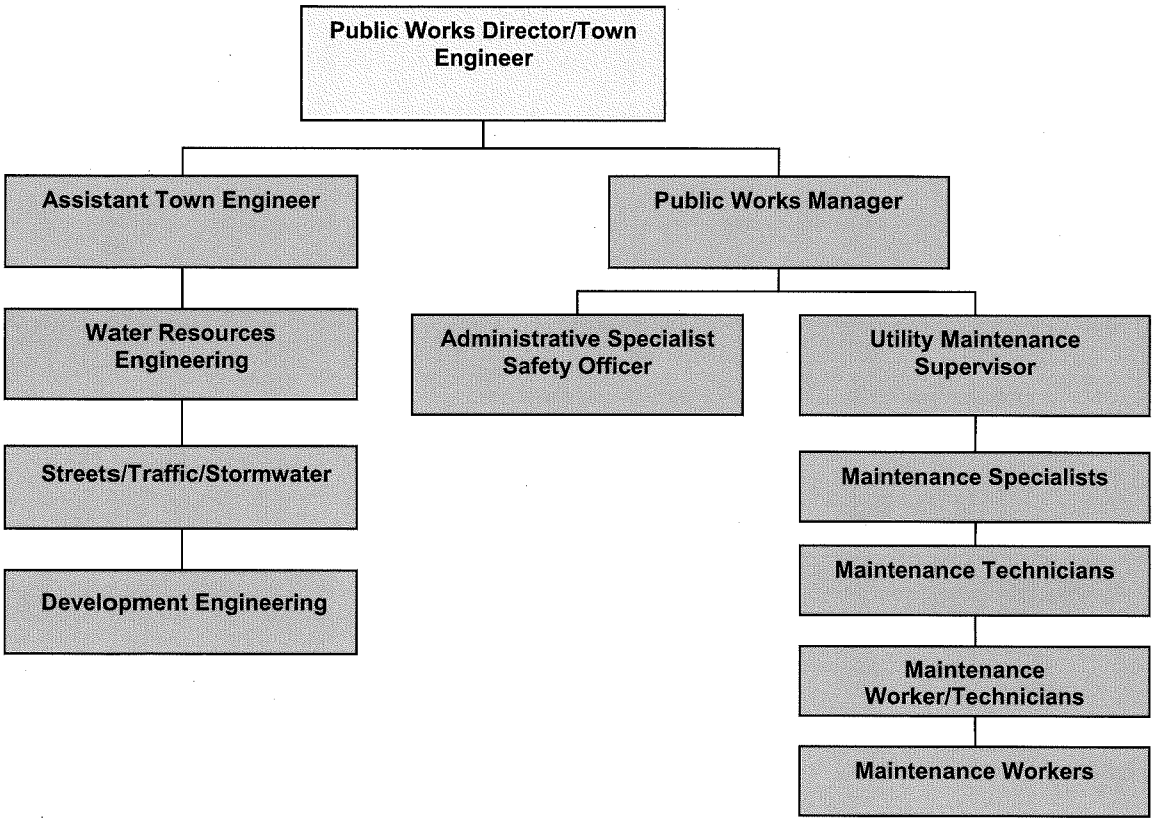
2.2.1 Background

The Town of Windsor's wastewater collection system is managed by the Department of Public Works. The Public Works Director is responsible for directing, developing, implementing, evaluating, and administering the operations and staff required to design, construct, operate, and maintain the Town's street, storm water, water, and sewer infrastructure.

2.2.2 Organization Chart

The portion of the Town's organization chart related to management, operation, and maintenance of the wastewater collection system is shown in Figure 2-1 (as of April 2009).

Figure 2-1: Wastewater Collection System Organization Chart



2.2.3 Authorized Representative and Staff Descriptions

The Town's authorized representative in all wastewater collection system matters is the **Public Works Director / Town Engineer**. The Town Engineer **is the Legally Responsible Official (LRO)** or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

The **Public Works Manager**, reports to the Public Works Director. The Public Works Manager manages the maintenance of all public works for the Town, including the wastewater collection system. The Public Works Manager is **authorized to act on Public Works Director / Town Engineer's behalf as a duly authorized representative.**

The **Utility Maintenance Supervisor**, reports to the Public Works Manager. The Utility Maintenance Supervisor is responsible for supervising employees and performing maintenance tasks for the wastewater collection system, the water distribution system, storm drains and creeks, and the recycled water distribution system. The Utility Maintenance Supervisor is **authorized to act on the Public Works Director / Town Engineer's behalf as a duly authorized representative.**

The Utility Maintenance Supervisor is supported by **Maintenance Specialists, Maintenance Technicians, Maintenance Worker/Technicians, Maintenance Workers,** and one **Seasonal Worker** who collectively perform a broad range of duties associated with inspection, maintenance, and repair of the sewer collection system.

The **Assistant Town Engineer**, reports to the Public Works Director / Town Engineer. The Assistant Town Engineer is responsible for management of the Engineering Division of the Public Works Department, the Capital Improvement Program, budgeting, and supervision of technical and technical staff.

The names, positions, and contact information for each of the Town staff responsible for implementing specific measures of this SSMP are included in **Appendix A**.

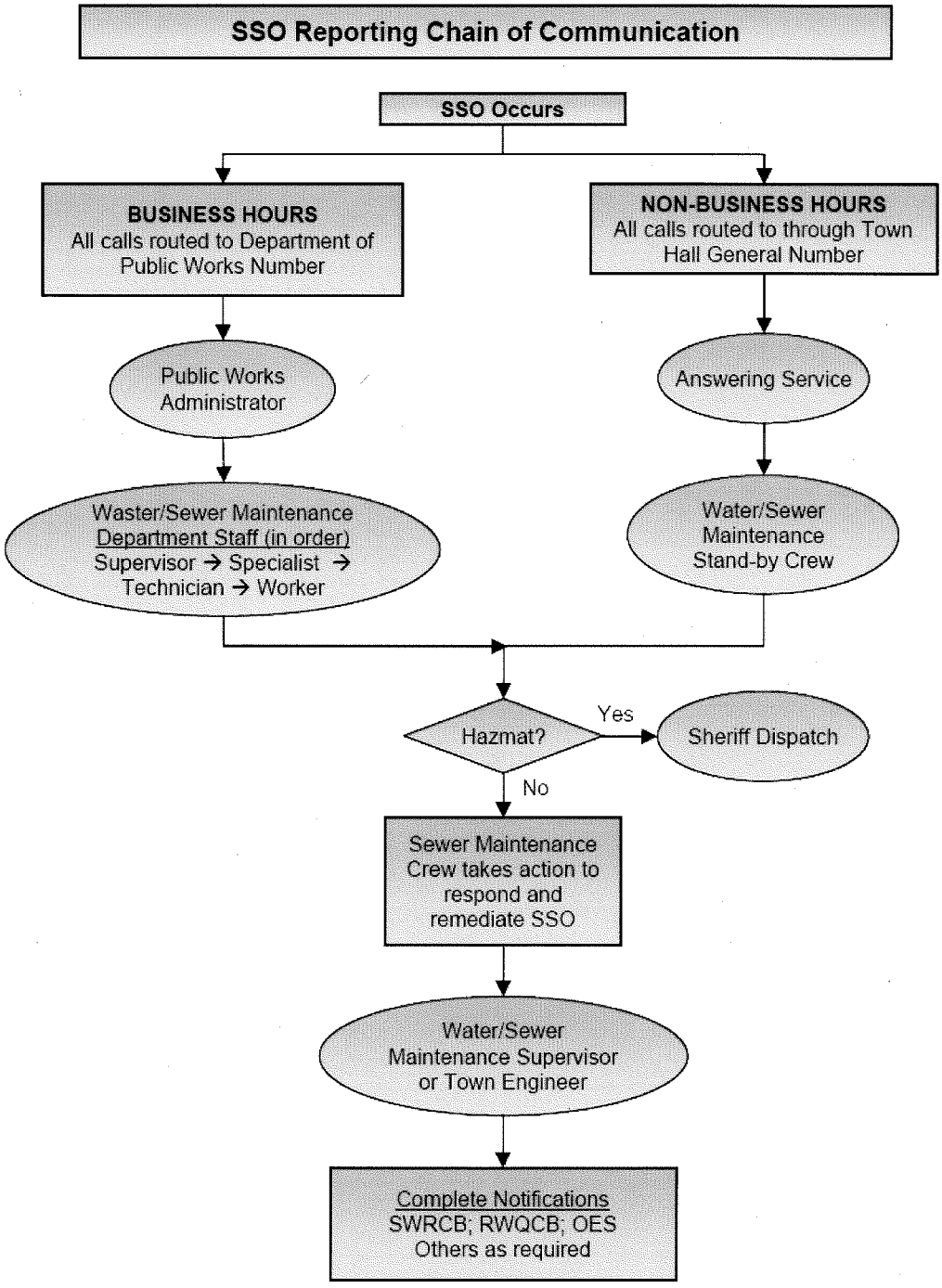
Table 2-1: Responsibility for SSMP Implementation

SSMP Element	Description	Staff Responsible
Goals	Lead staff in the support and updating of SSMP goals	Town Engineer
Organization	Update organizational information; identify and update SSO responding and reporting chains of communication and other SSMP assignments	Town Engineer
Legal Authority	Uphold the Town's codes and ordinances; draft new ordinances as needed	Town Engineer
Operation and Maintenance Program	Update sanitary sewer maps, implement O&M activities and rehabilitation/replacement program; implement staff training activities	Utility Maintenance Supervisor
Design and Performance Provisions	Ensure that all construction projects meet the Town's standards; update standards; facilitate inspection of public works projects	Assistant Town Engineer
Overflow Emergency Response Plan (OERP)	Implement and update plan; implement OERP training	Utility Maintenance Supervisor
Fats, Oils, and Grease (FOG) Control Program	Update and implement FOG program	Utility Maintenance Supervisor
System Evaluation and Capacity Assurance Plan	Regularly assess capacity requirements for the sewer collection system; incorporate recommendations in the Town's Capital Improvement Plan; implement necessary improvements	Assistant Town Engineer
Monitoring, Measurement, and Program Modifications	Monitoring implementation of and assess success of the overall SSMP program elements; identify trends in key performance measures and provide recommendations for improvement	Public Works Manager
SSMP Program Audits	Oversee SSMP audits	Public Works Manager
Communication Plan	Manage communication of SSMP activities	Public Works Manager
Overall SSMP Program		**Town Engineer**

2.2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in detail in Element 6 - Overflow Emergency Response Plan. The SSO Reporting Chain of Communication is presented in Figure 2-2.

Figure 2-2: SSO Reporting Chain of Communication



Element 3 Legal Authority

The intent of this section of the SSMP is to identify where the Town has established legal authority for the management, planning, design, and operation and maintenance of the Town's sanitary sewer system.

