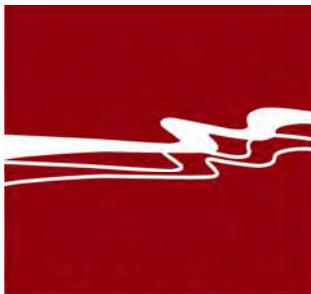




SEWER SYSTEM MANAGEMENT PLAN



PREPARED BY:



WALLACE GROUP®

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DOCUMENTATION OF CHANGES MADE SINCE FINAL APPROVAL

Revision Number	Revision Description and Reason	Revision Date
001	Updates to reporting tables per SWRCB order no. WQ 2008-0002-EXEC	5-13-2010
002	Updates to due to staff changes / responsibilities and annual updates as warranted	6-18-2013

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List of Acronyms and Abbreviations

Cal-EMA	California Emergency Management Agency (replaced State OES)
CAP	Capacity Assurance Plan
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EH	Environmental Health
FOG	Fats, Oil and Grease
FSE	Food Service Establishment
MGD	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (County)
RWQCB	Regional Water Quality Control Board
SHECAP	Sewer Hydraulic Evaluation and Capacity Assurance Plan
SORR	Sewer Overflow Response Report
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resource Control Board
WDR	Waste Discharge Requirement

Introduction

Background

The City of Grover Beach previously prepared a Sewer System Management Plan (SSMP) in compliance with requirements of the Central Coast Regional Water Quality Control Board (RWQCB) pursuant to Section 13267 of the California Water Code, in cooperation with the Wallace Group. The City of Grover Beach also complied with RWQCB Sanitary Sewer Overflow (SSO) electronic reporting requirements issued in November 2004 through its enrollment in the reporting program.

More recently, the State Water Resource Control Board (SWRCB) acted at its meeting on May 2, 2006 to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the General Waste Discharge Requirements. The SWRCB action, which applies to the City of Grover Beach, mandates the development of a SSMP and the reporting of SSOs using an electronic reporting system. The SWRCB SSMP requirements are similar to those of the RWQCB but differ in organization and some details.

The intent of this SSMP is to meet the requirements of both the RWQCB and the Statewide Waste Discharge Requirements. The organization of this document is consistent with the RWQCB guidelines, and addresses both the RWQCB and the SWRCB requirements. The SSMP includes eleven elements, as follows:

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

System Overview

The City of Grover Beach is a public agency providing services to residential, industrial, and commercial establishments and visitors. The City maintains a sewer collection system. This system is connected to a trunk sewer system and Wastewater Treatment Plant that is owned and operated by the South San Luis Obispo County Sanitation District (SSLOCSD). The City of Grover Beach is a member agency of the SSLOCSD along with the Oceano Community Services District and the City of Arroyo Grande.

The City of Grover Beach shares responsibility of the wastewater collection and transport systems up to the point of discharge into the influent wet well of the SSLOCSD wastewater treatment facility. The City of Grover Beach takes its responsibility very seriously to protect the environment to the greatest degree possible and insure the collection system is protected and utilized properly. The responsibility includes preventing overflows, which may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.

The City of Grover Beach encompasses 2.3 square miles and had a population of approximately 13,067 people in 2000. The City of Grover Beach is located by way of latitude 37 degrees 7' 15" North and longitude of 120 degrees 37' 10" West. The City is governed by a five council member body, known as the City Council, with each council member serving four year overlapping terms.

Figure A: Aerial Map of City of Grover Beach



The City Council is an elected body that makes decisions that are in the best interest of the city and its residents. The City Council establishes City policy, sets goals and objectives, approves the annual budget, approves expenditures and performs other related functions. (For names of current council members see **Appendix B**).

The Grover Beach SSMP Development Plan and Schedule can be found in **Appendix A**. The SSMP will be audited every two years as required under SSMP Program Audits. The SSMP will be updated every five years as required under Order No. 2006-0003-DWQ and re-certified by the governing board if significant updates to the SSMP are made.

Element 1 – Goals

This SSMP element identifies goals the City of Grover Beach has established for the management and maintenance of the sewer collection system and discusses the role of the SSMP in supporting these goals. These goals provide focus for the City of Grover Beach staff to continue high-quality work and to implement improvements in the management of the wastewater collection system. This section fulfills the Goals requirement of both the RWQCB and the SWRCB SSMP.

Element 1: Goals Appendix

Supporting information for Element 1 shall be included in Appendix A which shall include the following documents:

- **SSMP Development Plan and Schedule**

1.1 Regulatory Requirements for Goals Element

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

RWQCB Requirement

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

SWRCB Requirement

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

1.2 Goals Discussion

The City of Grover Beach seeks to provide a dependable and properly maintained system for wastewater collection for its constituents by meeting these goals:

- Be available and responsive to the needs of the public, and work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs.
- Properly manage and maintain the City of Grover Beach public sewer system collection lines to minimize SSOs.
- Identify, prioritize, and continuously renew and replace sewer system lines to maintain reliability.
- Implement regular, proactive maintenance of the sewer system to remove roots, debris, sand, and Fat's, Oil and Grease (FOG) in areas prone to blockages that may cause SSOs or sewer backups.

Element 2 - Organization

The intent of this section of the SSMP is to identify the City of Grover Beach staff that is responsible for implementing this SSMP, responding to SSMP events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to comply with the SWRCB requirements for completing and certifying spill reporting. This section fulfills the Organization requirement of both the RWQCB and the SWRCB SSMP requirements.

Element 2: Organization Appendix

Supporting information for Element 2 shall be included in Appendix B which shall include the following documents:

- **Council names and position currently held (updated as needed)**
- **Public Works Contact Information (updated as needed)**
- **Organization Chart for Public Works (updated as needed)**

2.1 Regulatory Requirements for Organization Element

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

RWQCB Requirement

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

SWRCB Requirement

The collection system agency's SSMP must identify:

- The name of the responsible and authorize representative;
- The names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting SSO, from receipt of a complaint or other information, including persons responsible for reporting SSO to the State and Regional Water Quality Control Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, RWQCB, Fish and Game, Coast Guard, and/or Cal-EMA).

2.2 Organization Discussion

The following section outlines the City of Grover Beach organization, general and SSMP responsibilities of personnel, authorized representative, and chains of communication for SSO responding and reporting. (Names and contact information of current staff are found in **Appendix B**).

2.3 City of Grover Beach Organization

The Town of Grover was founded August 1, 1887, with few residents but great potential for economic growth. By 1959, the population had grown in numbers and the town had progressed in development enough that the majority of residents wanted to make the area a city. An

incorporation election was held and on December 21, 1959. The election resulted in 636 registered voters in favor of making the Town of Grover a city and 380 against.

The first Mayor of this newly formed Grover City was Fay Keen and the City Council met for the first time on December 28, 1959 at the Fire House at Ninth Street and Ramona Avenue, where the first City Hall would be located.

By 1992, the question was revisited when city residents voted 2,275 to 2,179 to turn "Grover City" into "Grover Beach", reaffirming the Grover City Council's vote to change the name by Ordinance. The primary goal of this change was to further promote economic growth through "beach" tourism.

Today, the City of Grover Beach has a population of more than 13,000 residents. It also is a member agency with the South San Luis Obispo County Sanitation District (SSLOCSD) and retains one Board position on the SSLOCSD Board of Directors. The City of Grover Beach itself is governed by a five member Council, with each council member serving four year overlapping terms.

The City Council makes decisions, establishes policies and enacts laws on behalf of the voters for the betterment of the City of Grover Beach. The City Council also acts as the Improvement Agency for the City's adopted Redevelopment Plan.

Daily management of the wastewater system is carried out by the Director of Public Works, the Public Works Supervisor and Maintenance Staff. The Director of Public Works reports directly to the City Manager. (See **Appendix B** for The City of Grover Beach Organization Structure).

The Director of Public Works is the authorized representative responsible for implementation of the SSMP. The Director of Public Works is also the designated staff member who is responsible for all Wastewater Collection operations.

Operations staff is on-call twenty four (24) hours per day.

2.4 Description of General Responsibilities

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

City Council Members

The legislative head of the City of Grover Beach is the City Council, which is composed of five members. The five City Council Members are elected at-large, on a non-partisan basis. Residents elect the five Council members, making each accountable to the entire citizenry.

Council Members serve four-year overlapping terms. The mayor was directly elected for the first time in 2008 and will serve a two-year term. The City Council establishes City policies, approves ordinances and resolutions, makes land use decisions, approves agreements and contracts, and hears appeals on decisions made by City staff or advisory committees. The Mayor and City Council Members receive a monthly stipend set by resolution.

In addition, one member of the City Council is selected to serve on the SSLOCSD board.

Director of Public Works

This position assigns and supervises the work of Public Works Maintenance Staffs engaged in the maintenance, repair, construction, and operation of public services, including streets, water, sewer, parks, facilities, and equipment maintenance. The Director of Public Works reports directly to the City Manager and is the primary contact person at City Council. (For name of current position holder see **Appendix B**).

Public Works Supervisor

The Public Works Supervisor is the planner and organizer of the day-to-day activities of operations staff engaged in construction, repair, and maintenance work. Areas of supervision include streets, storm drains, sidewalks, water treatment and distribution, sewer collection, facilities, and fleet operations. The Public Works Supervisor will frequently participate directly in maintenance and operations activities. (For name of current position holder see **Appendix B**).

This position serves as the standby for emergency response for the Public Works Department 24 hours a day, seven days a week.

Administrative Services Director

The Administrative Services Director coordinates activities with other City officials, outside agencies, organization, and the public; provides responsible and complex staff support to the City Council and City Manager; serves as the Finance Officer of the Improvement Agency; and performs other functions related to reviewing, interpreting, and coordinating policies in the administration. (For name of current position holder see **Appendix B**).

Public Works Maintenance Staff (I – III)

Maintenance Staff perform a variety of functions related to construction, repair and maintenance of parks, grounds, buildings, streets, sewage collection systems or water distribution systems. Maintenance staff operates vehicles, equipment, tools and receive training in emergency response.

Office & 24 Hr. Emergency

The City of Grover Beach telephone contact number is answered twenty four (24) hours per day by either City of Grover Beach staff, or police dispatch at:

City of Grover Beach

(805) 473-4520 8am-5pm Monday through Friday

Police Dispatch (805) 473-4511

2.5 Responsibility for SSMP Implementation

The Director of Public Works is responsible for overseeing the overall implementation of the SSMP. Various individuals within the City of Grover Beach organization are responsible for implementing one or more of the SSMP elements. Table 2-1 summarizes the responsibilities for SSMP implementation by element.

Table 2-1 Responsibility for SSMP Implementation by Element

Element	SSMP Description	Responsible Person(s)
1	Goals	Director of Public Works
2	Organization	Director of Public Works
3	Legal Authority	Director of Public Works
4	Operations and Maintenance	Director of Public Works, Public Works Supervisor
5	Design and Performance Standards	Director of Public Works, City Engineer, Public Works Supervisor
6	Overflow Emergency Reponse Plan	Director of Public Works
7	FOG Control	Director of Public Works
8	System Evaluation and Capacity Assurance	Director of Public Works, City Engineer, Public Works Supervisor
9	Monitoring, Measurement and Program Modifications	Director of Public Works, City Engineer, Public Works Supervisor
10	SSMP Audits	Director of Public Works
11	Communication Plan	Director of Public Works

Responsibility for Element 1 – Goals

The Director of Public Works is responsible for leading staff in the implementation of the City of Grover Beach goals.

