

SAMPLE

SANITARY SEWER

OVERFLOW

RESPONSE

S.O.P.

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SECTION 1: PURPOSE

The purpose of the Sanitary Sewer Overflow Response Plan is to minimize the impact of sanitary sewer overflows (SSO's) to the public and the environment. All sanitary sewer overflows will be responded to in a timely manner to expedite the necessary steps to relieve the overflow. Relieving the sewage blockage and spill containment will be our highest priority, taking in to consideration public health concerns. This response plan will be the guideline for the standard operating procedures in the event of a sanitary sewer overflow. The response plan will be reviewed periodically to ensure that all corrective measures are being taken.

SECTION 2: SPILL RESPONSE

When the Operations and Maintenance Technician is notified of a potential Sanitary Sewer Overflow during working hours, they will notify the Water Reclamation Manager or Lead Collections Operator. After hours, the First Response Duty Operator will notify the Collections Duty Operator of a potential sanitary sewer overflow, the (CDO) will notify all other staff members from the Collections and Maintenance Department to assist in the spill response.

- 2.1 The crew will respond to the site of the complaint with the proper Spill Response material and a Combination Machine. If the problem is identified as an actual spill, it may be necessary to send for additional equipment.
- 2.2 The Collections Duty Operator will assess the problem and assign the response crew job duties in order to eliminate the overflow. The lead collections operator will notify the Water Reclamation Manager whether the problem occurs during normal business hours or after-hours.
- 2.2 If the problem has escalated to an emergency situation, we will use Districts departmental assistance, such as Construction Crew, Electrical Technicians, Water Operations, etc. If we need assistance from an outside service, we shall call the following contractors:

_____ Rental Equipment
Phone Number

_____ Traffic Equipment
Contact
Phone Number

_____ Pumping

Contact
Phone Number

_____ Rooter

Contact
Phone Number

Section 3: Emergency Traffic Control

In the event that the spill is located in a high traffic area, the Lead Collections Operator will utilize assistance from the Districts Construction Crew. If the construction crew is being utilized at that particular time, then we will seek assistance from the following:

The City of _____

Contact, Maintenance Superintendent – Public Works

During Working Hours: (Phone Number)

After Hours: _____ Police Department (Phone Number)

The City of _____

Contact, Maintenance Superintendent

During Working Hours: (Phone Number)

After Hours: _____ Police Department (Phone Number)

Section 4: Bypass

If the blockage is not relieved within the first few attempts (20 minutes), it is crucial that the bypass procedures are followed immediately.

4.1 Locate the nearest downstream manhole that can accept the additional flow.

4.2 Set up a 3 inch pump for smaller collection lines, and the 6 inch pump for larger transmission lines, this should be used as a guideline, be advised that larger pumps may be needed. The pump discharge hose should be secured or placed far enough into the manhole that it will not come out during pumping. The pump and pump hose should be protected from traffic by barricades. If additional pumps are needed, they shall be rented from:

_____ Pumping

Contact
Phone Number

Section 5: Containment

Containment is **Districts** top priority. The Collections Crew will make every valued effort to keep the SSO in a small area as possible. It is preferred that the crew keeps the SSO in the street and out of storm drains. To make sure the SSO is contained, the Collections Crew will use the following methods:

- 5.1** Use rubber blankets, 3 inch high rubber dams, or soil to keep the overflow from reaching a storm drain.
- 5.2** Should the overflow take place in an area not normally accessible to the public, such as; (fields, tributaries, etc.), the Collections Crew will use any reasonable means to contain the flow in that area for recovery.
- 5.3** Should the flow be too much to be contained on the street and is identified as a danger to the public, the Collections Crew will allow the flow to enter the storm drain or catch basin. The crew will make every reasonable attempt to dam up the spill in the storm drain or catch basin and recover it from that point.

Section 6: Reporting and Notification

All SSOs must be reported as soon as: (1) the Enrollee* has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in *section 9, Monitoring and Reporting Program No. 2006-003*, except item 9.k. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation.

Initial reporting of SSOs must be reported to the **County** Quality Control Board within 24 hours after the District becomes aware of the SSO, notification is possible, and notification can be provided without substantially impeding cleanup or other emergency measures. Minimum information that must be contained in the 24-hour report must include all information identified in *section C.2 of R9-2007-0005*.

All reporting and notification will be given to the proper authorities, and will be made according to the following procedure:

6.1 During working hours, reporting and notification will be made by contacting the (Name) Water Reclamation Manager or by any of the following personnel from the Collections and Maintenance Department, contact names and numbers are as follows:

6.2 In an event of any SSO , the following agencies will be notified.

Office of Emergency Service

Main Number (Phone Number)
Fax (Phone Number)

County Regional Water Quality Board

Main Number (Phone Number)
Fax (Phone Number)

City of _____

Main Number (Phone Number)
Fax (Phone Number)

State Health Department (24hrs)

Main Number (Phone Number)
Fax (Phone Number)

County Health Department

Main Number (Phone Number)
Fax (Phone Number)

Section 7: Posting

Public health and safety is the top priority of the Collections Department and District. We will post the proper signs to warn the public of potential contamination hazards.

7.1 Posting of contamination signs will be done in all cases whether there is standing water or the ground is saturated.

7.2 Signs will be placed in locations with high visibility as so that they can be seen from all routes that the public might take to enter an area.

7.3 Signs will remain posted for a period of not less than five days, unless directed by the SRWRF manager.

Section: 8 Restoration

We will make every effort to restore the environment to the condition that existed before the SSO occurred by using the following procedures:

8.1 If the SSO occurred in the street, staff will apply household bleach to the affected area and use the nearest fire hydrant to wash down the area, dechlorination if needed and recover wash down water, as much as possible. If the SSO occurred in an unpaved/dirt area staff would apply hydrated lime as needed for odor control and apply class 2 base at a minimum of two inches (2") of coverage.

8.2 Collect and dispose of any standing or pooled sewage that is accessible to the public.

8.3 Recover any sewage within storm drains, channels, curb, gutters, and culverts.

8.4 Clear surrounding area of paper, solids, and any other signs of a SSO.

8.5 We will replace vegetation, sidewalks, asphalt, fencing or any other items that were damaged as a result of the SSO or the crews working to restore service.

Section: 9 District Documentation

Documentation shall contain the following information:

9.1 Beginning and ending time.

9.2 Exact location of the SSO.

9.3 Any and all conditions that may have contributed to the cause of the SSO.

9.4 Did the SSO reach surface waters or a storm drain?

9.5 Total gallons spilled and the amount recovered.

9.6 Damage that was caused and any repairs that were made.

9.7 Photographs of the affected area.