3.1 Regulatory Requirements for Legal Authority Element

The WDR states that the Town must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

3.2 Town of Windsor Legal Authority

The Town establishes its legal authority regarding sewer collection systems through the following documents:

- Town of Windsor Municipal Code: The Town of Windsor establishes significant portions of its legal authority regarding its sewer collection system through the Town's Municipal Code. Title XII Windsor Water District, Chapter 4, Sewer, addresses the five components of the Legal Authority requirement in full or in part. The Municipal Code can be found on the Town's website (www.ci.windsor.ca.us/).
- Town Design and Construction Standards: The Town's Design and Construction Standards (April 1994) contain standards, specifications, and details for the water system, sewer system, streets, drainage and grading applications, and construction. The Design and Construction Standards can be found on the Town's website (www.ci.windsor.ca.us/).
- County Health Code: Chapter 24, Sewers and Sewage Disposal, of the County Health Code provides certain minimum standards, provisions and requirements for sewers, and use of materials in sanitary sewerage facilities within the county.

3.2.1 Legal Authority Requirements

Prevention of Illicit Discharges

Town of Windsor Municipal Code. The Town's Municipal Code (Title XII, Chapter 4) prevents illicit discharges into its wastewater collection system, limits the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages, and enables enforcement of any violation of its sewer ordinances as follows. Additional code sections related to FOG and enforcement are referenced later in this section.

- Article 1. Sewer System. 12-4-105 Prohibited Substances.
    - *No person shall discharge any substance causing the District not to comply with any State or Federal regulation of sewage discharge, nor any substance not amenable to treatment in the sewage system, or any substance which might tend to harm or adversely affect the sewer system, or any substance or combination of substances prohibited in regulations adopted under this ordinance by the District.*

- Article 1. Sewer System.12-4-110 Abatement of Nonconforming Wastewater Discharge.
    a. *Any wastewater discharge not in compliance with the provisions of this ordinance or regulations adopted hereunder is deemed to be a nuisance.*
    b. *In the event the General Manager determines that any discharge into the sewer system presents an imminent hazard to the health and safety of the users of the system or to the maintenance and operation of the system itself, he/she shall order such discharge terminated. If such discharge is not terminated immediately, the General Manager shall take such steps as are necessary to shut off the flow of the discharge into the sewer system including disconnection of the user, if necessary.*
    c. *All other violations of the provisions of this Code or of any regulations adopted pursuant thereto shall be nuisances within the meaning of Section 31106 of the California Water Code and shall be abated accordingly.*
    d. *All costs of abatement shall be borne by the user.*
- Article 1. Sewer System. 12-4-135 Separation of Storm Drainage and Sewage.
    - *No person, firm or corporation shall allow or permit any storm drainage of any kind form his/her premises to enter any of the sewer lines of the District, whether by surface drainage, pipes or other means.*
- Article 3: Industrial Waste. 12-4-330 Prohibited Wastes. This section of the Municipal Code provides a detailed list of prohibited wastes, including fats, oils and grease as described further below.

County Health Code. Chapter 24, Article IV of the County Health Code contains wastewater discharge regulations that set uniform requirements for discharges into the wastewater collection and treatment system and enable the agency to comply with the administrative provisions of the clean water grant regulations, the water quality requirements set by the Regional Water Quality Control Board and the applicable effluent standards, and any other discharge criteria which are required or authorized by state or federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into those systems.

Proper Design and Construction of Sewers and Connections

Town of Windsor Municipal Code. The Town's Municipal Code (Title XII, Chapter 4) addresses proper design and construction of sewers and connections as follows:

- Article 2. Sewer Construction. This section of the Municipal Code details permits and regulations for design and construction of sewers, including the need to adhere to design standards (Town of Windsor, Design and Construction Standards, April 1994).
- Article 4. Wastewater Treatment. 12-4-405 Technical Requirements. This section of the Municipal Code details technical provisions for design of sewers.

Town of Windsor Design and Construction Standards. The Town's Design and Construction Standards contain standards, specifications, and details for the proper design and construction of sewers and connections.

Access for Maintenance, Inspection and Repairs of Publicly Owned or Maintained Laterals

The Town's Municipal Code (Title XII, Chapter 4) addresses access for maintenance, inspection and repairs of publicly-owned or maintained laterals as follows:

- Article 4. Wastewater Treatment. 12-4-420. Right of Entry:
    - *The duly authorized employees of the District bearing proper credentials and identification, shall be permitted to enter all properties served by the District for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this ordinance.*
- Article 4. Wastewater Treatment. 12-4-400 General:
    - *Lateral sewers shall be maintained by the owner of the property served from the building being served up to the front property line providing a cleanout accessible to maintenance forces is available. If not available [a cleanout], the owner shall maintain the lateral to its connection to the public main.*

Limit Discharges of Fats, Oils and Grease, and Debris

Town of Windsor Municipal Code. The Town's Municipal Code (Title XII, Chapter 4) further limits discharges of fats, oils and grease (FOG) as follows:

- Article 3: Industrial Waste. 12-4-330 Prohibited Wastes: This section of the Municipal Code includes requirements for Industrial Waste Discharge Permits, a list of prohibited wastes, and requirements for pretreatment of wastewaters. 12-4-330 Prohibited Wastes contains a detailed list of prohibited wastes, including:
    - *b. Any water or waste containing floatable grease, oil, fat or ether- soluble matter in excess of fifty (50) parts per million, or dispersed non- floatable grease, oil, fat or ether-soluble matter other than soap, in excess of five hundred (500) parts per million.*

County Health Code. Similar to the Town's Municipal Code, the County Health Code (Chapter 24, Article IV) contains regulations regarding prohibitions on discharges, including fats, oils and grease, and debris.

Enforcement Measures

The Town's Municipal Code (Title XII, Chapter 4) addresses enforcement measures:

- Article 1. 12-4-110 Abatement of Nonconforming Wastewater Discharge.

    a. *Any wastewater discharge not in compliance with the provisions of this ordinance or regulations adopted hereunder is deemed to be a nuisance.*
    b. *In the event the General Manager determines that any discharge into the sewer system presents an imminent hazard to the health and safety of the users of the system or to the maintenance and operation of the system itself, he/she shall order such discharge terminated. If such discharge is not terminated immediately, the General Manager shall take such steps as are necessary to shut off the flow of the discharge into the sewer system including disconnection of the user, if necessary.*
    c. *All other violations of the provisions of this Code or of any regulations adopted pursuant thereto shall be nuisances within the meaning of Section 31106 of the California Water Code and shall be abated accordingly.*
    d. *All costs of abatement shall be borne by the user.*

- Article 2. Code Enforcement specifies the Towns administrative and criminal procedures for enforcing its Municipal Code.

3.2.2 Agreements with Satellite Collection Systems

The Town does not collect sewage from any publicly owned satellite collection systems.

Element 4 Operation and Maintenance Program

The intent of this section of the SSMP is to document the Town's Operations and Maintenance (O&M) Program and identify program additions.

4.1 Regulatory Requirements for the Operation and Maintenance Program

The WDR states that the Town shall develop and implement an O&M Program which should include the following:

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

4.2 Collection System Map

The Town has a collection system mapping system in place. The Town contracts with Coastland Engineering to manage the mapping system and update maps of the collection system. Approved plans are supplied to Coastland Engineering for updates. Additionally, the Town supplies information on needed corrections to Coastland for map updates.

The Town's most recent collection system basemap was developed in 2004. Information on the collection system such as pipe material, length, depth, and elevation is not currently included in the system map and some manhole numbers are missing.

The Town has included a project in the capital improvement plan for an update the collection system maps as well as the water and recycled water system maps in the future.

4.3 Operation and Maintenance Program

The Town's operation and maintenance program is described below.

4.3.1 Gravity Sewers

The Town currently uses a combination of in-house and contract services for routine and emergency sewer cleaning. The Town cleans their entire sewer system on five year cycle. The Town started the first five-year cycle in 2008 using in-house crews. In 2009, the Town will continue with in-house cleaning and contract cleaning services.

The Town uses its field crews to complete most emergency repairs. The Town contracts with Miksis Services Inc (MSI) to correct larger emergency problems. Repairs are completed in priority order.

As of April 15th, 2009, two Category 1 SSOs occurred in a residential zone due to grease blockages in 2009. While this is a low number of grease related SSOs for a system of Windsor's size, the primary focus of the Town's preventive maintenance activities is on grease. This has been confirmed by Town maintenance personnel and outside contractors familiar with the Town's collection system. Hot spots, primarily grease problem lines, are cleaned on a six month cycle.

4.3.2 Pump Stations and Force Mains

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

The Town's sewer maintenance division is responsible for the Town's three pump stations. The Town has developed an inspection and maintenance plan for the pump stations, which includes daily, weekly, monthly and quarterly activities for each pump station. Pump station inspections and maintenance are tracked in log books, as well as on daily inspection forms, and in maintenance reports. The log books are kept at each pump station, while the inspection forms and maintenance reports are kept in the Maintenance Supervisor's office. Backup generators for the pump stations are tested monthly.

The pump stations currently have alarms that autodial a pager that is kept by an on-duty sewer maintenance worker. The Town has included a project in the capital improvement plan for an upgrade to a SCADA system to monitor the pump stations in the future.

4.3.3 Non-Routine Maintenance

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

4.3.4 Information Systems/Data Collection

The Town currently tracks maintenance activities using paper work orders. The Town is considering purchasing and implementing a computerized maintenance management system (CMMS) designed for distributed assets (collection systems and water distribution systems) within the next three years. The Town is investigating computer-based programs geared toward inventorying pipes, manholes, and other assets; storing results of inspections and other maintenance data; generating work orders for cleaning, inspection, maintenance, and repair activities; and maintaining histories of problems, blockages, complaints, etc.

Special Needs Maintenance

As discussed above, the Town has a Hot Spot sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a six month cleaning cycle. Frequencies of cleaning cycles

may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy results and extended for line segments with light or clear results.

Emergency Maintenance

The Town's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The Town is in the process of developing updated emergency maintenance procedures. Refer to Element 6, Overflow Emergency Response Plan for more information.

4.4 Condition Assessment and Rehabilitation Plan

The Town utilizes a combination of in-house and contract services for condition assessment of the collection system.

During the winter of 2006/07 the Town conducted inflow and infiltration (I/I) inspections on 100% of the Town's collections system access holes. Currently the Town is conducting 2007/08 winter I/I inspections and have completed approximately 7% of system. The Town is awaiting expenditure approval for minor system repairs (roots and intrusion) discovered during the 2006/07 inspections.

The Town uses closed-circuit television (CCTV) inspections to determine the condition of the gravity sewers as well as the cause of sewer blockages and SSOs. In 2009, the Town is utilizing contract services for closed-circuit television (CCTV) inspection of 10,000 linear feet, approximately 2% of the system. Inspection data collected during the CCTV inspections will be reviewed by the Superintendent to determine whether repairs or rehabilitation/ replacement are warranted.

The Town currently does not have a backlog of rehabilitation and replacement projects. As inspection data is collected, the Tow will develop a prioritized deficiency list and rehabilitation to be completed in a priority order. The Town plans to use a combination of in-house and contract services to complete non-emergency rehabilitation and replacement projects. Emergency repairs will continue to be completed by the Town's contractor as described in Section 4.3.1.