Responsibility for Element 2 – Organization

The Director of Public Works is responsible for updating the organizational structure, SSMP implementation assignments, and SSO responding and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The Director of Public Works is responsible for upholding the City of Grover Beach Sanitary Code and for drafting new ordinances, as needed.

Responsibility for Element 4 – Operations and Maintenance Program

The Director of Public Works and Public Works Supervisor are responsible for, Funding Resources and Budget, Outreach to Plumbers and Building Contractors, Prioritizing Preventative Maintenance, Purchasing Contingency Equipment and Replacement Inventories, Training of Staff, Updating the Collection Systems Map, and Scheduling Inspections and Condition Assessments.

Responsibility for Element 5 – Design & Performance Provisions

The Director of Public Works, City Engineer and Public Works Supervisor are responsible for reviewing design and performance documents to ensure that all construction projects meet the City of Grover Beach standards. These positions are responsible for updating standards for

installation, rehabilitation and repair, as needed. These positions are also responsible for the inspection of construction projects to ensure City of Grover Beach standards have been followed.

Responsibility for Element 6 – Overflow Emergency Response Plan

The Director of Public Works is responsible for implementation of the Overflow Emergency Response Plan, including revisions to the plan and annual training for Maintenance Staff .

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

The Director of Public Works is responsible for identifying grease hot spots and manages an effective cleaning program for grease problematic sewers.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The Director of Public Works, City Engineer and Public Works Supervisor are responsible for establishing and assessing capacity requirements for the City of Grover Beach collection system and for the preparation and implementation of the City of Grover Beach System Evaluation and Capacity Assurance Plan. These positions are responsible for the development and implementation of the city’s long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

Responsibility for Element 9 – Monitoring, Measurement, and Program Modifications

The Director of Public Works, City Engineer and Public Works Supervisor are responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of various staff. These positions are responsible for identifying trends in SSO occurrences and providing recommendations to the City of Grover Beach and the City Council.

Responsibility for Element 10 – SSMP Program Audits

The Director of Public Works is responsible for overseeing the biannual SSMP audits.

Responsibility for Element 11 – Communication Program

The Director of Public Works is responsible for communicating with the public and nearby regulatory agencies the status of the City of Grover Beach SSMP.

2.6 Chain of Communication for Responding to SSO

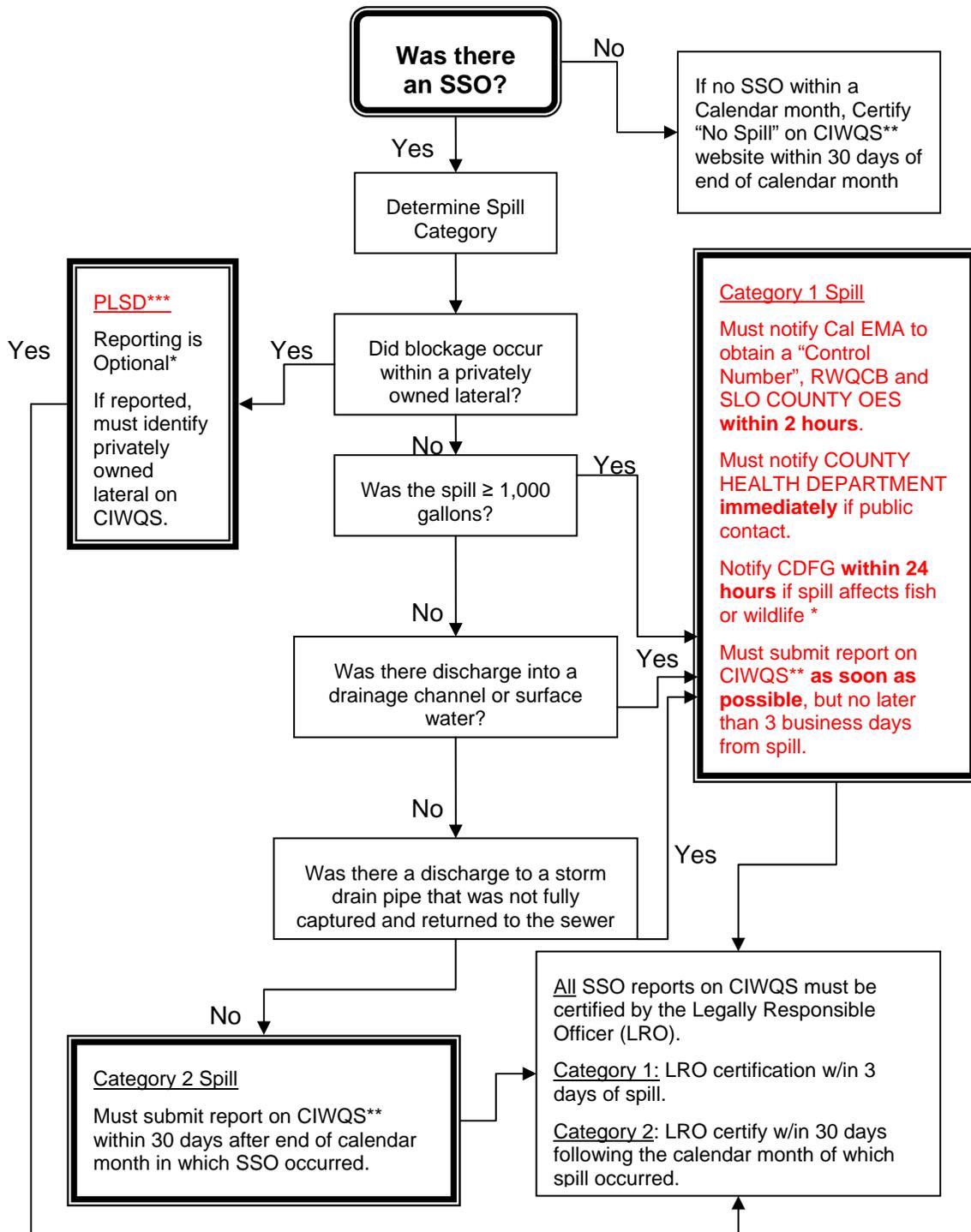
The Chain of Communication for reporting SSO’s begin with contact at the City of Grover Beach Public Works Department either by residents, 911 dispatchers or police and fire departments. There are times where police and fire personnel may contact the Public Works Director or designee directly. The City of Grover Beach telephone contact number is **(805) 473-4520** during normal business hours, or police dispatch at **(805) 473-4511**. All spill reports start with this contact and preparation of a sewer overflow response report. The sewer overflow response report, as provided in **Appendix F**, describes the nature of the SSO and other reported information. The office staff or police dispatch notifies city operations staff via handheld radios or cell phone of the overflow and response to the SSO is conducted. The Director of Public Works and/or Public Works Supervisor is responsible for reporting SSOs to the RWQCB.

The City of Grover Beach’s standard procedure is to report all spills regardless of size and whether or not the spill reaches the waters of the State.

In the event of a report of a possible wastewater spill, or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public.

1. The receiver of the call (staff member, police dispatch or 911 operators) will obtain the location from contact and any description they may have of the problem. The name and phone number of the reportee is also documented for follow-up information if necessary.
2. The call receiver will contact the on-duty Public Works staff member by phone immediately and direct staff to the described location. The sewer overflow response report is initiated and provided to the responding staff.
3. Administrative Staff may proceed to the location to verify report.
4. On-duty staff member will contact the supervisor and request appropriate support. The staff member will keep administrative staff informed of progress as necessary.
5. Operations Staff will notify the Director of Public Works or his designee.
6. Director of Public Works and/or Public Works Supervisor will notify all appropriate public agencies as necessary, including the SSLOCSD if the trunk sewer system is affected. County Health and/or Cal-EMA will be contacted if the spill presents a public health hazard.
7. The applicable agencies that would be contacted are included in **Appendix D**.
8. California Regional Water Quality Control Board (Contact within 24 hours with written report within 5 days) Central Coast Region
9. San Luis Obispo County Health Department (Contact immediately if public contact)
10. Office of Emergency Services:
 - a. San Luis Obispo County OES (Contact within 24 hours if spill over 1,000 gallons)
On-Call/Duty OES Coordinator 781-5011
 - b. Cal-EMA (Contact within 24 hours if spill over 1,000 gallons) 1-800-852-7550
11. CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife)
12. Upon completion of containment and clean-up, the Director of Public Works and/or Public Works Supervisor will use the Sewer Overflow Response Report (SORR) to complete the final spill reports to the SWRCB CIWQS database, the Regional Water Quality Control Board (RWQCB), Cal-EMA, and the County of San Luis Obispo Environmental Health Department as needed.

Figure 2-2 Chain of Communication for Reporting SSO



* These reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (SLO County Environmental Health, RWQCB, and Cal-EMA).

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

*** Private Lateral Sewage Discharge

Element 3 - Legal Authority

The City of Grover Beach has a comprehensive Public Works Sanitary Sewer System Ordinance which is identified as Article VII - Public Works, Chapter 1 and Section 7100-7320 of the City of Grover Beach Municipal Code. This Article is available to the public on the internet at: <http://www.grover.org/code.htm>.

Element 3: Legal Authority Appendix

There is no appendix associated with Element 3.

3.1 Regulatory Requirements

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

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

3.2 Inspections and Maintenance

In an effort to control infiltration and inflow (I/I), the City maintains and inspects portions of the sewer system on a daily, weekly, monthly, semi-annual and annual basis. All staff conducting inspections and maintenance to the sewer system is trained, either through a formal or in-house training program. The work of all contractors performing work on the sewer system are monitored, reviewed and inspected by the Public Works staff.

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

Article VII, Part 6

Section 7170	No Discharge of Storm Waters, etc. Into Sewers
Section 7171	Storm Sewers etc.
Section 7172	Other Waters and Wastes Prohibited
Section 7173	Grease, Oil and Sand Interceptors
Section 7173.1	Same; Construction
Section 7173.2	Same; Maintenance
Section 7174	Right to Regulate Water and Wastes and Require Preliminary Treatment
Section 7175	Preliminary Treatment Facilities
Section 7176	Installation of Control Manholes

SSLOCSD 1994-1 Pretreatment Ordinance and Requirements

The City is a satellite wastewater collection system which discharges into the SSLOCSD trunk line.

3.3 Design and Construction

This section of Legal Authority requires the proper design and construction of sewers. Standards concerning design and construction ensure the sewer lines and connections are properly designed and constructed. The purpose of the Standards and Specifications is to provide minimum standards for the design, kinds and uses of materials, and the preparation of plans for construction, repair, or alteration of City sewer and water facilities.

Article VII, Part 6

Section 7133	Materials
Section 7134	House Sewers, Size and Specs
Section 7138	Building Courts; Common Pipe
Section 7157	Permit and Fees required Before Work Done

The sections above address the type of materials that shall be used, pipe size, uniform plumbing code and permits required prior to construction. All work must be completed based upon the Uniform Plumbing Code and any alterations to this must be approved by the Public Works Superintendant.

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

3.4 Ensure Access to Publically Owned Portions of the Lateral

The City prides itself on its relationship with local residents. Only on rare occasions is City staff not permitted by people to conduct investigations and/or inspections of private lateral sewer lines. The City's primary goal in those instances is to determine if SSOs are likely to occur or if damage to the treatment plant is probable. These investigations help protect the public and the environmental health of the City.

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

Article VII, Part 6

Section 7153	Investigation Powers
Section 7152	Protection from Damage

3.5 FOG Control

The City has developed a FOG Control and Inspection Program. As a member agency of the SSLOCSD the City is included in their FOG Ordinance No, 2008-01. The FOG Ordinance and the City's FOG Program work in conjunction to include regulations governing the sewer system regarding FOG discharges.