4.5 Equipment and Parts Inventory

The Town's list of the major equipment that is used in the operation and maintenance of its sewer system will be developed in conjunction with the maintenance program purchases. The Town has a consumable inventory list for the Public Works Wastewater Division that is updated every year to determine which parts needed continuous replacement. The inventory list and the Town's vehicle list are included in **Appendix B**. The Town currently has equipment on hand to bypass sewer failures and pump station failures, such as portable pumps, quick connections for hoses, and the capacity to conduct long run flows.

4.6 Training Program

The Town's current division training record based on identified Occupational Safety & Health Administration (OSHA) mandated trainings is attached in **Appendix C**. The Town recently hired a Public Works training officer to develop training programs for Town staff, including collection system maintenance staff. The Town will be updating its training schedule in the near future to accommodate training needs for the following: preventive and emergency procedures, overflow emergency response, CCTV and other types of inspection activities, record keeping, and health and safety procedures. Additional information regarding overflow emergency response training can be found in Element 6.

The Town requires contractors working in the collection system to have OSHA-required training (i.e. confined space certification, etc.).

Element 5 Design and Performance Provisions

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

5.1 Regulatory Requirements for Design and Performance Element

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

- The Town must have design and construction standards and specifications for the installation of new sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The Town must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards for Sewer Systems

5.2.1 Town of Windsor Design and Construction Standards

The Town's Design and Construction Standards (April 1994) contain standards, specifications, and details for the water system, sewer system, streets, drainage and grading applications, and construction. The Design and Construction Standards can be found on the Town's website (www.ci.windsor.ca.us). The Town reserves the right to update the standard plans and specifications as needed.

5.2.2 Design and Construction Standards for New Sewer Systems

Sewer system design standards are included in Chapter 3 of the Town's Design and Construction Standards and include design standards for the following:

- Connecting to an existing public sewer;
- Pipe materials and alignment;
- Manholes and cleanouts;
- Access;
- Capacity and design flows;
- Slopes and pipe depths;
- Clearance from other utilities;
- Required fittings; and
- Other design criteria.

Sewer system construction standard specifications are in Chapter 4 of the Town's Design and Construction Standards and include construction standards for the following:

- Sewer pipeline materials;
- Excavation and backfill;
- Manhole and pipeline installation;
- Sewer laterals and services;
- Trench resurfacing;
- Sewer line testing; and
- Sewer structures.

Standard drawings for sewer details are included in Chapter 8 of the Town's Design and Construction Standards. These requirements provide reasonable assurance that sewers constructed to these

specifications and standards will perform adequately with minimal infiltration or maintenance problems and will maintain their structural integrity for the duration of their intended useful lives.

5.2.3 Design and Construction Standards for Pump Stations and Other Appurtenances

Pump station plans and specifications are not included in the standards. Design standards and construction specifications for pump stations have historically been developed on a case-by-case basis as needed for construction of specific pump station facilities or for improvements to existing pump station facilities.

Specifications for pump stations will be developed as needed on a project-specific basis for any new pump stations or pump station rehabilitation projects being implemented.

5.2.4 Design and Construction Standards for Rehabilitation and Repair of Existing Sewer Systems

Rehabilitation and repair of existing sewer lines are not included in the standards. Design standards and construction specifications for rehabilitation and repair of existing sewer systems have historically been developed on a case-by-case basis as needed for a specific project.

Specifications for rehabilitation and repair of existing sewer systems will be developed as needed on a project-specific basis for any new rehabilitation projects being implemented.

5.3 Inspection and Testing of New and Rehabilitated Sewer Facilities

Standards for testing and inspecting new and rehabilitated sewers and force mains are detailed in Chapter 4, Section 10 of the Town's standards.

The Town requires infiltration and exfiltration tests using water to be completed on all portions of the sewer including the manhole. Low pressure air testing may be used in lieu of water testing upon Town approval.

Closed circuit television inspection is required for all newly constructed sewers.

Element 6 Overflow Emergency Response Plan

The intent of this section of the SSMP is to document Town's overflow emergency response plan (OERP).

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The Town shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

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

6.2 Goals

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

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

6.3 SSO Detection

The processes that are employed to notify the Town of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by Town Staff during the normal course of their work.

6.3.1 Public Observation

Public observation is the most common way that the Town is notified of blockages and spills. Contact information for reporting sewer spills and backups are in the phone book and on the Town's website: www.ci.windsor.ca.us.

The Town's website directs residents to call (707) 838-1000, the Town's Main Number, to report sewer concerns.

The public will also contact the Public Works department directly. The Town's Public Works telephone number is (707) 838-1006.

After hours, calls to the Main Number and Public Works telephone numbers concerning a sewer problem will be redirected to the Town's Answering Service, and from there to a Maintenance Pager. On the Town's website, for any sewer concern, the telephone number listed is (707) 838-1000.

Normal Work Hours

The Town's regular working hours are 8 a.m. to 5p.m., Monday through Thursday, with the exception of holidays. When a report of a sewer spill or backup is made, a Public Works Administrator receives the call, takes the information from the caller, and communicates it to Maintenance Supervisor who responds to the site and/or dispatches a field crew.

After Hours

After hours, calls made to Public Works, (707) 838-1006, regarding sewer problems are directed to the Answering Service. Calls to (707) 838-1000 are automatically redirected to the Answering service. The Answering Service receives the call, takes the information from the caller, and contacts the Maintenance Pager and communicates to the On-Call Maintenance Personnel. If the On-Call Maintenance Personnel does not respond, the Answering Service contacts the next person on the contact list (typically the Maintenance Supervisor, then the Public Works Manager, and so on up the chain of command). The On-Call Maintenance Personnel responds to the site and, if necessary, calls additional Maintenance Workers for assistance. The after hours answering service number is (707) 575-6576 and the Maintenance Pager number is (707) 973-2205.

6.3.2 Receipt of Alarm

The Town's three pump stations have alarm systems that automatically notify the Maintenance Pager and signal alarms in the wastewater treatment plant control room at 8400 Windsor Road if an alarm goes off. During working hours and after hours, the Maintenance Pager is paged until the On-Call Maintenance Personnel responds to it. During working hours, wastewater treatment plant staff contact the Public Works Administrator to communicate the alarm to the Maintenance Supervisor.

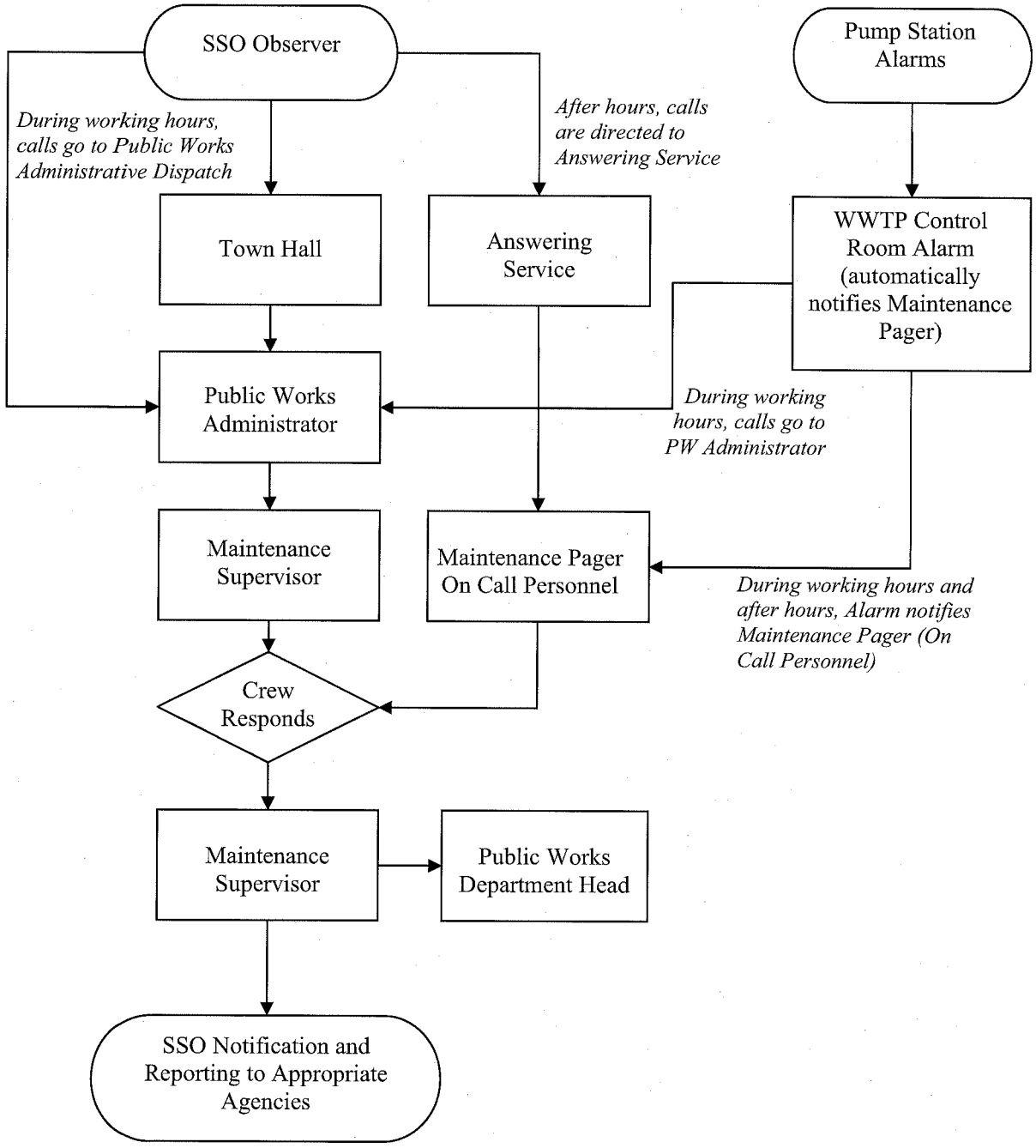
6.3.3 Town Staff Observation

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

6.4 SSO Response Procedures

Sewer service calls and pump station alarms are considered high priority events that demand a prompt response to the location of the problem. The response procedure flow chart is shown on **Figure 6-1**.

Figure 6-1: Response Procedure Flow Chart



The SSO response procedures for sanitary sewer overflows are found in the Town's Utility Maintenance Standard Operating Procedure (SOP) which identifies and outlines steps needed to be followed when responding to a sanitary sewer overflow. The goals of the SOP is to protect the public from hazards, identify source of overflow and determine ownership, perform clean up and abatement, complete proper reporting procedures and provide good customer service. The SOP provides detailed response procedures to the first responder and field crew responsible for identifying the source of the problem, correcting the

cause of the overflow, and cleaning the surrounding area. The SOP also includes reporting forms for the responder to fill out. The Town's Standard Operating Procedure is found in **Appendix D**.

6.5 Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate equipment.
- To contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Maintenance Supervisor or the Public Works Manager in event of any SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).

6.6 Safety during Response

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

There may be times when Town personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

The first responder must assess the scene for hazards to the responder and/or the public:

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

6.7 Initial Response

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

The first responder should:

- Note arrival time at spill site.
- Verify the existence of a sewer system spill or backup.
- Identify and assess the affected area and extent of spill.
- Contact caller if time permits.
- Notify the Maintenance Supervisor in the event of a major SSO:
    - If the spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed.