Article VII, Part 6 Section – 7139 Grease Traps, Catch Basins, Sumps etc.

SSLOCSD 1994-1 Pretreatment Ordinance

SSLOCSD 2008-01 FOG Ordinance

See Element 7 for detailed information pertaining to the FOG Program.

3.6 Enforce Violations of its Sewer Ordinance

It is essential to protect the City from chronic violators from illegal discharges or manipulations of the sewer system. In the event that a person or business fails to comply with the current regulations violations will be issued.

The right to do so is found in:

Article VII, Part 6

Section 7154	Correction of Violation
Section 7155	Liability for Damages for Violation
Section 7156	Relief

Section 7154-7156 allows the City to serve a person who is in violation of the Public Works Sanitary Sewer System written notification for correction and that person will be held liable for any damages resulting from such violation. The SSLOCSD Ordinance also states that should the person have special circumstances which resulted in such violation that the individual can make written application to be heard by City Council for Relief.

3.7 Sewer Use Fees

Sewer fees are periodically reviewed for proper fee structure and applicability. This is further discussed in:

Article VII, Part 6

Section 7180	Sewer Rental Charge
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Every person whose premises in the City that is served by a connection to the sewer system which disposes household or industrial waste and is transported from the City to the treatment plant pays a sewer rental fee. This fee funds the operations and maintenance of the sewer collection system. Fees are reviewed and adopted by City Council through the Ordinance process.

3.8 Goals for Legal Authority

After close evaluation of the current Ordinances set in place, the City plans to add the following items during the fiscal years of 2010-2012:

- Add specific verbiage pertaining to written approval of new construction, not only obtaining a permit.
- Section 7154-7155 Enforcement of violations will be expanded upon to include penalties for violations.

Element 4 – Operations and Maintenance

The City of Grover Beach understands that the operation and maintenance of the collection system extends beyond that of the maintenance staff. An efficient system involves the joint responsibility of agency engineers, management, maintenance staff and the general public. City staff can only function on the basis of available resources provided to them.

It is the City's responsibility to the operation and maintenance of a collection system to make sure that the system is kept in good working condition. It requires that the system be regularly maintained, so that the wastewater enters the treatment plant in an efficient way. As operations staff performs regular maintenance, they provide practical experience for operation of the sewer system making them an essential component for sewer system efficiency.

Element 4: Operations and Maintenance Appendix

Supporting information for Element 4 will be included in Appendix C which shall include the following documents:

- **Capital Improvement Budget**
- **Collection System Mapping**
- **Typical Sewer Cleaning Log**
- **Current Inventory List (updated annually)**

4.1 Regulatory Requirements

The City has evaluated its service area to determine any measures or activities that shall be taken to settle on the overall collection system status and identify repairs as a preventative maintenance measure. The City evaluated the following measures and activities:

- Collection Systems Map
- Preventative Operations and Maintenance
- Rehabilitation and Replacement Program
- Employee Training
- Equipment and Replacement Inventories
- Resources and Budget
- Outreach to Plumbers and Building Contractors
- Scheduling Inspections and Condition Assessment

4.2 Collection System Map

The City of Grover Beach maintains a collection system map that outlines all of the following features; location of the sewer lines, manholes, cleanouts, depths to sewer invert, pipe sizes and pipe materials, and the direction of flow. Pump stations and other special structures (storm water conveyance facilities?) are also identified. The City's collection system map is available in **Appendix C**.

As-built plans and construction drawings are also maintained as the system is improved; new systems are added or altered. The maintenance staff and subcontractors make notations that deviate from construction documents and the city engineer updates the drawings when necessary.

4.3 Preventative Operation & Maintenance

The City educates its staff to think of maintenance in two categories: corrective and preventative.

Corrective maintenance refers to emergency maintenance. Examples include collapse of an existing sewer; stoppage due to roots, grease, or other foreign materials; or excessive inflow or infiltration. These conditions require immediate action to correct the problem and as described in Element 6 – SSO emergency response.

Preventive maintenance involves inspection of the sewer system and analysis of existing data to identify trouble areas. Such data provides guidance in developing the type, degree, and frequency of preventive maintenance required.

The objectives of both are to improve service, reduce emergency occurrences, and to minimize the cost of the preventive maintenance program. Generally, the greater the amount of preventive maintenance performed, the less the amount of corrective maintenance that should be required. However, there should be a reasonable balance between the cost of preventive maintenance and a corresponding benefit. While no precise method is available to determine just exactly how much preventive maintenance should be undertaken, a review of historical maintenance costs on existing facilities serve as a useful guide.

4.3a Pipeline Maintenance

The City of Grover Beach has developed a year-round pipeline maintenance program with an emphasis on preventive maintenance. Known trouble locations are checked at more frequent intervals. The city maintains 50 miles of sewer and entire system is cleaned, flushed annually and one half of the system is video taped each year. While video is completed every two years, every third year there is no video of the system. Based on cleaning and videos, the city determines which area of the pipeline system would benefit the most by rehabilitation or replacement. Quarterly cleanings are performed at historical problem areas based on field crew experience. The city also provides funding as needed to address infrastructure deficiencies.

4.3b Manholes

The City of Grover Beach uses visual manhole inspections, as part of regular maintenance. It is an inexpensive and quick method of detecting inflow / infiltration sources, and for documenting the general structural condition of the manholes and the accuracy of previous system drawings. Visual and video manhole inspections (smoke testing in 2009) are used to determine the following:

- Exact location of the manhole
- Condition of cover and frame (defects that may allow inflow)
- Is the cover subject to ponding or surface run off
- Potential area that drains to any defects
- Condition of benching, risers, grade rings and collar, and
- Condition of sewer pipe and lateral connections.

Manhole repairs are required to correct structural deficiencies, effects of corrosion on the internal surface, and to eliminate the entrance of surface or groundwater infiltration. The City continues to install manhole liners to minimize potential infiltration.

4.3c Lift Station Maintenance

The City maintains seven (3) lift stations and duplication of equipment and functions provides the flexibility necessary for continued operation during shutdowns due to scheduled maintenance or emergencies. Regular inspections are performed on the lift stations that include the bearings, seals and scheduled lubrication, electrical equipment, instrumentation, wet well, screening devices, venting and housekeeping. Daily lift station and wet well inspections are performed by maintenance staff and wet wells are cleaned quarterly.

4.3d Investigation (Complaints)

The Work Order form located in **Appendix C** is used to record complaints from the public or from another governmental agency. This form becomes a permanent record and is subject to review at a later time. Maintenance staff ensures that all entries that are required are complete and accurate. The City makes every effort to respond immediately to all sewer-related complaints followed by prompt correction of defective conditions.

4.4 Rehabilitation and Replacement Program

The City considers a number of measures to keep the existing sewer collection system functional. These range from local rehabilitation to complete replacement of the sewer section.

Rehabilitation is employed when a section of the sewer collection system fails. There are several repair methods available. The choice of method or combination of methods depends on the physical condition of the sewer system components (i.e., pipeline sections, maintenance holes, and service connections) and the nature and magnitude of the problems. If the problem does not involve the structural integrity of the system's components or the need to increase the capacity of the existing system, rehabilitation can be an effective way of restoring the utility of the failed system component.

Replacement involves the removal of the existing damaged pipes or maintenance holes and replacing them with new ones. The cost of this method, however, is generally much higher than other rehabilitation alternatives, and it takes a longer time to do the job.

Many factors are considered when deciding between rehabilitation and replacement. The City of Grover Beach performs a video system survey every two years. After the 50% survey is completed each year, Public Works Staff and the City Engineer determine if potential problems with the sewer system are a rehabilitation or replacement project. The rehab or replace projects are prioritized and referenced in the Capital Improvement Program (CIP) in terms of short and long term action required.

Lift Station repairs are normally done in-house. Mechanical repairs are performed at the maintenance yard. Electrical repairs are undertaken at the lift stations by utility staff. In general, the City maintains in stock a recommended list of spare parts. Repairs requiring outside job contracts are those considered major or complex in nature such as control systems, motors, variable speed drives, and valves and are subcontracted.

4.4a Capital Improvement Program (CIP)

Individual Rehabilitation and Replacement Projects are identified and described in the Capital Improvement Program (CIP). A CIP budget and plan is prepared annually and covers a 5 to 10-year period. The budget is prepared based on the Sewer Master Plan which was completed in 2006. This annual report contains a planned expenditure summary for identified projects, followed by a detailed project description along with a 10-year project expenditure plan.

The City's current CIP budget and plan is located in **Appendix C** and is updated annually.

4.5 Employee Training

The City recognizes the importance of providing training for maintenance staff. Training programs include formal classroom training, informal on-the-job and hands-on training. Training is facilitated by both City staff and by outside training workshops. On-the-Job cross training is pursued to ensure staff has a proficient working knowledge of the sewer system. City Staff is cross-trained so that critical tasks can be done without interruption when crew members change. Task proficiency is a requirement for all job positions and promotions, and training records are maintained.

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

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

The maintenance staff will also be trained as part of the [Overflow Emergency Response Plan](#) in proper SSO response prior to 2011 and every 5 years OR as new employees with sewer system maintenance responsibilities are hired.

4.6 Equipment and Replacement Inventory

City Staff maintain the pump stations but do not perform repair or replacement of underground pipelines. Repair and replacement of underground pipelines are contracted out to licensed contractors who have the equipment, materials and staff to complete the work. The City maintains an electronic inventory of equipment, replacement parts, and supplies and follows a structured process to ensure an up-to-date accounting and complete inventory of equipment and replacement parts for their specific duties. Parts that are needed for preventive maintenance are identified ahead of time for each specific maintenance task. Parts are secured prior to the start of preventive maintenance.

Redundancy is provided for key pump station equipment and all pump stations have backup power to minimize the risk of a complete shut-down. As a backup, managers have credit authority to purchase needed materials and supplies from local vendors of non-stock items when they are critically needed.

The City maintains equipment such as sump pumps, portable generators, traffic control and night lighting systems, for immediate deployment in an emergency.

The City has a procedure for pre-qualifying manufactures and equipment vendors and, in some cases, purchasing sole-source equipment to standardize equipment and parts. This additional procurement option reduces inventories, simplifies procurement procedures, and reduces training and operation & maintenance costs. The City provides an inventory list to the Regional Board every year of the items available on-site for maintenance in its Annual Report. The current inventory list is also provided in this plan in **Appendix C**.

Element 5 - Design and Performance Provisions

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

Element 5 – Design & Standards Appendix

There is no Appendix for Element 5.

5.1 Regulatory Requirements

The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

The SSMP must identify the procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards

On June 5, 2006 the City Council adopted a set of Standards and Specifications. The purpose of the Standards and Specifications is to provide minimum standards for the design, methods of construction, kinds and uses of materials, and the preparation of plans for construction, repair or alteration of streets, roadways, concrete structures, drainage, sewerage, and water supply facilities within the City of Grover Beach, where any portion of such improvement is to be offered to the City of Grover Beach for operation and/or maintenance. In addition, Article VII of the Municipal Code includes:

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

All work must be completed based upon the Uniform Plumbing Code and the above standards. Any alterations to this must be approved by the Public Works Superintendent.

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

5.3 Inspection Standards

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

5.4 Design and Performance Goals

After close evaluation of the current Ordinances, the City plans to add the following items during the fiscal years of 2010-2012:

- Specific verbiage pertaining to written approval of new construction, not only obtaining a permit.

Element 6 - Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) element delineates how the City responds to Sanitary Sewer Overflows (SSO). A pre-existing Emergency/Disaster Response Plan is in place and has been incorporated and expanded into this new plan to meet the new statewide requirements.

Element 6 - OERP Appendix

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

- **Chain of Communication contact and phone numbers for responding to a spill (updated as needed).**
- **OERP Field Manual;**
- **Sample Incident Report Form**
- **Sewer Overflow Response Report (SORR) for CIWQS**

6.1 Regulatory Requirements

The City of Grover Beach will implement an OERP that identifies measures to protect public health and the environment. At a minimum, the plan will include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO 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 purveyors, etc.) of all SSOs that potentially affect public health or reach the waters of the State. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the OERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; 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 State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Overflow Emergency Response Plan Discussion

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

6.3 SSO Notification

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

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

The Public Works Supervisor and the delegated maintenance staff are on standby twenty-four (24) hours per day, seven (7) days per week and are aware of low manholes that may have the highest risk of overflow. In the event of a spill, containment followed by dry chlorine and wash down protocol is used. If the event occurs during non-office hours, the City of Grover Beach's emergency dispatch will contact the appropriate Staff using emergency phone numbers.

6.4 SSO Response

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

The City of Grover Beach's policy is to respond to all spills within the City of Grover Beach service area boundary and provide mutual aid outside the City of Grover Beach boundary, whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. Element 2 addresses the organizational structure of the City of Grover Beach and details the lines of authority along with the responsibilities of City personnel during an emergency.

6.5 SSO Reporting

The OERP covers Spill Reporting, including internal City reporting and external state and local agency reporting. The notification procedures provided below summarize the reporting requirements in the OERP. **Appendix D** will include the current contact information for the agencies that require reporting.

The City of Grover Beach is registered with the SWRCB CIWQS electronic sewage spill reporting system, and shall routinely utilize these procedures. An SORR will be completed for all reportable spills. The information recorded on the SORR is entered into CIWQS in accordance with the mandated reporting timelines. Copies of the SORR will be located in the City of Grover Beach office. The following are the reporting procedures for SSOs:

Sewage spills equal to or greater than one thousand (1,000) gallons and all sewage spills that enter a water body of the State, or occur where public contact is likely, regardless of the size, will be considered a Category 1 spill. Category 1 spills will be reported immediately to Cal-EMA to obtain a Spill Control Number. This Spill Control Number will be included in the spill report forms. Category 1 spills will be reported immediately (within 2 hours) to the RWQCB, San Luis Obispo County Environmental Health Department and the California Department of Fish and

Game (CDFG). Notifications will be made immediately, upon awareness of spill. CIWQS notifications will be made within 3 business days following the SSO and certified by the Legally Responsible Official (LRO) no later than 3 days following the SSO event.

A sewage spill that is less than one thousand (1,000) gallons and does not enter a water body or storm drain shall be considered a Category 2 spill. These spills will be reported to CIWQS no later than thirty (30) days following the calendar month in which the spill occurred. The RWQCB Central Coast Region must also be notified in writing within thirty (30) days.

A Sewage Spill Report shall be submitted immediately to the RWQCB electronically or via facsimile and will include the following information:

- Name and address of discharger, and reporting party.
- Date and time of spill. Time spill stopped.
- Location/address of spill/manhole number if available.
- Volume of spill. Path of spill. Water body affected.
- Cause of spill, action taken to stop spill.
- Time cleanup began and time cleanup completed.
- Discussion of cleanup and any public notices posted.
- Number of spills in same location over last three years.
- Discussion of measures taken to prevent spills at this location.
- List of other public agencies notified.

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

6.6 SSO Chain of Communication

The City of Grover Beach's authorized representatives in wastewater collection system matters are the Public Works Director, Supervisor and support staff. The Director is the authorized individual at this time to certify electronic spill reports submitted via the State-wide database, CIWQS.

The Director is also authorized to submit and certify SSO reports and to initiate proper regulatory and governmental agency notifications as required by the nature of the spill.

To report a problem in the sewer main during the hours of 8:00 a.m. to 5:00 p.m., call the City of Grover Beach Police Dispatch at (805) 473-4511. Between the hours of 5:00 p.m. and 8:00 a.m., contact the Emergency Dispatch number at 911.

The Chain of Communication for reporting SSO begins with contact at the City of Grover Beach. The City of Grover Beach Police Dispatch telephone contact number is **(805) 473-4511**. This telephone number is answered Monday through Friday, 8:00am to 5:00pm. After hours or on weekends the calls will come through 911.

During business hours office staff notifies Public Works Staff of the overflow and response to the SSO is conducted. The Director is primarily responsible for reporting SSO to the RWQCB, Cal-EMA and other applicable agencies.

The preparation of an Incident Report is also an essential component of the OERP. The Incident Report is a simple one-page document that provides the vital contact and initial spill information for staff to respond quickly and be aware of the location and individual that notified the City of Grover Beach should further information be required. The Incident Report is provided in **Appendix D**. Staff who respond to the spill are also provided with SSO documentation forms that they are responsible for filling out, once the spill has been contained. The SSO form documents the time of spill and any corrective actions that took place. The data collected by staff is then entered into the CIWQS system for regulatory compliance. The form is provided in **Appendix D**.

The City of Grover Beach's policy is to report all spills that occur outside building structures or restrooms regardless of size and whether or not the spill reaches the waters of the State.

In the event of a possible wastewater spill, or when Staff is contacted concerning odors, standing water or an overflowing manhole, the following steps shall be taken to verify the report and ensure the safety of the public.

- City Staff obtains the location and any description of the problem, name and phone number of the caller for follow-up information.
- The Incident Report Form is initiated and provided to the Public Works Staff.
- Public Works Staff shall proceed to the location to verify report.
- Public Works Staff shall request appropriate support. Public Works Staff will keep administrative staff informed of progress as necessary.
- The Director shall notify City Manager or other City representatives as necessary.
- The Director, or designee, will notify all appropriate public or regulatory agencies as required by the complexity of the spill.
- Upon mitigation, containment and clean-up of the spill, the Director, or designee, will use the SORR to complete the final spill report(s) to the SWRCB CIWQS database, the RWQCB, Cal-EMA, and the County of San Luis Obispo Environmental Health Department as needed.

The communication chain for responding to an SSO is shown in Element 2, Figure 2-1. Detailed information on the City of Grover Beach's overflow response procedure shall be found in the OERP, and will also be included in **Appendix D** for a detailed reference.

6.7 SSO Categories and Reporting Timeframes

Category 1 - All discharges of sewage resulting from system stoppage in the City of Grover Beach's sanitary sewer system that:

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

Reporting timeframe – All SSO that meet the above criteria for Category 1 SSO must be reported as soon as: (1) the City of Grover Beach 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 Category 1 SSO must be reported to the Online SSO System as soon as possible but no later than 3 business days after the City of Grover Beach is

made aware of the SSO. A final certified report must be completed through the CIWQS electronic database, within 3 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time within the 3 day period.

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

Category 2 – All other discharges of sewage resulting from a stoppage in the City of Grover Beach’s sanitary sewer system.

Reporting timeframe – All SSO that meet the above criteria for Category 2 SSO must be reported to the CIWQS electronic database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSO occurring in the month of January must be entered into the database before March 1st).

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

Reporting timeframe – All sewage discharges that meet the above criteria for PLSD may be reported to the CIWQS database with the City of Grover Beach’s discretion. If a PLSD is recorded in the CIWQS database, the City of Grover Beach must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the City of Grover Beach) should be identified, if known.

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

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

6.8 SSO Impact Mitigation

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

Proper notification procedures are the first step in the mitigation process. This is accomplished as noted in section 6.7 Reporting Procedures.

Reporting person contacts the Police Department at 911 or The City of Grover Beach Police Dispatch at (805) 473-4511. Lift station alarms are also automatically sent to the SCADA system that then forwards the alarms to the Police Department Dispatch Center.

Police dispatcher contacts on-call Public Works personnel to respond to the alarm.

Public Works Director or his designee contacts applicable agencies SSLOCS (If trunk system spill) District Office – (805) 489-6670

Once proper notification takes place operations staff begins the investigation and goes to the location of the spill. All applicable agencies will be contacted. They include the following:

- California Regional Water Quality Control Board (Contact **within 2 hours** with written report within 3 days if a category 1 spill, 30 days if a category 2).
Central Coast Region - Sorrell Marks 805-549-3695
- San Luis Obispo County Health Department (Contact immediately if public contact)
805-781-5544
- San Luis Obispo County OES (Contact **within 2 hours** if spill over 1,000 gallons **or reaches waters of the State**)
 - On-Call/Duty OES Coordinator 805-781-5011
- Cal EMA Warning Center (Contact **within 2 hours** if spill over 1,000 gallons **or reaches waters of the State**)
800-852-7550
- CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife)
 - Central Dispatch 831-649-2810
 - Dennis Michniuk 805-594-6119

The notification procedures are designed to minimize response time to an overflow. Given the location of the overflow, staff uses the sewer atlas to determine what sewer main is involved and the location of the manhole(s) that may be involved. Based upon the location and type of overflow, City crew responds with the appropriate equipment. Normal response includes a service truck equipped with traffic control devices and the necessary containment tools such as sandbags and plastic tarps. Additional resources are available locally from other jurisdictions or through equipment rental agencies as a situation warrants.

The crew then begins removing the main stoppage with hand tools and returns normal flow to the system. Clean up of any sewage starts with vacuuming up the water and any solid material followed by washing and disinfection of the spill area. Based upon the observation of the spill an estimate of gallons per minute will be made and a sewage spill volume estimated. It is the City's practice that spills greater than 1,000 gallons **and all sewage spills that reach a water body** of the State or occur where public contact is likely, **regardless of size**, will be reported to the RWQCB by phone **within 2 hours** of the incident.

The Public Works Director or his designee shall contact applicable agencies, including SSLOCSO if the trunk sewer system is affected. County Health and/or Cal EMA will be contacted only if the spill presents a public health hazard or reaches a body of water or storm drain.

All Public Works employees are trained in the operations and maintenance of sewer mains, lift stations, sewer rodder, sewer jetter and procedures for emergency situations. The Public Works Director and Public Works Supervisor implement and revise current programs. The Public Works Supervisor holds safety and maintenance classes quarterly.

Additionally, the Public Works Department's procedures for responding to a spill involve initial response using a service truck with traffic control equipment as well as equipment to cordon off the site from the public. The Police department is available as needed for site security. Staff takes all reasonable steps to contain sewage and to prevent sewage discharges to surface waters.

The crew upon arrival determines the cause of the spill and depending upon the situation, dikes or sandbags off any drain inlets that flow to surface water bodies or to gutters. In the event that

the spill comes into contact with surface water bodies, testing of those bodies will be completed to determine the level of contamination and the appropriate method of clean up.

Due to the compact geographic size of the City, staff historically has responded to spills in less than an hour from receipt of a call. Personnel are on call to respond 24 hours a day 365 days a year. The Police Department dispatcher has a list of standby personnel for emergency response. Responders have access to the necessary equipment as outlined above.

Six of the sewer lift stations are equipped with by-pass connections for emergency use of portable centrifugal gas powered pumps in the event of a power interruption. One sewer lift station is equipped with stand-by power. All lift stations have visual and audible alarms; response time from alarm has been historically ten minutes. In the event of a problem at one of the lift stations, an alarm will signal personnel prior to a spill, allowing time to make repairs or time to pump it down manually.