  - If the spill is in a public roadway and help with traffic control help is needed to protect workers and the public.
  - If additional help is needed, the Maintenance Worker or Maintenance Supervisor will contact other employees, contractors, and/or equipment suppliers.
- If the spill is large or in a sensitive area, document conditions with photographs.
- Contact the Town's service provider Miksis Services Inc. (MSI) at (707) 433-8053 to address spill, if appropriate. MSI becomes an extension of staff under the Town's direction at the spill site. The Town maintains control of the job site, and directs traffic control and clean-up measures. Typically the MSI staff who respond to calls have had previous experience with the Town and have knowledge of the Town's sewer system.
- Decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:
  - Small spills – proceed with restoring flow.
  - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures.
  - Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

6.8 Initial Spill Containment Measures

The first responder should attempt to contain the spilled sewage using the following steps:

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

6.9 Recovery and Cleanup

The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. The Town uses contract services for recovery and cleanup actions. Typically, the SSO recovery and clean up procedures are:

Estimate the Volume of Spilled Sewage

Wherever possible, document the estimate using photos of the SSO site before the recovery operation.

Recovery of Spilled Sewage

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

Cleanup and Disinfection

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

- **Private Property**
  - Offer assistance with clean up and advise resident or property owner of claim procedures.

- Contact insurance for damage assessment.

- **Hard Surface Areas**
  - Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
  - Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water.
  - Disinfect all areas that were contaminated from the overflow using the disinfectant solution. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed.
  - Allow area to dry. Repeat the process if additional cleaning is required.
- **Landscaped and Unimproved Natural Vegetation**
  - Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms.
  - Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill.
  - Either contain or vacuum up the wash water so that none is released.
  - Allow the area to dry. Repeat the process if additional cleaning is required.
- **Natural Waterways**
  - The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments.
  - Clean up should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life.
  - Any water that is used in the clean up should be de-chlorinated prior to use (chlorine compounds are toxic to aquatic life).
- **Wet Weather Modifications**
  - Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

6.10 Public Notification

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

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

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

Major spills may warrant broader public notice. The Town Manager will authorize contact with local media when significant areas may have been contaminated by sewage.

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

- State Office of Emergency Services

- Department of Health Service
- Regional Water Quality Control Board

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

6.11 Water Quality Sampling and Testing

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

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

6.12 SSO Investigation and Documentation

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs are:

Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the "root cause" of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur.

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

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

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions.

SSO Documentation

The first responder will complete the Sanitary Sewer Overflow Reporting Form found in Appendix B of the Standard Operating Procedure.

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

All SSOs

- Initial service calls information.

- Sanitary Sewer Overflow Reporting Form.
- Failure analysis investigation results.
- SWRCB California Integrated Water Quality System (CIWQS) Report(s)

Large SSOs and/or SSOs to sensitive areas

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

Post SSO Event Debriefing

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

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

6.13 SSO Reporting

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

- **Category 1 SSO** – Category 1 SSO refers to all discharges of sewage resulting from a failure in the Town's sanitary sewer system that:
  - Equal or exceed 1,000 gallons, or
  - Result in a discharge to a drainage channel and/or surface water; or
  - Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
- **Category 2 SSO** – Category 2 SSO refers to all other discharges of sewage resulting from a failure in the Town's sanitary sewer system that are not Category 1 SSOs.

6.13.1 Internal SSO Reporting Procedures

Category 1 SSOs

The first responder will immediately notify the Utility Maintenance Staff (working hours or after hours) who will in turn notify the Public Works Manager.

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

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

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

Category 2 SSOs

The first responder will fill out the Collection System Service Call/Overflow Field Report and turn it in to Maintenance Supervisor by the start of the next work day.

6.13.2 External SSO Reporting Requirements

Category 1 SSOs

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

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

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

The Maintenance Supervisor will prepare an initial electronic report using the California Integrated Water Quality System (CIWQS) within three working days of completion of the response and mitigation activities. The Public Works Manager or his/her designee will certify the report. The report will include the information to meet the SWRCB requirements.

The Maintenance Supervisor will prepare a final electronic report using CIWQS within fifteen calendar days of completion of the response and mitigation activities. The Public Works Manager or his/her designee will certify the report. The final report will include the information to meet the SWRCB requirements.

Category 2 SSOs

The Maintenance Supervisor will prepare an electronic report using CIWQS within 30 calendar days following the month that the spill occurred in. The Public Works Manager or his/her designee will certify the report. The report will include the information to meet the SWRCB requirements.

Negative Spill Reports

If there are no SSOs during the calendar month, the Town will provide, within 30 days after the end of each calendar month, a statement using CIWQS certifying that there were no SSOs for the designated month. The Public Works Manager or his/her designee will certify the report.

CIWQS Not Available

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

6.14 Equipment

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

Digital Camera

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

Emergency Response Truck

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

GPS Unit

A hand held GPS unit is required to determine the coordinates of spills for use in meeting SWRCB SSO reporting requirements.

Portable Pumps and Hoses

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

6.15 Training

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

6.15.1 Town Personnel

Initial and Annual Refresher Training

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

SSO Response Drills

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

Record Keeping

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

6.15.2 Contractors Working On Town Sewer Facilities

All contractors working on Town sewer facilities (installing new sewers, cleaning existing system, performing inspections) will be required to develop an OERP to cover their work. All contractor personnel will be required to receive training on the OERP and to follow the OERP in the event that they cause or observe an SSO.

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

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

7.1 Regulatory Requirements for the FOG Program

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

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

7.2 Public Education Outreach Program

The Russian River Watershed Association (RRWA), of which the Town is a member, provides public education on the proper handling of household grease. The RRWA provides program support including door hangers and stickers for turkey fryers to education the public on the proper disposal of FOG. The RRWA publishes a monthly environmental column in many local area newspapers and rotates in articles about proper grease and oil disposal, especially during the winter holiday season. The FOG Program section of the RRWA website provides the public with advice on how to take grease "from the Pan to the Can" and includes a list of locations where large and small quantities of cooking oil can be deposited for proper disposal and bio-diesel processing. Information about the RRWA FOG Program is available to the public online (www.rrwatershed.org/FOG).

7.3 FOG Source Control

As of April 15th, 2009, the Town has had two Category 1 SSOs in a residential zone due to a grease blockage in Calendar Year 2009. Compared to the frequency of grease related SSOs for collection systems of similar sizes (50 to 100 miles), the Town does not have significant grease issues.

Based on this evidence, the Town is proactively addressing future FOG issues by investigating the potential to contract with the City of Santa Rosa to provide commercial/industrial inspection services

including notification to users of non-compliance, issuing and renewing discharge permits, interviews, sampling and monitoring, reporting, record keeping, and related services in the Town's service area. The Town is currently (April 2009) working with the City of Santa Rosa to determine if a contract would be feasible. The program will be focused on FOG source control and food service establishments and includes plan review and specification of grease removal equipment (based on Uniform Plumbing Code sizing criteria), permitting, compliance inspections, and enforcement.

7.4 Disposal of FOG

Local grease haulers can dispose of grease at a variety of regional locations including wastewater treatment plants and rendering facilities. As discussed in Section 7.2, the RRWA maintains a list of locations where residents can take grease for disposal. The RRWA list can be found on their website (www.rrwatershed.org/FOG).

7.5 Legal Authority

The Town has the legal authority to prohibit discharges of FOG to the wastewater collection system. See Element 3 Legal Authority for discussion of the Town's legal authority relating to FOG control.

7.6 Requirements to Install Grease Removal Devices

The Town does not currently have requirements for installation of grease removal devices. In conjunction with the potential partnership with the City of Santa Rosa (see Section 7.3), the Town will defer development of their own standards. If the Town does contract with the City of Santa Rosa, Santa Rosa has an existing Interceptor Policy that specifies the requirements for interceptor sizing. A copy of the Interceptor Policy is included as **Appendix E**. Santa Rosa's inspection services would also include issuing a discharge permit that specifies the maintenance, record keeping, and reporting requirements the permit holder has to meet relative to their grease removal device.

7.7 Authority to Inspect Grease Producing Facilities

As discussed in Element 3 – Legal Authority, the Town has the authority for "inspection, observation, measurement, sampling and testing" of dischargers to the Town's sewer system. If the Town does contract with an outside entity for inspection services (e.g. the City of Santa Rosa), this authority will need to be passed on to the outside entity.

7.8 Identification of Grease Problem Areas and Sewer Cleaning

The Town currently keeps records of sewer lines with grease-related problems. These grease-related problem lines are part of the Hot Spot group of sewers that are cleaned at least every six months. Grease lines are identified during routines cleanings, from customer calls, during manhole inspections, or during CCTV inspection.

Element 8 System Evaluation and Capacity Assurance Plan

This section of the SSMP discusses the Town's capacity management measures, including the most recent Master Plan and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

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

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

8.2 Capacity Evaluation

The Town completed a comprehensive Sanitary Sewer Master Plan in December 2001 and a Master Trunk Sewer Plan in April 2000. This Master Trunk Sewer Plan includes a capacity evaluation and identifies capacity-related improvement projects. The Master Trunk Sewer Plan is a separate document from this SSMP; this section of the SSMP summarizes key capacity-related portions of the Master Trunk Sewer Plan.

The Town developed a computer model based on as-built records, to evaluate the existing trunk sewer system. The computer model was used to identify overloaded reaches caused by peak flows associated with present service area population as well as build-out conditions within the Town's sphere of influence. Based on pipe diameter and slope, each trunk sewer reach was assigned a capacity in million-gallons per day (mgd). Projected wastewater contribution criteria for each land use category was developed from historical flow data associated with various land uses within the Town's existing service area. Where historical information was not adequate, criteria for a particular land use was assigned based on reference material recommendations. Based on land use(s) in the subarea, each subarea in the Town was assigned an average dry weather flow, a peak dry weather flow, a peak wet weather flow with infiltration only, and a peak wet weather flow with infiltration and inflow. A trunk sewer reach was defined as having "adequate capacity" when the assigned capacity was greater than the peak wet weather flow (including infiltration and inflow) from the upstream subarea(s) feeding that trunk sewer reach.

The Town's collection system includes six trunk sewers: the North Trunk Sewer (completed in 1964), South Trunk Sewer (1970); and Conde, Hembree, Brooks, and Los Amigos Trunk Sewers (late 1980s).

The four most recent existing trunks are capable of conveying near-term peak flows to the treatment plant without surcharging any trunk sewer segments (when the water surface in a manhole exceeds the soffit of the outlet pipe). The older two sewer trunks experience minor to severe surcharging during extreme rainfall. This is due to a shortfall in pipe capacity and backwater from the treatment plant influent pump station wet well.

During future (build-out) conditions, four of the most recently constructed sewers would have adequate capacity to convey projected peak flows at build-out without improvement except for a short reach in Conde Lane Sewer. A significant portion of the North Trunk would be unable to convey projected peak flow without surcharging. The lower reaches of the South Trunk would be severely undersized to convey ultimate projected peak flows. Both the North Trunk and the South Trunk relief sewers need improvements to accommodate projected peak flow at build-out.