The Public Works Staff will use suitable materials, to block catch basin entrances to storm drains and will also vacuum up spills and provide wash down water where appropriate. The City of Grover Beach may use the storm drain system as a containment device if needed. This is accomplished by using the outlet to the storm drain, blocking the spill and washing the area down with water and then vacuuming the line.

For mitigation purposes the SLO County Environmental Health Department (the County) provides the City assistance in post-SSO monitoring. In the event of a spill, the County is notified immediately along with other applicable agencies. The City then utilizes the County for the service of monitoring water quality post-SSO. The City will also provide any necessary support, equipment, or staff as requested to assist in the water quality monitoring.

The proper chain for communicating with the various departments involved in a spill is located in **Appendix D**.

6.9 Training

The City of Grover Beach sees the value in proper training of staff for emergency purposes and intends to continue staff training. The City does not at this time have pre-established responsibilities for staff members but rather all staff members are trained in all positions which includes basic emergency response. Should the City deem it necessary that staff be trained with pre-established roles, the City will do so. Administrative staff may be called upon to respond but only as required to provide administrative and/or reporting support.

Element 7 - Fats, Oils & Grease Control Program

The City of Grover Beach has an active FOG control and inspection program. To date, fifty-four facilities are enrolled in the FOG Program and they are inspected twice a year. The City of Grover Beach remains very proactive in the maintenance of its high maintenance areas attributed to grease and has a history of minor blockages created by these substances. The City is very proud of its program and with the help of its Food Service Facilities the City believes it will remain a success. The City does take this program very seriously because it is in close proximity to local beaches and relies heavily on tourism. Overflows resulting in beach closures jeopardize its economy and will damage the landscape and beach community.

Element 7 Operations and Maintenance Appendix

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

- **List of Food Service Establishments (FSE)**
- **FOG inspection forms**
- **Public Outreach Materials for both residential and commercial customers**
- **CalFOG List of approved Grease Haulers**

7.1 Regulatory Requirements

The FOG source control program includes the following as appropriate:

- An implementation plan and schedule for public education outreach program that promotes proper disposal of FOG;
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSO and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practices (BMP) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District 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.

7.2 FOG Control Program Discussion

The City of Grover Beach developed a FOG Inspection Program in July 2007 and approved the adoption of the South San Luis Obispo County Sanitation District Ordinance establishing the regulations and requirements deemed necessary for governing the protection of the sewerage system specifically involving Fats, Oil and Grease.

The goal of the FOG Control Program is to inspect all Food Service Establishments (FSEs), provide education to FSEs and reduce maintenance costs from grease related problems. Doing so should reduce the risk of SSOs and improve the longevity of the collection system sewer lines.

Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The City currently is absorbing the program and inspection costs.

7.3 FOG Control Program Outreach

The City's FOG Program began with outreach and it remains a major component of the program. Prior to program "kick off" the City in partnership with SSLOCSD worked collaboratively with the SLO County Health Department to inform FSEs of the FOG Program and its requirements. Flyers were handed out during public meetings and more were mailed to each FSE that maintains a Health Permit. The flyers were followed with FSE surveys and personal phone calls to each owner or manager of a facility. This allowed each party that would be affected by the program to ask questions and receive any information regarding the FOG Program prior to any inspection of the facility.

To date, each facility within City limits can obtain a Best Management Practices (BMP) Booklet, a Grease Hauler List, a Cleaning Record Form (English and Spanish), and a No Grease Poster. These forms are available at the Public Works Office and inspectors have them available when an FSE is inspected.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible to the residential community, education is. The City of Grover Beach plans to implement a residential outreach program through flyers in homeowners sewer bills and the City is in the process of developing door-hangers to "Stop the FOG" to areas where operations Staff have identified High Maintenance Areas (HMAs) (see **Appendix E**).

Flyers intended for sewer bill distribution will involve multiple topics in addition to FOG in order to provide public education in an economically feasible manner. For example a flyer may incorporate FOG information in addition to storm water management and proper disposal methods for pharmaceuticals.

The City's flyer development and distribution will occur as needed.

7.4 Identification of Grease Problem Areas and Sewer Cleaning

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

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

7.5 Legal Authority

The City is currently using SSLOCSD's adopted FOG Control Ordinance – 2008-01. This is the second Ordinance that the City uses on behalf of its treatment plant. This decision was made because FOG control is an element of Pretreatment. The other Ordinance currently in use is SSLOCSD's Pretreatment Ordinance 1994-1.

The FOG Ordinance includes:

- Establishment of enforcement authority
- Limits on types of wastes discharged to public sewers
- Requirements for specific design and construction of grease interceptors and/or traps,
- Requirements for the installation of grease interceptors
- Requirements for maintenance of grease interceptors,
- Enforcement, and
- Implementation measures, as appropriate.

If the City finds that a grease interceptor or gravity separating device installed prior to the effective date of the ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the City shall notify the user, in writing, that an adequate interceptor or gravity separating device shall be installed within a specific, reasonable time period.

7.6 FOG Control Measures

The City has implemented FOG control measures for all sources of FOG discharged to the sewer system. One of the elements that are provided to FSEs or interested parties are the Best Management Practices (BMP) manual. This manual helps to provide guidance and suggestions to FSE in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by 90%. The BMPs consist of the following:

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

7.7 FOG Program Funding

The FOG Program is funded annually through the Sewer Fund and has been contracted out for inspection and administration purposes only. Program fees have been absorbed by the City in order to help alleviate the cost for an FSE to reach compliance. It is expected that maintenance fees will be reduced thus “paying” for the program at no cost to the consumer. If at some time it is determined that program costs exceed maintenance reductions then the City will evaluate a fee based program. To date, program fees continue to decrease. Maintenance reductions are still under evaluation.

7.8 FOG Characterization

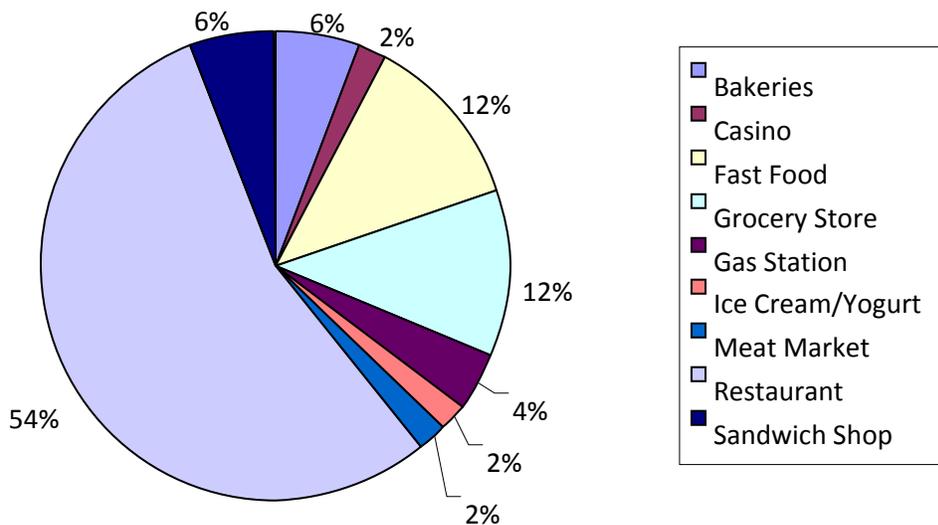
The City inspects all FSEs that are located within its jurisdiction. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. Almost all FSEs contain high FOG menu items and are inspected for properly working grease traps and/or interceptors. Facilities are also required to maintain proper documentation for each time their trap or interceptor is cleaned. These records must be maintained and be made available for a minimum of two years on-site. In some cases where a facility does not currently maintain a grease trap or interceptor one may be required to be installed. This is based upon current regulations. The current Uniform Plumbing Code is also closely followed in determining type and size of unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number drains within the facility, type of dishwasher (if any), and size and history of SSOs related to the establishment. Dye testing is conducted when necessary to determine specific drainage.

There are two types of permits currently issued. The first is the standard FOG Permit. This permit is issued to all typical FSEs that discharge FOG into the sewer system in amounts above 100 mg/l. Typically, this includes bakeries, fast food restaurants, full service restaurants, butchers, delis, and ice cream or yogurt shops. Alternatively, the Variance Permit is issued to FSEs that do not discharge high quantities of FOG. These facilities can include coffee houses, small sandwich shops or prepackaged grocery stores. Should a facility with a Variance sell, a new Variance will not be issued automatically. Variances will be re-evaluated at change of ownership or significant re-model.

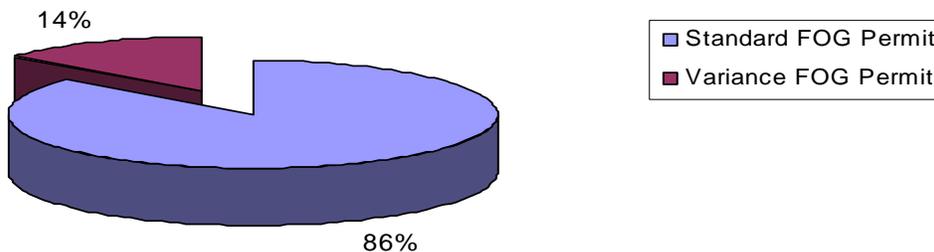
The charts below show the average type of facilities found within the City and the percentages of Standard Permits issued versus the Variances. An itemized list of the FSEs, locations and permits issued is located in **Appendix E**. The itemized list is updated annually to reflect any facility additions or deletions.

Figure 7-1: Food Service Establishments Chart and Permits Chart

Types of Food Service Establishments



Permitted Food Service Establishments



When an FSE is found to be out of compliance the facility is given time to rectify the problem and is then re-inspected for compliance. Additionally, when Operations Staff is sent out on an emergency or is conducting regular maintenance and identify high levels of FOG, notification to the FOG inspectors is made. The FSE of concern is then inspected regardless of last inspection date. The FSE is informed of the reason for the inspection and compliance issues are

addressed at that time. The inspector may be required to conduct a follow-up visit before returning the FSE to its regular facility visits.

Facility inspection paperwork is maintained in the Public Works office and is available electronically. The City of Grover Beach also maintains an up-to-date map of all FSEs within the City. Due to frequent FSE turnover the map is updated annually. Any “hot spots” or HMA that are identified are highlighted on the GIS map for review. Again, this assists the maintenance and inspection staff to be aware of the locations that are problematic and serves as a useful tool to monitor program success. All inspection forms and HMAs identified due to FOG are located in **Appendix E**.

The FOG Program is an ongoing process of education and compliance. The City is proud to be a part of it and is very grateful for its FSEs understanding of the need for program success. Together, the City and its constituents will work to protect the collection system and the City’s beautiful landscape promoting economic growth and prosperity.

Element 8 – System Evaluation and Capacity Assurance Plan

This element discusses the steps taken by the City to ensure adequate capacity for dry and wet weather peak flow conditions. This includes evaluation, design criteria and capacity enhancement measures. A schedule for implementation is also included with the budget.

Element 8 –Capital Improvements Appendix

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

- **Capital Improvement Projects (CIP) Budget including funding sources**
- **Inflow & Infiltration (I/I) Plan**

8.1 Regulatory Requirements

The City shall develop a System Evaluation and Capacity Assurance Plan which will provide sanitary sewer system evaluations for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

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

8.2 System Evaluation

An overall system evaluation was completed in 2006 as part of the Sewer Master Plan which was submitted to the RWQCB in 2006. In 2008, no additional housing developments were added to the collection system. The City continues to look to the future in determining its collection system capacity through its enhancement projects. (The current Fiscal Resources and Budget is located in **Appendix F**)

8.3 Design Criteria

Design criteria are shown in the Grover Beach Municipal Code at Section 7133 and 7134 (http://www.grover.org/code/art_vii.pdf). Any deviation from the Standards and Specifications laid out in the Municipal Code must be approved by the Director of Public Works.