With projected future development, relief sewers are needed to covey wastewater to the wastewater treatment plant. To accommodate future development in these areas, an extension (already designed) of the Los Amigos Trunk, a new Trunk sewer (West Trunk Sewer) and two public lift stations are needed.

8.3 Recommended Capacity Projects

This section discusses criteria used to size replacement pipes and summarizes the recommended capacity improvement projects. Refer to Chapter 5 of the Master Trunk Sewer Plan (April 2000) for a complete discussion of the capacity evaluation recommendations.

Design Criteria

The minimum size for relief sewer is 8-inch diameter. New sewers, 8 inches in diameter, were sized to flow 2/3 full under peak wet weather flow conditions. Larger pipes were sized to flow full under peak wet weather flow conditions. No change from the existing pipe slope was assumed.

Recommended Capacity Improvements

The Master Trunk Sewer Plan (April 2000) recommends the sewer capacity improvements listed in Table 8-1, below, to serve full buildout of the Town of Windsor in accordance with its General Plan. Full development of the Town is an ongoing process that will take decades to complete, with many factors influencing the sequence of development in various parts of the Town. It is the policy of the Town to provide necessary infrastructure in advance of or concurrent with associated development. Thus, the actual sequence and timing of construction of the improvements listed in Table 8-1 will generally match the sequence and timing of development in various areas of the Town. Table 8-1 shows the current status of the capacity improvement projects identified in the 2000 Master Trunk Sewer Plan. Those identified projects serving areas of significant development which has occurred or is pending in the near-term have been completed. The sequence and timing of the remaining projects will be established so as to provide the required infrastructure in advance of or concurrent with the associated development.

Table 8-1: Recommended Capacity Improvement Projects

Project Name	Brief Description	Estimated Capital Cost[a]	Status (June 2009)
North Trunk Relief Sewer	550 lf of new 15-inch diameter sewer.	$77,000	Completed
South Trunk Relief Sewer	1,840 lf of new 18-inch diameter sewer.	$233,000	Remaining to be completed, sequence and timing to be coordinated with associated development.

Project Name	Brief Description	Estimated Capital Cost[a]	Status (June 2009)
Los Amigos Extension	2,090 lf of new 12-inch diameter sewer.	$199,000	Completed.
West Trunk Phase I	625 lf of new 24-inch diameter sewer; 150 lf of new 18-inch diameter sewer; 3,360 lf of new 15-inch diameter sewer; 740 lf of new 12-inch diameter sewer.	$679,000	Completed.
West Trunk Phase II	2,090 feet of new 12-inch diameter sewer.	$281,000	Project scheduled for construction in Summer 2009 (not including abandonment of sewer lift station).
West Trunk Phase III	3,040 feet of new 12-inch diameter sewer.	$340,000	Remaining to be completed, sequence and timing to be coordinated with associated development.
West Trunk Phase IV	5,150 feet of new 10-inch diameter sewer.	$618,000	Remaining to be completed, sequence and timing to be coordinated with associated development.
The Greens Lift Station	North of Windsor Golf Course	[b]	Completed.
Vintage Greens Lift Station	South of existing plant	[b]	Completed.

(a) Estimated capital cost from Master Trunk Sewer Plan (April 2000); Table 5-1, 5-2, 5-3.
(b) No estimated capital costs were included for the lift stations in the Master Trunk Sewer Plan (April 2000).

8.4 Schedule

The schedule and budget for capital improvement projects are kept in a five year Capital Improvement Plan. The schedule and annual budgets for all wastewater (water reclamation) capital improvement projects through Fiscal Year 2013/14 is shown in Table 8-2 as the basis for the Capacity Assurance Project Schedule. Note that this list includes all scheduled projects for the Water Reclamation division, not all of which relate to the wastewater collection system's capacity.

Table 8-2: Capital Improvement Projects (Water Reclamation)

Project Name	Proj. No.	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Geyers Pipeline Pumpstation	1175	$3,000,000	$460,000	$753,448	$637,931	$672,414
SCADA System Upgrade	1183	$1,500,000	-	-	-	-
Sewer Master Plan Update	1186	-	$100,000	-	-	-
Shone Farm Reservoir	1191	$300,000	$400,000	-	$696,000	$672,800
Eastside Road Storage Project	1192	$100,000	-	-	-	-
Photovoltaic System	1195	$200,000	-	-	-	-

Project Name	Proj. No.	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
Treatment Plant Equipment Replacements	1197	$400,000	$800,000	$250,000	$250,000	$250,000
Mitchell Lane Pump Station Upgrade	New	-	-	$1,800,000	-	-
Mark West Creek Diffuser	New	-	$100,000	$1,150,000	$50,000	-
NPDES Permit Renewal	New	-	-	$110,000	$120,000	-
Mitchell Lane Transfer Pipeline	New	-	$500,000	-	-	-
Relocation of Pozzi Meter Turnout	New	-	$35,000	-	-	-
Laugen's Bridge Repair	New	$30,000	-	-	-	-

Element 9 Monitoring, Measurements, and Program Modifications

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

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

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

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

9.2 Monitoring Information

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

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

9.3 Performance Measures

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

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

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

9.4 Performance Monitoring and Program Changes

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

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

Element 10 SSMP Program Audits

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

10.1 Regulatory Requirements for SSMP Audits

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

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

10.2 SSMP Audits Discussion

The Town will audit its SSMP. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the Town's current practices, and whether the Town is following the SSMP. The first audit will be completed prior to March 1, 2011 and will cover CY 2010.

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

The scope of the audit will cover each of the sections of the SSMP. The Audit Checklist, based on the requirements in the WDR, will be used for the audit is included in **Appendix F**.

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

The Town will update its SSMP at least every five years. The first update will be completed on or before March 1, 2014.

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

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

Element 11 Communication Plan

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

11.1 Regulatory Requirements for Communication Plan Element

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

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

11.2 Communication Plan

The Town has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the Town's Communication Plan. The Town will determine an approach for the Communication Plan by December 2009.

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

The Town does not have any tributary or satellite systems; therefore, communication with satellite systems would not be required as part of the communication plan.

Appendix A – Names, Positions, and Contact Information

Names, Positions and Contact Information

Position	Name	Telephone Number
Public Works Director/Town Engineer	Richard Burtt	707-836-1106 (office) 707-327-7099 (cell)
Public Works Manager	Richard Bartlett	707-838-5309
Utility Maintenance Supervisor	Mary Coburn	707-838-1195 (office) 707-327-6249 (cell)
Assistant Town Engineer	Bill Daida	707-838-5340
Administrative Specialist Safety Officer	Roxie Pickett	707-838-5353
After-Hours Answering Service	Signus	707-575-6576
Sheriff Dispatch (Hazmat)	Dispatch	707-565-2121
Governor's Office of Emergency Services	Dispatch	800-852-7550
North Coast Regional Water Quality Control Board	Cathy Goodwin	707-576-2220 707-523-0135 (FAX)
Sonoma County Environmental Health Division	Dispatch	(707) 565-6565

Last Updated: June 15, 2009

Appendix B – Public Works Division Consumables Inventory and Vehicle List

CONSUMABLE INVENTORY LIST FOR PUBLIC WORKS WASTEWATER DIVISION						
6/30/07						
WASTEWATER DIVISION						
			EST		UNIT	
NAME OF ITEM	ITEM NO.	QTY	COST		EXT.	COST
FUSE AGA-5	413-5-0205	0	0.59		EA	$0.00
FUSE AGC-1	413-5-0601	10	0.73		EA	$7.30
FUSE AGC-2	413-5-0602	10	0.73		EA	$7.30
FUSE AGC-3	413-5-0603	10	0.73		EA	$7.30
FUSE AGC-4	413-5-0604	10	0.73		EA	$7.30
FUSE AGC-5	413-5-0605	7	0.59		EA	$4.13
FUSE AGC-7 1/2	413-5-0607	7	0.59		EA	$4.13
FUSE AGC-10	413-5-0610	10	0.56		EA	$5.60
FUSE AGC-15	413-5-0615	21	0.56		EA	$11.76
FUSE AGC-20	413-5-0620	10	0.56		EA	$5.60
FUSE SFE-7 1/2	413-5-0507	26	0.56		EA	$14.56
FUSE SFE-9	413-5-0509	25	0.56		EA	$14.00
FUSE SFE-14	413-5-0514	25	0.56		EA	$14.00
FUSE AGC-25	413-5-0625	10	0.56		EA	$5.60
FUSE AGC-30	413-5-0630	10	0.56		EA	$5.60
FUSE AGX-20	413-5-0720	25	0.57		EA	$14.25
FUSE AGX-30	413-5-0730	25	0.57		EA	$14.25
FUSE SFE-20	413-5-0520	26	0.56		EA	$14.56
FUSE SFE-30	413-5-0530	24	0.75		EA	$18.00
FUSE SFE-6	413-5-0506	25	0.65		EA	$16.25
FUSE - PUSH IN #3		10	0.55		EA	$5.50
FUSE - PUSH IN #5		8	0.55		EA	$4.40
FUSE - PUSH IN #7.5		10	0.55		EA	$5.50
FUSE - PUSH IN #10		8	0.55		EA	$4.40
FUSE - PUSH IN #20		8	0.55		EA	$4.40
FUSE - PUSH IN #25		10	0.55		EA	$5.50
FUSE - PUSH IN #30		10	0.55		EA	$5.50
FUSE PULLER	413-6-0200	0	4.21		EA	$0.00
MACHINE SCREW RD HD #6-32 x 1/4"	026-4-9113	48	0.30		EA	$14.40
MACHINE SCREW RD HD #6-32 x 1/2"	026-4-9129	45	0.30		EA	$13.50
MACHINE SCREW RD HD #6-32 x 3/4"	026-4-9133	50	0.32		EA	$16.00
MACHINE SCREW RD HD #6-32 x 1"	026-4-9137	50	0.31		EA	$15.50
MACHINE SCREW RD HD #8-32 x 1/4"	026-4-9313	48	0.31		EA	$14.88
MACHINE SCREW RD HD #8-32 x 1/2"	026-4-9329	50	0.31		EA	$15.50
MACHINE SCREW RD HD #8-32 x 3/4"	026-4-9333	50	0.32		EA	$16.00
MACHINE SCREW RD HD #8-32 x 1"	026-4-9337	46	0.32		EA	$14.72
MACHINE SCREW RD HD #10-32 x 1/2"	026-4-9629	50	0.32		EA	$16.00
MACHINE SCREW RD HD #10-24 x 3/4"	026-4-9533	50	0.32		EA	$16.00
					TOTAL	$379.19