8.4 Capacity Enhancement Measures

In 2008, the continued effort to slip line 500 linear feet was accomplished by lining the 1400 Block of Long Branch and 1100 South 13th Street.

Every year, half of the City's Collection System is videoed. The results indicate the trouble areas in need of Infiltration and Inflow remediation in addition to flow or pipe size improvements.

8.5 Schedule

The South Grover Beach Sewer expansion plan will take place in the next five years. This plan will improve the collection system flow by re-routing and decommissioning 2-3 lift stations. This project is scheduled to begin in 2010.

The Budget projections for the next 5 years are located in **Appendix F**.

Element 9 - Monitoring, Measurement and Program Modifications

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

Element 9 – Monitoring, Measurement & Program Modification Appendix

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

- **Sample Maintenance Work Order**
- **SSO Logs and Trend Data**

9.1 Regulatory Requirements

The City will be developing a monitoring, measurement and modifications program to maintain the relevant information that can be used to establish and prioritize appropriate policies, procedures, processes and programs funding within the SSMP. These measurements shall include the following information:

1. Maintaining relevant information that can be used to establish and prioritize appropriate processes within the SSMP;
2. Monitoring the implementation and, where appropriate, measuring the effectiveness of each element of the SSMP;
3. Assessing the success of the preventive maintenance program;
4. Updating program elements, as appropriate, based on monitoring or performance evaluations; and
5. Identifying and illustrating SSO trends, including: frequency, location, and volume.

9.2 Monitoring and Measurement

The City uses Work Orders to keep records of preventive maintenance and repair service. (See a sample work order in **Appendix G**) The work orders allow the City to maintain records concerning a location, reason for the work, materials used, who the crew leader was and the amount of time it took to complete the work.

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

If an SSO occurs within the City, the data collected and relevant information shall be documented. The Public Works Supervisor shall keep an annual record of the incidents and assumed causes of the spills. This information will be reported on a monthly basis to the RWQCB and electronically to the SWRCB CIWQS database. The information will further be

used to assist in planning activities, programs and policies that help eliminate future SSO and their causes.

The SSMP will be reviewed every 2 years to ensure all the provisions are implemented and the effectiveness will be discussed at the quarterly department staff meetings. The Public Works staff includes the Superintendent, the Supervisor, and Maintenance staff 1 - 3 as required. Any issues of concern generated by these quarterly meetings will be addressed in the work order program.

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

9.3 Identifying Trends

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

9.4 Program Modifications

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

Element 10 - Sewer System Management Plan Audits

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

Element 10 – Program Audits Appendix

Supporting information for Element 10 is included in **Appendix H** which shall contain the following documents:

- **Audit Report Form**

10.1 Regulatory Requirements

As part of the SSMP, the City shall conduct an internal audit, appropriate to the size of the system and the number of overflows, and submit a report of such audit, evaluating the SSMP and its compliance with the SWRCB GWDR.

At a minimum, these audits will occur every two years and a report will be prepared and kept on file. This audit will focus on evaluating the effectiveness of the SSMP and City compliance with the SSMP requirements identified in the SWRCB General Order 2006-0003-DWQ, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Program Audits

The City shall perform an internal audit using the Audit Report Form (see **Appendix H**) to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the final certification date. The City will report the results of the audits, along with recommendations and suggested improvements, to the RWQCB. Updates for the City's SSMP will be completed as warranted.

Element 11 - Communication Plan

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

Element 11 - Communications Appendix

There is no appendix for this element.

11.1 Regulatory Requirements

The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the City's as the program is being developed and prior to implementation.

11.2 Communication Program

The Public Works Superintendant will provide status updates regarding the implementation and components of the SSMP and will also consider comments made by interested parties at the Public Council Meetings which are held in the City Hall Council Chambers, Grover Beach City Hall, 154 S. Eighth Street at 6:30 p.m. on the first and third Monday of each month. If a regular meeting date falls on a holiday, meetings are usually scheduled the following day.

Regular meetings (as well as some special meetings or workshops) are broadcast live through the local government cable access television station ("Channel 20") and replayed throughout the week. Copies of previous meetings are available for check out at the South County Library, 800 West Branch Street, in Arroyo Grande or for sale by contacting the video production company agpvideo@charter.net.

Broadcast Schedule:

Charter Cable Television Public, Education, and Government Access Channel 20:

- On the day of the meeting - televised live.
- During the rest of the week - Daily at 1:00 a.m., 9:00 a.m., and 6:00 p.m.
- The week following the meeting - Thursdays and Sundays at 1:00 a.m., 9:00 a.m., and 6:00 p.m.

In addition to discussion at the public meetings, the SSMP is posted on the City website www.grover.org under Public Works Department. Public comment is welcomed and encouraged.

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

Once the Annual Report has been submitted training will be scheduled to make sure the staff is aware of any changes to the SSMP in the last year. In addition, all new employees receive training in the eleven elements of the SSMP.

Chapter 1 Appendices

Appendix A - Element 1 – Goals

Sewer System Management Plan Schedule

Sewer System Management Plan (SSMP) Development Plan and Schedule City of Grover Beach Department of Public Works		
Main Task/Sub-Task	Actions	Due Date / Status
(i) SSMP Development Plan and Schedule	Initial plan on how the agency intends on developing and implementing their SSMP.	Due November 2, 2007
Council certification of Development Plan and Schedule	Present SSMP Development plan to City Council for approval.	Completed
(ii) Goal	The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.	Due: November 2, 2007
SSMP Goals	Stated goals for SSMP	Completed
(iii) Organization	Names and staff positions responsible for developing and implementing the SSMP.	Due: November 2, 2007
Organizational Chart for City of Grover Beach, Public Works Division	Develop organizational chart of management, administration and maintenance personnel.	Completed
SSO Chain of Communications	Develop the internal chain of communications for reporting SSO's.	Completed
(iv) Overflow Emergency Response Plan	Written Procedures defining how the City responds to SSO's.	Due: May 2, 2009
Overflow Response Procedures	Develop standard operating procedures for SSO response.	Completed
Notification Procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed
Emergency Response Training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Completed and In Use
Traffic and Crowd Control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed
Monitoring and Sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed
Follow-Up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed
(v) Legal Authority	Agency's legal authority to operate and maintain it's sewage collection system.	Due: May 2, 2009
Ordinance Development for Preventing Prohibited Discharges	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of Grover Beach Municipal Code, Article VII, chapter I SANITARY SEWER SERVICE SYSTEM Sections: 7139.1, 7172 and 7173	Completed
Ordinance Development Requiring Proper Design and Construction	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of Grover Beach Municipal Code, Article VII, Chapter I SANITARY SEWER SERVICE SYSTEM	Completed
Ordinance Development for the Limiting of the Fats, Oils and Grease	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of Grover Beach Municipal Code, Article VII, chapter I SANITARY SEWER SERVICE SYSTEM	Completed
Ordinance Development to Enforce Violations	Develop/amend required ordinance to comply with Order. Add a FOG Ordinance (Fats, Oils and Grease) to the City of Grover Beach Municipal Code, Article VII, chapter I SANITARY SEWER SERVICE SYSTEM	Completed
Ordinance Legal Review	Ordinances developed, amended, and reviewed by City's legal counsel.	Completed
Ordinance Adoption	Adoption of required ordinances by City Council	Completed

(vi) Operation and Maintenance	Collection System operations program and procedures.	Due: May 2, 2009
Mapping	Up to date mapping of the sewage collection system facilities. Completed in 2004	Completed
Mapping Updates	Develop procedures for maintaining mapping data.	Completed
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the City employs.	Completed
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Completed
Pumping and Other Facilities	Develop a schedule for maintenance of pumping and other facilities	Completed
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Completed
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement of piping due to system deficiencies, including funding (CIP).	Completed
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Completed
Inspection Schedule	Develop a schedule for ongoing inspection of the entire collection system.	Completed
Work Orders	Develop a system to track and schedule all maintenance activities.	Completed
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed
(vii) Grease Control Program - FOG (Fats, Oils & Grease)	Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system.	Due: May 2, 2009
Determination of FOG problems	Evaluate System to determine if FOG related problems exist.	Completed
FOG characterization Study	If FOG problems are present, perform a FOG Characterization Study to determine the location and extent of the problem.	Completed
FOG Ordinance	Develop ordinance/policy to ensure legal authority to prevent the discharge of FOG into the sewer system.	Completed
FOG Program	Develop a program to reduce and/or eliminate FOG related sources.	Completed
Develop a FOG Source Control Program	Establish an appropriate FOG source control program.	Completed
Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed
FOG Disposal	Develop a list of authorized FOG disposal sites.	Completed
FOG Inspections	Develop and implement a FOG inspection program.	Ongoing Practice
(viii) Design and Performance	Develop and Implement the Capital Improvement Plan that will provide for equipment and system replacements.	Due: August 2, 2009
Design Standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems	Completed
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed
(ix) System Evaluation and Capacity Assurance Plan (CAP)	Evaluate current capacity of Collection System and provide solutions to areas with needed improvement	Due: August 2, 2009
Inflow and Infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed
Analyze Defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed
Capital Improvement Projects	Capital Improvements: (2006/2007). Expand the collection system to include industrial area south of Farroll Road, slip line approximately 500 lineal feet of identified collection system, clean and video tape collection system south of Brighton Avenue to the southerly City limits, repair identified area of the trunk system between metering station on Highway 1 and the WWTP in Oceano. Five Year Planning: Continued slip lining program. Repair by slip lining portions of trunk system. Twenty (20) year Planning: Continued upgrade of aging lift stations, re-video entire waste water system, purchase sewer cleaning vacuum truck.	Completed

(x) Monitoring, Measurements and Plan Modifications	The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.	Due: August 2, 2009
Data Management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSO's, and any other pertinent data.	Under development
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Under development
Program Changes	Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.	Under development
(xi) SSMP Program Audits	Program audits are required every two years following the adoption of the final SSMP (August 2, 2011). Audits shall document the success of the SSMP and improvements made to it.	Due: August 2, 2009
Document Control	Develop procedure for SSMP document control.	Under development
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	Under development
Checklist	Develop a checklist to assist and ensure the SSMP is compliance and effective.	Completed
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Under development
Milestones	Develop milestones (time, events, etc.) that denote program review.	Under development
(xii) Communication Program	The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.	Due: August 2, 2009
Public Outreach	Develop a protocol for soliciting and responding to public input.	Under development
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Under development
FINAL SSMP CERTIFICATION	Final SSMP document, after all elements have been developed, documented and implemented.	Due: August 2, 2009
Review by City Attorney	Review of completed SSMP by the City Attorney.	To be developed
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	To be developed

Appendix B - Element 2 - Organization

Current City Council Members:

Name	Position	Term Expires
Debbie Peterson	Mayor	12/2014
Karen Bright	Mayor Pro Tem	12/2016
Jeff Lee	Council Member	12/2016
Glenn Marshall	Council Member	12/2014
Debbie Peterson	Council Member	12/2014