REMIF - Vehicle List

Town of Windsor

City # per Town	Location	Vehicle Description	Year	Vehicle ID #	Value		License Plate Number
1	PW	Buick LaSabre (Director)	2002	164HP54K72U289117	18,009.00	*	1130486
2	PW	Ford Explorer (Mike Carson)	2003	1FMZU72K63ZB38608	23,510.00	*	1167110
3	PW	Jeep Cherokee 4X4 (Mike)	1996	1J4FJ28S1TL234217	19,950.00	*	358089
4	PW	White Tractor	1987	100600X014784	30,000.00	*	SE426994
5	PW	Ford Loader-Scraper	1990	S/N A411991	50,000.00	*	
6	PW	Dodge BR2500 3/4 Ton 4X4	1996	1B6KF26Z6TJ171590	24,051.00	*	358133
8	PW	JCB Backhoe	1989	349685	45,000.00	*	SE426993
10	PW	Dodge Ram 3500	2001	3B6MC36WX1M271429	18,458.00	*	106Z104
11	PW	Ford F350 1 Ton Crew Cab	2001	1FDWW36S11EC97511	31,295.00	*	1100143
12	PW	John Deere Crawler/Doz JD400G	1991	TO400GC769630	42,000.00	*	
13	PW	John Deere Backhoe	1981	JD410LB366810	50,000.00	*	SE162585
14	PW	GMC Dump Truck	1987	1GDJ7DIB7HV532914	23,082.00	*	077005
15	PW	Dodge Ram 2500 Pickup	1999	3B6KF26Z3XM570255	19,776.00	*	1028480
16	PW	Ford F250 4WD Pickup	1997	3FTHF26H9VMA52306	19,829.00	*	358192
18	PW	Ford F350 Flatbed- 1 Ton Pickup	1988	2FDJF37G6JCB12704	15,102.00	*	099701
20	PW	Dodge BR2500 3/4 Ton 4X4	1996	1B6KF26ZXTJ171592	24,051.00	*	358132
21	PW	Ford Expedition	2000	1FMPU16L9YLB83592	32,442.00	*	1042825
23	PW	Dodge Ram 2500 Pickup 4WD	1999	3B6KF26Z1XM570254	19,776.00	*	1028479
24	PW	International Dump Truck	2001	1HTSDAARX1H280824	70,000.00	*	1052702
25	PW	International 4300 SBA 4X2	2003	1HTMMAAM63H570445	65,000.00	*	1139157
26	PW	Ford F550 Flatbed Truck	2001	1FDAF56S61ED07407	25,775.00	*	1081037
27	PW	Dodge Ram 3500 Flatbed	1999	3B6MC36W8XM570104	19,826.00	*	1028478
28	PW	John Deere Farm Tractor	1990	LO2355F420428	25,000.00	*	SE426996
29	PW	John Deere Farm Tractor	1990	L02355F720565	25,000.00	*	SE426997
30	PW	Hyster Forklift	1991	C177B05616M	35,000.00	*	
32	PW	Kawasaki Off Road	1991	JK1AFAC13LB501867	9,000.00	*	SE426999
34	PW	Chevy K3500 Truck (added truck body)	2003	1GBJK34U13E349662	26,220.00	*	1139192
36	PW	Ford F350 4WD Pickup	1994	1FTHF26H7RLA70908	21,200.00	*	357989
37	PW	John Deere Gator 6x4 utility vehicle	2003	W006X4DO35171	9,809.00	*	
39	PW	Chevy Silverado	2003	1GBGC24U93Z340105	20,381.00	*	1139185
42	PW	John Deere Backhoe/Loader	2003	T0410GX921980	86,199.00	*	
43	PW	Ford Escape 4wd Hybrid	2008	1FMCU59H58KB15731	27,955.00	Added 11/15/07	1198336
45	PW	Ford Escape	2007	1FMYU59H87KB68041	27,115.00	*	1235041
47	PW	John Deere 410	2000	T0410EX888807	76,000.00	*	
48	PW	Ford F250 4WD	2003	3FTNX2IL53MB43985	22,508.00	*	1139184
49	PW	Ford F250 4WD	2003	3FTNX2IL33MB43984	22,508.00	*	1139183
50	PW	EL Gem (electric)	2007	5ASAK27427F043213	17,030.00	*	1116159
51	PW	EL Gem (electric)	2007	5ASAK27407F043940	17,030.00	*	
52	PW	Pace trailer	2007	4P2WB20297U078655	10,462.00	*	1198307
53	PW	Ford Ranger Supercab 4WD	2007	1FTYR15E77PA84497	17,041.00	*	1260185
54	PW	Ford Escape 4wd Hybrid	2008	1FMCU59H58KA50508	26,251.00	*	1260181
55	PW	Ford F250 Super Duty	2008	1FTSW21RX8EB35209	32,156.00	*	1260089
56	PW	Hurco vacuum trailer	2007	1C9BV13187B987055	61,080.00	Added 07/25/07	
58	PW	Ford Escape Hybrid 2WD	2008	1FMCU49H48KC38611	26,002.00	Added 12/10/07	1198333
59	PW	Ford Escape Hybrid 2WD	2008	1FMCU49H68KC38612	26,001.00	Added 12/10/07	
60	PW	Ford Escape Hybrid 2WD	2008	IFMCU49H88KC38613	26,001.00	Added 12/10/07	1198333
61	PW	Iron Eagle trailer	2008	5L6UC10A68F000259	2,312.00	added 11/13/07	1198334
75	PW	Equipment Trailer - Eager Beaver TL6	1989	112TFF145KL031426	4,000.00	*	326887
76	PW	Boat & Motor Valco	1985	HUL032G1D585F	4,000.00	*	2442XC
77	PW	LOA Equipment Trailer - 15 Ton	1989	1B4T29228XK116160	10,000.00	*	326855
78	PW	Norca Equip Trailer - Green mower	1991	1N9EC1211M2PS1009	5,000.00	*	913326
70	PW	Pace trailer	2002	1S9KU21212C381696	4,805.00	*	12068000
79	PW	Morgan Built, Series F Utility trailer	2005	506MF172851005047	3,715.00	*	1167161
101	Adm - Bldg 3	Honda Accord - White	2001	1HGCG66501A002052	21,200.00	*	1062088
102	Adm - Bldg 4	Honda Accord - Silver	2001	1HGCG66541A000143	21,700.00	*	1062089
111	Adm - Bldg 4	Dodge Van Caravan	1992	2B4GH4533NR555424	17,278.00	*	330599
139	m - Meter Re	Dodge Dakota Pickup	2000	1B7GL22X2YS726082	18,000.00	*	1052829
140	m - Meter Re	Ford Escape Hybrid 2WD	2008	1FMCU49H28KB98562	26,001.00	Added 11/15/07	1198335
160	BLDG	Ford Ranger Pickup	1999	1FTYR14VXXPB90122	16,012.00	*	1028491
161	BLDG	Toyota Prius	2005	JTDKB20U853090957	24,579.00	*	5NGP713
200	Parks & Fa	Ford F250	2003	3FTNF20L23MB49408	19,041.00	*	1167128
201	Parks & Fa	Ford F250	2003	3FTNF20L73MB49405	20,325.00	*	1167129
202	Parks & Fa	Ford F250 4 x 2 w/Utility body	2003	3FTNF20L03MB49407	24,389.00	*	1139188
203	Parks & Fa	Ford F250 4 x 2 w/Utility body	2003	3FTNF20L93MB49406	24,389.00	*	1139189

	204	Parks & Fa	Ford F350 Flat Bed	2003	1FDWF36L43EA66646	24,950.00	*		1167127
	205	Parks & Fa	Ford Ranger	1991	1FTCR10A4MUB94242	11,300.00	*		330556
	206	ECDS	Ford F350 4X2	2001	2FDKF37GXMA32539	28,000.00	*		330557
	207	EDCS	Ford F450 Dump Truck	2006	1FDXF46Y16EB57870	32,152.00	*		1214591
	222	Parks & Fa	John Deere Gator 1924W	2005	W04X2SD005256	5,104.00	*		
	208	Parks & Fa	Ford F150 4x2	2006	1FTRF12W76NA52945	15,875.00	*		1167259
	209	Parks & Fa	Ford Ranger Regular Cab PU	2006	1FTYR10D46PA30488	11,690.00	*		1167260
	210	Parks & Fa	Ford F250 4x2 Supercab PU	2008	1FDNF205X8ED04717	22,702.00	added 2/5/08		
	211	Parks & Fa	Ford F250 4x2 Supercab PU	2008	1FDNF20588ED04716	22,702.00	added 2/5/08		
	301	mmunity Ser	Ford F250 Ranger	2003	1FTYR10D03PB82246	12,947.00	*		1139187
	302	mmunity Ser	Ford F250 Ranger	2003	1FTYR10D03PB82210	12,947.00	*		1139186
	303	mmunity Ser	Ford Econoline Wagon	2000	1FBSS31S9XHB43565	22,000.00	*		1052828
	304	mmunity Ser	GMC Sierra PU	2005	1GTEC14T357241724	19,500.00	*		1183667
	305	mmunity Ser	Journey Cargo Trailer	2006					
	306	mmunity Ser	Journey Cargo Trailer (Pace)	2007	4P2UB14267U084294	6,281.00	*		1260253
	307	mmunity Ser	Club Car (elec)	2007					
	38	Streets	Dodge BR2500 3/4 Ton 4X4	1996	1B6KF26Z8TJ171591	24,051.00	*		358134
	40	Streets	Ford F350 2x4 Flatbed Dump Truck	2004	1FDWF36S54EB66019	28,590.00	*		1167174
	41	Streets	Ford F250 SD	2005	1FTNX20525ED29723	24,527.00	*		1206877
	W-14	PD	Ford Crown Victorial Interceptor	2002	2FAFP71W32X105112	24,454.00	*		1081043
	W-15	PD	Ford Crown Victoria/Patrol	2003	2FAFP71W23X115650	0.00	**retired 10/25/07**		1133522
	W-16	PD	Ford Crown Victoria/Patrol	2003	2FAFP71W63X115649	24,000.00	*		1133521
	W-17	PD	Ford Crown Vic Interceptor	2004	2FAFP71W74X155899	0.00	**Delete 07/19/06**		1151320
	W-18	PD	Ford Police Interceptor	2005	2FAFP71W45X114230	35,762.00	*		1183269
	W-20	PD	Ford Crown Vic w/pursuit pkg	2006	2FAF971W86X146082	23,746.00	*		1233515
	W-21	PD	Ford Crown Vic w/pursuit pkg	2006	2FAFP71WX6X146083	32,053.00	*		1233514
	W-22	PD	Ford Crown Vic w/pursuit pkg	2006	2FAFP71W16X146084	23,746.00	*		1233513
	W-41	PD	Smart Trailer	1993	1K9BS0817PK118052	13,200.00	*		SE402470
	WB2	PD	Ford Taurus Patrol	1997	1FALP52E2VC186079	0.00	retired 12/31/06		
	WB3	PD	Chevy Impala	2001	2G1WF55K619134690	15,080.00	*		1156053
	WD326	PD	GMC Safari Van	1998	1GKDM19WOW8509235	13,500.00	*		1001734
		PD	BMW F650GS Motorcycle	2003	WB10182A93-ZE48738	11,653.00	*		16L36
		PD	Harley Davidson	2005	1HD1FHW165Y614656	15,523.00	*		714585R

Town Total
As of 02/05/08

2,204,662.00 ✓

Appendix C – Training Records

Utility Maintenance Training Schedule

training needed

EMPLOYEE	COBURN	BANUELOS	BLACKWELL	RAMOS	ILLINGWORTH	SILVA
TRAINING AND FREQUENCY						
FIRE EXT.	11.15.06	11.08.06	11.08.06	11.15.06	11.08.06	
INITIAL/ANNUAL						
HAZ. COM	8.23.06	8.23.06	8.23.06	8.23.06	8.16.06	
INITIAL/ 3 YRS						
EMERG. ACT. PLAN						
INITIAL						
CONFINE SPACE						
INITIAL/ANNUAL						
ELECT. SAFETY						
INITIAL/ANNUAL						
EXCAV.COMP	5.31.06	5.31.06	2.22.07		5.31.06	
INITIAL/ANNUAL						
FALL/LADDER	12.20.06	12.20.06	12.20.06	12.20.06	11.20.07	11.20.07
INITIAL/ANNUAL						
FLAGGER	6.13.07	6.13.07	6.13.07	6.13.07	6.13.07	
INITIAL/ANNUAL						
HEARING						
INTIAL/ANNUAL						
LOTO	12.11.06	12.11.06	12.11.06		12.11.06	
INTIAL/ANNUAL						
PPEs		10.25.07	10.25.07	10.30.07	10.2.07	10.24.07
INITIAL/ANNUAL						
RESPRITORY PROTECTION						
INITIAL/ANNUAL						
SUPERVISOR SAFETY TRAINING						
INITIAL/ANNUAL						
TRAFFIC CONTROL	6.13.07	6.13.07	6.13.07	6.13.07	6.13.07	1.31.08
INITIAL/ANNUAL						
INDUSTRIAL TRUCKS	8.30.07	8.30.07	7.9.07	8.30.07	8.30.07	2.6.08
INITIAL /3 YRS						
BIOOD BORNE PATH	10.25.06	10.25.06	10.25.06	11.01.06	11.01.06	
INTIAL/ANNUAL						
FIRST AID	4.27.06	4.27.06		3.02.06	3.22.06	
INITIAL/3 YRS						
CPR	11.7.07	4.27.06		10.10.07	10.17.07	
INITIAL/ANNUAL						
HIPPA/FMLA	10.25.07	10.25.07	10.25.07		10.25.07	10.25.07

TREVOR SILVA NEW EMPLOYEE	DATE
VEHICLE SAFETY/CHECK OUT	10.25.07
CODE OF SAFE WORK PRACTICES	11.1.07
INJURY AND ILLNESS PREVENTION	11.1.07
TOW ELECTONIC POLICY	10.29.07
TOW DRUG AND ALCOHOL POLICY	10.29.07
TOW PERS. POLICIES AND PROC.	10.29.07
TOW DRIVING POLICY/ TEST	10.29.07
AFSCME 3910 MOU	10.31.07
BACK SAFETY/LIFTING/TEST	10.24.07
VEHICLE WASH STATION	10.29.07
FUEL STATION	10.29.07
GMC DUMP TRUCK INSP. DRIVE TEST	10.29.07
ONE TON TRUCK/TRAILER/TOWING	10.30.07
METERS/ MECHANICAL BREAK DOWN	10.24.07
UNDERGROUND SERVICE ALERT/ USA	10.29.07
WEED EATER/HEDGE TRIMMER	11.19.07
LOADING/UNLOADING ROAD PLATES	12.17.07
TOWE BEHIND COMPRESSOR	12.(17-18).07
JACKHAMMER, 60 & 90 LBS	12.(17-18).07
SMALL GENERATOR	12.18.07
ROTO HAMMER	12.18.07
WATER SERVICE LINE MOLE	12.21.07
HYDRO JETTER	ongoing

Appendix D – Utility Maintenance Standard Operating Procedure

TOWN OF WINDSOR UTILITY MAINTENANCE
SANITARY SEWER OVER FLOW PROCEDURE (REVISED 6/23/09)

This procedure is intended to identify and outline basic steps, which shall be followed when responding to a reported sanitary sewer overflow.

GOALS: Provide good customer service, protect yourself and the public from hazards, identify source of overflow and determine ownership, perform clean up and abatement, complete proper reporting procedures.

STEPS:

1. ***Response Readiness: NOTE: Items listed below will be put on the response check list which will attach to the procedure as a future revision.***
   - ***a. Ensure you have the following items with you:***
     - ***i. Base map book with storm and sewer***
     - ***ii. Sewer hook; camera; GPS unit***
     - ***iii. Response procedure with check list***
     - ***iv. Standby folder with phone list***
     - ***v. Active cell phone***
2. ***Assess the scene for hazards to yourself and or the public.***
   - a. Utilize control devices such as: (signs, cones, delineators, lights, barricades), when your work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic.
   - b. Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; or splash goggles as needed, in compliance with the Town of Windsor Code of Safe Work Practices.
   - c. Protect your back: Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover.
3. ***Conduct investigation:***
   - *a.* IDENTIFY THE SOURCE AND DETERMINE OWNERSHIP.

     WHEN REPORT IS OVERFLOW or BACKUP ON or FROM PRIVATE PROPERTY:
     - *i.* Conduct an inspection of the Town system both upstream and down stream from the reporting address.
       - ➢ *If the access hole upstream of the customer has standing water, or the trough is not visible, assume the problem is within the Town system. (See directions on Appendix A).*
       - ➢ *If the access hole downstream of the customer has standing water, or no water flow, assume the problem is within the Town system. (See directions on Appendix A)*
       - ➢ *If both the access hole upstream and downstream of the customer has good flow, the problem is then assumed to be the customers. (See directions on Appendix B)*
       - ➢ *If the backup is determined to be caused by the Town system, and property damage has occurred (See directions on Appendix A)*
       - ➢ ***If an overflow of more than five gallons occurred from either the Town system or the customers, or flow enters a storm system or surface water (See directions on Appendix A, B,C and D)***

     WHEN REPORT IS OVERFLOW FROM TOWN SYSTEM:
     - ii. Conduct an inspection of the Town system both upstream and downstream of the overflow point.
       - ➢ *If an overflow is verified (See directions on Appendix A)*

UTILITY MAINTENANCE STANDARD OPERATIING PROCEDURE
SANITARY SEWER OVERFLOW
APPENDIX A

PROBLEMS IN THE TOWNS SANITARY SEWER SYSTEM

STEPS: Note: step one assumes contract assistance to be used. If Town equipment is to be used, follow the emergency callout contact procedures.

1. ***Contact service provider.*** MIKSIS (707) 433-8053
   - ***a.*** Provide them with the following information:
     - ***i.*** Your Name, and Town of Windsor Public Works
     - ***ii.*** Your contact phone number
     - ***iii.*** Report the situation, and location
     - ***iv.*** Request the type of equipment needed to address the situation.
       1. ***1.*** Hydro Jetter
       2. ***2.*** Combo Unit
   - b. Request the following information from them
     - i. The estimated response time
     - ii. The name and contact number for their responding employee
2. ***Contact Supervisor*** or **Manager: in the following order**
   - a. *Mary Coburn:* *Home: (707) 836-7158* *Cell: (707) 327-6749*
   - b. *Richard Bartlett:* *Home: (707)837-0142* *Cell: (707) 301-0838*
   - c. *Richard Burtt:* *Home: (707)836-0579* *Cell: (707)327-7099*
3. **Collect data for reporting: complete appendix B**
4. **Contact: (when any sewer overflow occurs) Revised 4/15/2009**
   - a. Cal North Adjusters (707) 539 7785 or (707) 292-1898
   - b. REMIF: (707)938-2388
     - i. Complete a Town of Windsor Incident Report Form
       1. Fax copy to REMIF
       2. Send Original to Admin Services Director
       3. Send copies to Utility Maintenance Supervisor, Public Works Manager, Public Works Director/Town Engineer.
5. **REPORTING REQUIREMENTS (Revised 6-23-09)**
   - *a.* **For any discharge of sewage that results in a discharge to a drainage channel or a surface water, shall as soon as possible, but *not later than (2) hours after becoming aware of the discharge, notify:***
     - i. **State Office of Emergency Services**
       1. **1-800-852-7550 Control # _____ Date/Time: _____**
     - ii. **Department of Health Service:**
       1. **707-576-2145 Date/Time: _____**
       2. **707-565-6544**
     - iii. **Regional Water Quality Control Board:**
       1. **707-576-2220 Date/Time: _____**
       2. **24 hour fax report Date/Time: _____**

       Appendix C Fax to : **(707) 523-0135**

UTILITY MAINTENANCE
SANITARY SEWER OVERFLOW
APPENDIX B

Reporting Form and Check List

- *Address/Location of SSO:*_____
- *GPS coordinates of SSO:*_____
- *Did SSO enter a drainage channel or surface water? Yes____ No____*
- *Did the SSO enter a storm drain pipe? Yes_____ No_____*
- *Were onsite photos taken? Yes_____NO_____*
- *Estimate the SSO volume in gallons:* _____
- *Estimate of SSO amount not recovered from storm, or amount which entered a surface water or drainage channel:*_____
- *Estimate the amount recovered:*_____
- *Were samples taken? Yes_____ NO_____ (See appendix D for procedure and parameters)*
- *What were the sample parameters?*_____
- *If samples were taken, which regulatory agency received results?*_____
- *Sample Date:*_____
- *Sample location:*_____
- *Sample takers name:*_____
- *Sample analysis completed by:*_____
- *Were health warnings issued? Yes_____ No_____*
- *SSO source (manhole, cleanout, etc.)* _____
- *SSO cause (blockage, roots etc.)* _____
- *Time of SSO notification or discovery:* _____
- *Estimated operator arrival time (Town staff)* _____
- *Estimated operator arrival time (contractor)* _____
- *SSO destination:* _____
- *Estimated SSO end time:*_____
- *Was SSO from a private lateral? Yes_____ No_____*
- *Contact information if SSO originated from private lateral: Name*_____
  - *Telephone Number* _____, *Address* _____
- *Is there an ongoing investigation? Yes_____ No_____ Unknown_____*
- *OES control number:*_____ *(800)852-7550*
- *Time OES was called:*_____
- *Date OES was called:*_____
- *Was the County Health Dept. called? Yes_____ Time_____ Date_____ No_____ Unknown_____*
- *24 Hour RWQCB Fax sent: Date:* _____*Time:*_____ *(See Appendix C Form)*
- *Town of Windsor Incident Report completed: Date:* _____*Time:*_____
- *Incident Report sent to:*
  - *REMIF Yes:____ No: _____*
  - *Admin Service Director Yes:____ No: _____*
  - *Public Works Director/Town Engineer Yes:____ No: _____*
  - *Utility Maintenance Supervisor Yes:____ No: _____*
  - *Public Works Manager Yes:____ No: _____*

APPENDIX C
24 Hour Fax Report
CERTIFICATION OF CATEGORY 1 DISCHARGE NOTIFICATION

To: **North Coast Regional Water Quality Control Board**

Fax Number: **(707) 523-0135**

From: _____

Date: _____

Subject: **Discharge Certification Notice**

In accordance with notification procedures required by Executive Order No. WQ 2008-0002 and Order No. 2006-2003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, the City/Town/Agency is hereby certifying that the State Office of Emergency Services (OES) and the County Environmental Health have been notified of a discharge to a drainage channel or surface water within the required two-hour period after becoming aware of the discharge.