Current Public Works Contact Information

Greg Ray, Public Works Director

(805) 473-4535 T

(805) 489-9657 F

gray@grover.org

John Barclay, Public Works Supervisor

(805) 473-4541 T

(805) 489-9657 F

jbarclay@grover.org

Gayla Chapman, Administrative Services Director

(805) 473-4550 T

(805) 473-9657 F

gchapman@grover.org

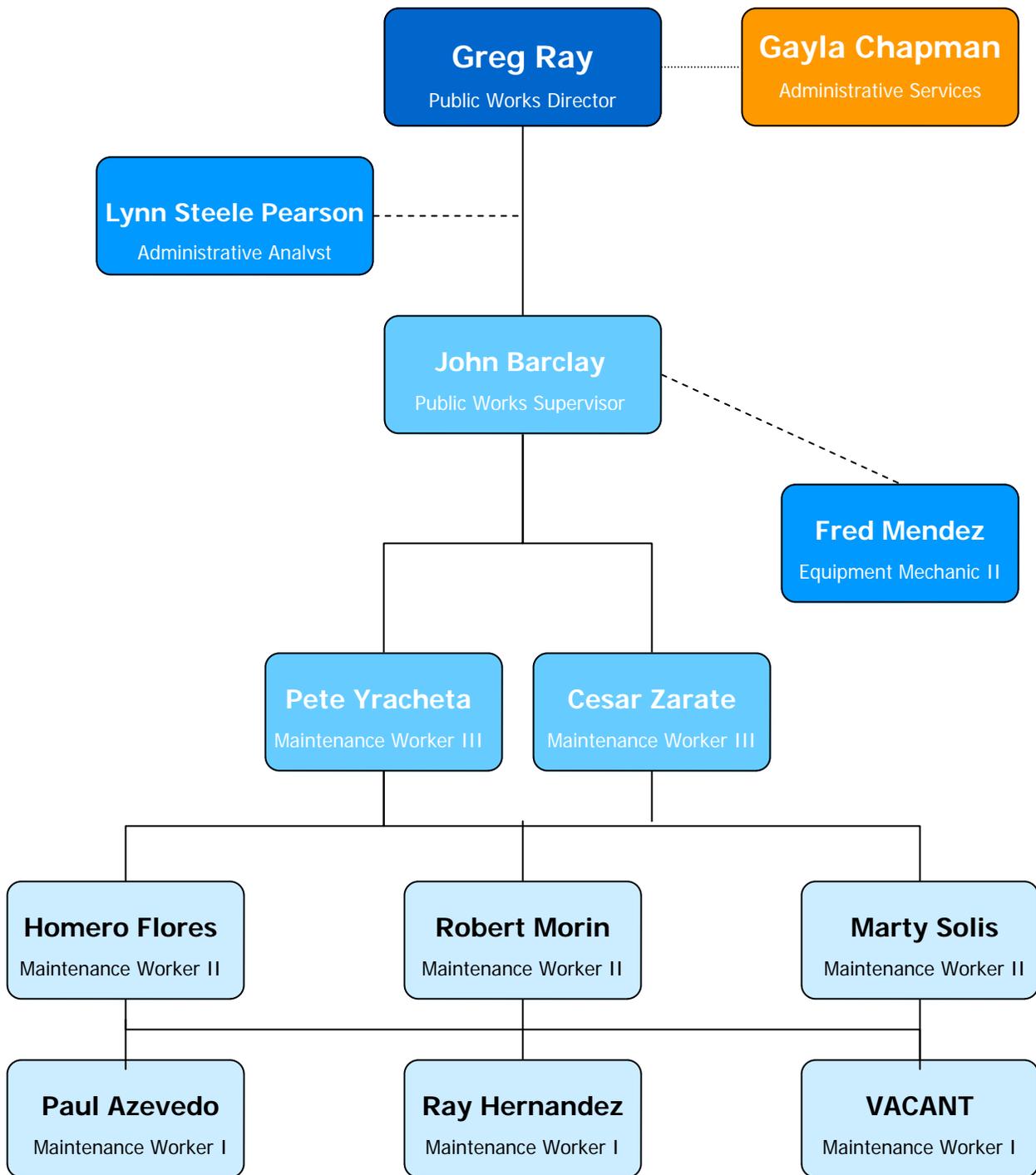
Emergency Number

City of Grover Beach

Police Department

(805)473-4511

City of Grover Beach Organizational Chart



Appendix C - Element 4 - Operations and Maintenance
Capital Improvement Plan Budget

CAPITAL IMPROVEMENT PROGRAM
WASTEWATER

CIP 269: CITYWIDE SEWER LINING PROJECT

GREG RAY, PUBLIC WORKS DIRECTOR

Description: Lining and/or repair of damaged sewer mains identified as "hot spots." Currently these identified sewer mains require regular maintenance via sewer jetting.

Status:

Total Budget FY 2014: \$100,000

Project Total: \$200,000

Funding Source(s):	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget	FY 2015 Projected	FY 2016 Projected	FY 2017 Projected	FY 2018 Projected
05 Wastewater	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0
4875 Preplanning							
4876 Studies							
4872 Design			\$40,000				
4873 Acquisition							
4874 Construction			\$60,000	\$100,000			
4877 Management							
4871 Contingency							
Total All Funds	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0

Collection System Map



Typical Sewer Cleaning Log

DATE	LOCATION	WORK COMPLETED
3-14-09 <u>6-8-09</u>	1400 blk Grand jet east on Grand to Taco Bell from 14th	Jetted East 600' from 14th st <u>6-8-09</u>
3-14-09 6-8-09	900 blk N. 14th jet north to cleanout just below Brighton on 14th	_____
<u>6-8-09</u> 3-20-09	1100 and 1200 blks Brighton, jet West East	Jetted East on 1100 & 1200 blks of Brighton <u>6-8-09</u>
<u>6-8-09</u> 3-26-09	1000 and 1100 blks Margarita jet both blocks west	Jet entire spool 600' <u>6-8-09</u>
<u>6-8-09</u> 3-26-09	Angello Terrace jet entire block to N 12th	Jetted w 450' <u>6-8-09</u>
<u>6-11-09</u> 3-20-09	N 4 th and Ramona, jet east on Ramona from 4 th , 300 feet	Jetted East 300' from 4 th st. to 5 th st. also possible sewer plug south from 4 th st. Ramona will jet NO from Grand, 350'
3-20-09 6-11-09	700 blk Ramona, jet both ways, 7th to 8th & 8th to 7th	_____
<u>6-11-09</u> 3-23-09	1100 blk Ramona, jet east from 11 th to 12 th on Ramona	Jetted East 350' from 11 th to 12 th . Roots. <u>6-11-09</u>
<u>6-17-09</u> 3-26-09	N. 9 th behind Post Office, jet east 150 feet after 4:30pm	Jetted East 250' to Dead End <u>6-17-09</u>
<u>6-11-09</u> 3-24-09	13 th and Highland, jet south on 13 th Highland to Del Mar	Jetted 600' South on 13 th st. to the pike. <u>6-11-09</u>
<u>6-11-09</u> 3-23-09	800 blk Rockaway, jet east from 8 th to 9th	Jetted East 350' from 8 th - 9 th <u>6-11-09</u>
<u>6-11-09</u> 3-19-09	1000 blk Rockaway, jet east from 10 th to 11th	Jetted 350' East from 10 th st to 11 th st. <u>6-11-09</u>
<u>6-8-09</u> 3-23-09	900 blk Trouville, jet west to clean out	Jetted about 275' west from 10th <u>6-8-09</u>
<u>6-12-09</u> 3-20-09	4 th and Seabright, jet east on Seabright to 5th	Jetted 350' East on Seabright
<u>6-12-09</u> 3-20-09	4 th and Manhattan, jet east on Manhattan to 5th	Jetted 350' East on Manhattan (some wax)
<u>6-15-09</u> 3-24-09	Chanizo, jet north to Dead end. 800 blk	Jetted 300' North to Dead end <u>6-15-09</u>
3-20-09	100 blk of No. 4 th st. Jet NO. From Grand Ave	Jetted 350' No. from Grand (sewer plug)

Current Inventory List (updated annually)

Replacement Parts Inventory List for City of Grover Beach

Equipment List	Quantity
Sewer Jetter Used for Maintenance	1
500 gallon Vacuum Trailer	1
Towable Generator (to power lift stations during outages)	1
8" Sewer Plugs	2
10" Sewer Plugs	1
Trash Pumps Specifically for Sewer	2

Note:

All lift stations have redundant pumps. Major parts such as motors, impellers and other equipment are available from suppliers typically within 24 hours.

Appendix D - Element 6 - Overflow Emergency Response

Chain of Communicating Sewer System Overflows

Organization	Contact Person	Phone Number
California Regional Water Quality Control Board (Contact within 2 hours followed by written report within 3 days) Central Coast Region	Dispatch Sharon Denker	(805) 549-3147 (805) 542-4642
San Luis Obispo County Health Department (Contact immediately if public contact)	N/A	(805) 781-5544
San Luis Obispo County OES (Contact within 2 hours if spill over 1,000 gallons)	N/A	(805) 781-5011
CalEMA Warning Center (Contact within 2 hours if spill over 1,000 gallons)	N/A	1-800-852-7550
CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife)	Central Dispatch	(831) 649-2810

Overflow Emergency Response Plan

- A. Ensure proper notification procedures (This is to be reviewed with all affected parties once a year to confirm that contacts are still correct.)
- Reporting person contacts the Police Department at 911 or The City emergency number 473-4511. Lift station alarms are also automatically sent to the SCADA system that then forwards the alarms to the Police Department Dispatch Center.
 - Police dispatcher contacts on-call Public Works personnel to respond to the alarm.
 - The Public Works Supervisor or his designee contacts applicable agencies
 - SSLOCSD (If trunk system spill) District Office (805) 489-6670
 - The applicable agencies that would be contacted include the following:
 - California Regional Water Quality Control Board (Contact within 24 hours with written report within 5 days)
 - Central Coast Region – Sharon Denker (805) 542-4642
 - San Luis Obispo County Health Department (Contact immediately if public contact) (805) 781-5544
 - San Luis Obispo County OES (Contact within 24 hours if spill over 1,000 gallons) On-Call/Duty OES Coordinator (805) 781-5011
 - Cal EMA Warning Center (Contact within 2 hours if spill over 1,000 gallons) (800) 852-7550
 - CA Department of Fish & Game (Contact within 24 hours if spill affects fish and/or wildlife) Central Dispatch (831) 649-2810
 - The notification procedures as outlined in section II.B. are designed to minimize response time to an overflow. Given the location of the overflow, staff uses the sewer atlas to determine which sewer main is involved and the location of the manhole(s) that may be involved.
- B. Ensure that all overflows are appropriately responded to
- Based upon the location and type of overflow, a City crew will respond with the appropriate equipment. Normal response includes a service truck equipped with traffic control devices and the necessary containment tools such as sandbags and plastic tarps. Additional resources are available locally from other jurisdictions or through equipment rental agencies as a situation warrants.
 - The crew would then begin removing the main stoppage with hand tools and return normal flow to the system. Clean up of any sewage would then begin with vacuuming up the water and any solid material followed by washing and disinfection of the spill area.
- C. Ensure immediate notification of health agencies and other impacted entities

- Based upon observation of the spill an estimate of gallons spilled will be made and a sewage spill report completed. Spills greater than 1,000 gallons and/or all sewage spills that reach a water body of the state or occur where public contact is likely, regardless of size, will be reported to the RWQCB by phone within 2 hours of the incident.
 - The Public Works Supervisor or his designee shall contact applicable agencies, including the SSLOCSD if the trunk sewer system is affected. County Health and/or OES/CalEMA will be contacted only if the spill presents a public health hazard.
- D. Ensure that appropriate staff and contractor personnel are appropriately trained.
- All Public Works employees are trained in the operations and maintenance of sewer mains, lift stations, sewer rodder, sewer jetter and procedures for emergency situations. The Public Works Director and Public Works Supervisor implement and revise the program. Public Works Supervisor holds safety and maintenance classes quarterly.
- E. Provide emergency operations as necessary.
- The initial response includes a service truck with traffic control equipment as well as equipment to cordon off the site from the public. The Police department is available as needed for site security.
- F. Take all reasonable steps to contain sewage and to prevent sewage discharges to surface waters.
- The crew upon arrival would determine the cause of the spill and depending upon the situation, dike or sandbag off any drain inlets that flow to surface water bodies or to gutters. In the event that the spill comes into contact with surface water bodies, testing of those bodies will be completed to determine the level of contamination and the appropriate method of clean up.
- G. Develop and implement a plan for the use of portable aerators
- The City investigated rental companies that could provide aerators in the event of a major spill at Pismo Lake. An attempt was made to utilize local contractors for this service. It was determined that local contractors were not equipped for these services. Should the City require the use of an aerator, contractors located in the Los Angeles or the Bay Area will be contacted for assistance.
- H. Develop and implement a plan to respond in a timely manner to spills and other emergencies.
- The notification procedures as outlined in section II.B. are designed to minimize response time to an overflow. Due to the compact geographic size of the City, staff historically has responded to spills in less than an hour from receipt of a call. Personnel are on call to respond 24 hours a day 365 days a year. The Police

Department dispatcher has a list of standby personnel for emergency response. Responders have access to the necessary equipment as outlined above.