Date/Time when City/Town/Agency notified about discharge: _____

Discharge Location: _____

☐ **Notified Office of Emergency Services**

OES Control No. _____

Date: _____ Time: _____

☐ **Notified County Environmental Health**

Date: _____ Time: _____

Contact Person: _____

Fax sent by: _____ **Phone number:** _____
(print name here)

Date: _____ Time: _____

FAX TO NORTH COAST RWQCB NO LATER THAN 24 HOURS AFTER DISCHARGE

APPENDIX D

SPILL SAMPLING PROCEDURE

If a spill of wastewater or reclaimed water occurs and enters a stream or surface water, collection of samples are required. You are required to wear safety glasses, disposable gloves and to sanitize you hands between samples. The samples will consist of three ½ gallon bottles, three quart bottles, three 250 ml glass bottles and three 100 ml coli form bottles.

Collect samples at three locations.

1) Upstream of the spill source.
2) At the source of the spill.
3) Downstream of the spill source.

At each of the sample points, collect one ½ gallon bottle (to the top of the bottle) one quart bottle, one 250 ml glass bottle and one 100 ml coli form bottle (filled to the 100 ml line indicated on the bottle). You will also collect additional information about the samples being collected. This information will include: Temperature, Dissolved Oxygen and pH. You will note this information on the ½ gallon bottles and on the chain of custody sheet. To help you gather this information you will use the portable DO-pH meter. The meter also indicates temperature.

On each ½ gallon bottle write (in black sharpie):

1) Town of Windsor
2) Date
3) Time the sample was collected
4) Sample location (address of spill) and Up, Down or Source
5) Temperature
6) pH
7) DO
8) BOD
9) NFR

On each of the quart bottles you will write (in black sharpie):

1) Town of Windsor
2) Date
3) Time the sample was collected
4) Sample location
5) N-NH3
6) N-NO3

On each of the glass, 250 ml jars, you will write (ballpoint pen ,on the label):

1) Town of Windsor
2) Date
3) Time the sample was collected
4) Sample location
5) TP04

On the coli form bottle (the green, removable label) fill out the label with the following information:

1) Client, you will write Town of Windsor
2) Sample point = sample location
3) Date
4) Time
5) Samplers initials

APPENDIX D

On the chain of custody sheet will write the following:

1) Town of Windsor. This will go in the upper right corner of the B&R Lab chain of custody sheet.
2) Each individual sample will have its own line on the chain of custody sheet. In the appropriate spaces provided you will write, location, time the sample was collected, the temperature, bottle type (1/2 gallon, quart, 250 ml glass or coli form bottle.)
3) Sample type
4) Analysis requested
5) In the "remark" section you will write in the temperature, DO and pH that you got from the portable meter.

Appendix E – City of Santa Rosa Interceptor Policy

DEPARTMENT OF UTILITIES	INDUSTRIAL WASTE SECTION	
Title: INTERCEPTOR POLICY	Page 1 of 2	Effective Date: August 1, 1991
	Approved by:	Procedure Number:

1.01 PURPOSE

1.1 To set forth policies, procedures and requirements governing the installation and use of grease, oil and sand interceptors for restaurants, food processors and automotive related facilities.

2.0 POLICIES

2.1 City of Santa Rosa Sewer Use Ordinance Section 20.48 Prohibited Substances or Characteristics, Section 20.29 Regulated Discharge Characteristics and Section 20.61 Interceptors.

Sebastopol Sewer Use Ordinance #749 Section 22 (1), 23 (1) (2), 24 (4), 25 (3) (d) (e) and 33.

Rohnert Park City Code Chapter 13.36 Sections 020, 030 A>B>, 040 D, 050 C.4.5, and Chapter 13.48.070

Cotati Sewer Use Ordinance #462 Chapter 13.41020, 030 A.B., 040 D., 050 C.4., 5. And Chapter 13.44.070

Sonoma County South Park Sanitation District Sewer Use Ordinance #1917 Sections 24.-50.01b., d., and 24-50.08-3, 24-50.08-11.

2.2 City of Santa Rosa Standards numbers 500, 519, 520 and 521.

3.0 POLICIES

3.1 Wastewater Discharge Permit. Any restaurant, food processor, automotive facility or other business discharging grease, oil or other objectionable material is required to apply for a Wastewater Discharge Permit. Permits will be issued for a period of five (5) years.

3.2 Restaurants, Food Processors. It is the policy of the City of Santa Rosa and users of the Subregional Water Reclamation System to require interceptors on all grease producing establishments including, but not limited to, restaurants, bakeries, donut shops and food processors where grease or other objectionable material may be discharged to the public sanitary sewer system.

3.3. Automotive Related Facility. It is the policy of the City of Santa Rosa and users of the Subregional Water Reclamation System that interceptors of grease and oil from automotive related facilities or for the removal of materials other than grease and oil must comply with standard 520 or must be designed by a professional engineer to meet the discharge requirements set forth in the respective sewer use regulations. Approval of the Industrial Waste Section and the City of Santa Rosa Utilities Department will be required prior to connection of any such device to the sewer system.

4.0 PROCEDURES

4.0.1 The method of determining the size of the interceptor shall be as follows:

Example: Gals water/mea served = 4.0 gals
Retention time - 2 ½ hours
100 seat restaurant
(100 meals) (4 gal/meal) (2 ½) = 1,000 gals

1,000 gallon interceptor required

4.0.2 Minimum size interceptor - equivalent to Zurn Model Z1170, size 700 35/70 grease trap equipped with flow control valve.

4.1 Location of interceptors and grease traps.

4.1.1. Interceptors shall be located outside building structures (except as allowed by administrative authority).

4.1.2 Interceptors and grease traps shall be so located so as to prevent the entrance of foreign materials, to be easily accessible for cleaning and inspection, and to pose no hazard to public health or safety.

4.2 Grease interceptors for restaurant waste streams of a design and size other than that specified in 2.2 must be designed by a professional engineer and must provide equivalent removal efficiency to meet the limits specified in the sewer use ordinances listed in 2.1. Approval of the Industrial Waste Section and Santa Rosa Utilities Department is required prior to connection of any such device to the sewer system.

4.3 Prohibited and / or restricted equipment

4.3.1 The installation and use of garbage grinders (disposals) in commercial food establishments is prohibited, except in the case where a 1,000 gallon - plus interceptor is in use.

4.3.2 The connection of high volume hot water or steam dishwashers to grease interceptors is prohibited.

4.3.3 The use of enzymes or bacterial cultures designed to disperse grease is prohibited unless specifically approved in writing by the Industrial Waste Section.

4.4 Equipment to be connected to an interceptors.

4.4.1 Scullery Sinks
4.4.2 Pots and pans sinks
4.4.3 Floor drains in kitchen and washing areas
4.4.4 Pre-wash sinks

4.5 Related equipment.

4.5.1 Grease interceptors shall be fitted with a standard manhole, brought to grade and finished with a standard manhole cover and ring.

4.5.2 A sampling box shall be located on the discharge side of the interceptor and must be constructed according to City of Santa Rosa standard #521.

Appendix F – Audit Checklist

SSMP Audit Checklist

Element/Title	Requirement	SSMP Current?	Implemented?
1. Goals	Reduce, prevent, and mitigate SSOs		
2. Organization	Designate Legally Responsible Official		
	Names and phone numbers for key management personnel		
	Names and phone numbers for key administrative personnel		
	Names and phone numbers for key maintenance personnel		
	Chain of communication for reporting SSOs		
3. Legal Authority	Prevent illicit discharges to sanitary sewer system		
	Require sewers and connection be properly designed and constructed		
	Ensure access for inspection, maintenance, and repairs (includes public portion of lateral)		
	Limit discharge of FOG and debris that may cause blockages		
	Require the installation of grease removal devices		
	Ability to inspect FOG producing facilities		
	Enforce violations of the Town's Municipal Code		
4. O&M Program	Maintain up-to-date maps of the sanitary sewer system		
	Describe routine preventive maintenance program		
	Document completed preventive maintenance using system such as work orders		
	Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system defects		

4. O&M Program	Provide regular technical training for Town sanitary sewer system staff		
	Require contractors to provide training for their workers who work in the Town's sanitary sewer system facilities		
	Maintain equipment inventory		
	Maintain critical spare part inventory		
5. Design and Performance Provisions	Design and construction standards for new sanitary sewer system facilities		
	Design and construction standards for repair and rehabilitation of existing sanitary sewer system facilities		
	Procedures for the inspection and acceptance of new sanitary sewer system facilities		
	Procedures for the inspection and acceptance of repaired and rehabilitated sanitary sewer system facilities		
6. Overflow Emergency Response Plan (OERP)	Procedures for the notification of primary responders		
	Procedures for the notification of regulatory agencies		
	Program to ensure appropriate response to all SSOs		
	Proper reporting of all SSOs		
	Procedure to ensure Town staff are aware of and follow OERP		
	Procedure to ensure Town staff are trained in the OERP procedures		
	Procedure to ensure contractor personnel are aware of and follow OERP		
	Procedures to address emergency operations such as traffic and crowd control		
	Program to prevent the discharge of sewage to surface waters		
	Program to minimize or correct the impacts of any SSOs that occur		

6. OERP	Program of accelerated monitoring to determine the impacts of any SSOs that occur		
	Public outreach program that promotes the proper disposal of FOG		
7. FOG Control Program (Note that each FOG Control Program activity should be considered, but only those appropriate for the Town need to be implemented)	Plan for the disposal of FOG generated within the Town's service area		
	Demonstrate that the Town has allocated adequate resources for FOG control		
	Identification of sanitary sewer system facilities that have FOG-related problems		
	Program of preventive maintenance for sanitary sewer system facilities that have FOG-related problems		
	Source control measures for sanitary sewer system facilities that have FOG-related problems		
	Enforce FOG elements of the Municipal Code through inspections of grease-producing facilities		
8. System Evaluation and Capacity Assurance Plan (SECAP)	Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies		
	Established design criteria that provide adequate capacity		
	Short term CIP that addressed known hydraulic deficiencies		
	Long term CIP that addressed known hydraulic deficiencies		
	Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies		

8. SECAP	The short and long term CIPs include schedules for the correction of each identified hydraulic deficiency		
9. Monitoring, Measurement, and Program Modifications	Maintain relevant information to establish, evaluate, and prioritize SSMP activities		
	Monitor implementation of the SSMP		
	Measure, where appropriate, performance of the elements of the SSMP		
	Assess success of the preventive maintenance program		
	Update SSMP program elements based on monitoring or performance		
	Identify and illustrate SSO trends		
10. SSMP Program Audits	Conduct periodic audits		
	Record the results of the audit in a report		
	Record the changes made and/or corrective actions taken		
11. Communications Program	Communicate with the public regarding the preparation of the SSMP		
	Communicate with the public regarding the performance of the SSMP		
	Communicate with tributary or satellite sewer systems		