- Two of the sewer lift stations are equipped with by-pass connections for emergency use of portable centrifugal gas powered pumps in the event of a power interruption. One sewer lift station is equipped with stand-by power.

I. Describe offsite and onsite alarm systems.

- All lift stations have visual and audible alarms; response time from alarm has been historically ten minutes.
- In the event of a problem at one of the lift stations, an alarm will signal personnel prior to a spill, allowing time to make repairs or time to pump it down manually.

Sample Incident Report

CITY OF GROVER BEACH INCIDENT REPORT			
DATE:	TIME:	LOCATION OF INCIDENT:	
REPORTING PARTY:		ADDRESS:	
PHONE #: (Home)	(Work)	RECEIVED BY:	
ASSIGNED TO: <input type="checkbox"/> ADMINISTRATIVE SERVICES <input type="checkbox"/> BUILDING <input type="checkbox"/> CITY CLERK <input type="checkbox"/> CODE ENFORCEMENT <input type="checkbox"/> COMMUNITY DEVELOPMENT <input type="checkbox"/> FIRE <input type="checkbox"/> POLICE <input type="checkbox"/> PUBLIC WORKS			
NATURE OF INCIDENT:			
PROPERTY OWNER INFORMATION:			
ACTIONS TAKEN (INITIAL): <input type="checkbox"/> Door Hanger <input type="checkbox"/> Courtesy / Informational Letter <input type="checkbox"/> Violation Letter			
INITIAL CASE STATUS: DATE OPENED: _____ DATE CLOSED: _____			
ACTION TAKEN (FOLLOW-UP): <input type="checkbox"/> Violation Letter <input type="checkbox"/> Citation Issued			
DATES CITED: 1 st Citation # _____ 2 nd Citation # _____ 3 rd Citation # _____			
EVIDENCE / PHOTOS / DOCUMENTATION:			
HANDLED BY:	POSITION:	DATE LOGGED:	REVIEWED BY:

Sewer Overflow Response Report for CIWQS

SANITARY SEWER OVERFLOW REPORT CIWQS - SSO FORM

DISCHARGER

City of Grover Beach
154 South Eighth Street, Grover Beach, California 93433
(805) 489-9657

SSO TYPE (Select Category 1 or 2)

1- Category 1 (>= 1000 Gals or reached a body of water)

2- Category 2 <1000 Gals, not discharged into a body of water)

SPILL NAME

SSO DESCRIPTION

Estimated Spill Start Date/Time:	MM/DD/YY	Time:	_____
Date/Time Sewer System Agency was notified or discovered spill:	MM/DD/YY	Time:	_____
Estimated Operator Arrival Date/Time:	MM/DD/YY	Time:	_____
Estimate Spill End Date/Time:	MM/DD/YY	Time:	_____
Estimated Date/Time Clean-Up Began:	MM/DD/YY	Time:	_____
Estimate Date/Time Clean-Up Completed:	MM/DD/YY	Time:	_____

Estimated Spill Volume (Gals) _____
Estimated Spill Rate (Gals per minute) _____

SSO LOCATION

Physical Location Details
Latitude of Spill Location _____
Longitude of Spill Location _____
Street Number _____ Street Direction _____ Ste/Apt# _____
Street Name _____
City _____ State _____ Zip _____
Cross Street _____
County San Luis Obispo County

Spill Location Description & Path of Spill

SPILL DETAILS

Spill Appearance Point: *(Circle all which are applicable)*

- Building/Structure
- Force Main / Pressure system
- Gravity Sewer
- Manhole
- Other Sewer System Structure
- Pump Station
- Other (Specify)

If Other, required explanation:

Did Spill discharge to a drainage channel and/or surface water? _____

YES _____ NO _____

Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system? _____

YES _____ NO _____

Was this a Private Lateral Spill? _____

YES _____ NO _____

Name of responsible party (for private lateral spill only) _____

Final Spill Destination?
(Circle all which are applicable)

- Beach
- Building Structure
- Other Paved Surface
- Storm Drain
- Street/Curb and gutter
- Surface Water
- Unpaved surface
- Other (Specify)

If Other, required explanation:

Spill Cause:
(Circle all which are applicable)

- Debris
- Flow exceeded capacity
- Grease (FOG)
- Operator Error
- Pipe Structural problem/failure
- Pump Station Failure
- Rainfall exceeded design
- root intrusion
- vandalism
- Other (Specify)

If Other, required explanation:

Were Public Health Warnings Posted: _____

YES _____ NO _____

Number of SSO's in Same Location in past five (5) years: _____

If spilled caused by wet weather, choose size of storm:
1, 2, 5, 10, 50, 100 >100 year storm

Diameter of sewer pipe at the point of blockage or spill: _____

Material of sewer pipe at point of blockage or spill: _____

Estimated age of sewer pipe at point of blockage or spill: _____

Description of surrounding terrain:
(Circle all which are applicable)

- flat
- mixed
- steep

SPILL RESPONSE:

Spill Response Activities (Can Select Multiple Answers)

- cleaned Up (mitigation effects of the spill)
- contained all or portion of spill
- Inspected sewer using CCTV to determine cause
- restored flow
- returned all or portion of spill to sanitary sewer system
- Other (Specify)

If Other, required explanation:

Visual Inspection results from impacted receiving water:

Overall Spill Description:

NOTIFICATION DETAILS

OES Control Number (Required for Category 1: >= 1000 gallons and spilled reached surface water or storm drainpipe)

OES Called Date/Time: MM/DD/YY _____ Time: _____

RWQCB Notified Date/Time: MM/DD/YY _____ Time: _____

(Circle Applicable Notification Methods) Fax Phone Letter

Other Agency Notified (OES, County Health, F&G, Other) _____

Was the Spill report submitted via fax to the RWQCB: Yes _____ NO _____

Date and Time Spill Report of faxed: MM/DD/YY _____ Time: _____

Reported By (NAME): _____

SSO Report Submitted to RWQCB Representative: _____

CIWQS REPORTING

Signature of Responding Operator: _____

Report Entered into CIWQS: DATE _____ TIME _____ INTLS: _____

CIWQS / SSO EVENT ID: _____

Signature of Reporting Personnel: _____

Date: _____

Appendix E - Element 7 - FOG Control Program

List of Food Service Establishments

Facility	Number	Street	Contact Phone	Permit #
Margarita's Pizza	967	West Grand Ave	(805) 489-1010	FG-GB0042
Garland's	701	West Grand Ave	(805) 481-6512	FG-GB0065
Mi Guadalajara Meat Market	1400	West Grand Ave	(805) 474-8470	FG-GB0066
Daniel's Mexican Grill	1010A	West Grand Ave	(805) 481-8300	FG-GB0097
Taco De Acapulco No. 3	1051	South 13th Street	(805) 481-3283	FG-GB0021
Fin's Restaurant	25	West Grand Ave	(805) 489-0725	FG-GB0024
Panaderia Carmelita #2	1051	South 13th Street	(805) 474-8676	FG-GB0055
La Tapatia Market & Deli	646	South 13th Street	(805) 474-6851	FG-GB0061
Villa Del Mar	1100	West Grand Ave	(805) 474-1280	FG-GB0009
Gerald's Olde Tyme Chocolates	1741 A	West Grand Ave	(805) 489-3468	FG-GB0080-v
LMUSD Fairgrove Elementary School	2401	The Pike	474-3000 x 1031	FG-GB0068
Willy's Market	601	South 13th Street	(805) 489-5191	FG-GB0085
Grand Deli	1187	West Grand Ave	(805) 481-0090	FG-GB0087
Fatte's Pizza of Grover Beach	1741	West Grand Ave	(805) 489-5555	FG-GB0003
Phil's Catering Commissary	967	Huber	(805) 489-3869	FG-GB0004
Yamato Japanese Restaurant II	1741	West Grand Ave	(805) 481-3986	FG-GB0015
Vons #2560	1758	West Grand Ave	(805) 481-0877	FG-GB0025
Doughboy's Pizzeria	1800	West Grand Ave	(805) 474-8888	FG-GB0026
Burger King #3731	1773	West Grand Ave	(805) 489-0954	FG-GB0032
Orcutt Burger #2	1771	West Grand Ave	(805) 598-5567	FG-GB0064
Izakaya Raku Japanese Tapas Bar	953	West Grand Ave	(805) 474-9962	FG-GB0072
Boonie Thai Cuisine	968	West Grand Ave	(805) 473-2824	FG-GB0094
Stacked Sandwiches	191	South Oak Park	(805) 489-9866	FG-GB0007-v
Higher Groundz	1800	West Grand Ave	(805) 489-1440	FG-GB0008-v
7-Eleven Food Store #16780	390	West Grand Ave	(805) 489-7516	FG-GB0019-v
Jamba Juice	1758	West Grand Ave	(805) 481-0877	FG-GB0081-v
Starbucks	1758	West Grand Ave	(805) 481-0877	FG-GB0082-v
7-Eleven Food Store	1800	East Grand Ave		FG-GB0092-v
Station Grill	170	West Grand Ave	(805) 473-2744	FG-GB0010

Taco Rico	1800	West Grand Ave	(805) 481-8816	FG-GB0018
Central Coast Casino	359	West Grand Ave	(805) 474-8500	FG-GB0058
China Gourmet	460	West Grand Ave	(805) 489-1661	FG-GB0093
Mongo's	359	West Grand Ave	(805) 474-8851	FG-GB0062
Juanita's Homemade Mexican Food	350	West Grand Ave	(805) 473-8206	FG-GB0063
Thai Dheva	501	West Grand Ave	(805) 481-3663	FG-GB0070
Papa John's Pizza	236	West Grand Ave	(805) 473-0858	FG-GB0083
Lil Bits Café	151	North 7th Street	(805) 481-1508	FG-GB0086
El Taco de Mexico	791	West Grand Ave	(805) 481-7497	FG-GB0006
McDonald's # 14896 GB	1550	West Grand Ave	(805) 489-7614	FG-GB0011
Rudy & Angies Mexican Food	1572	West Grand Ave	(805) 481-5419	FG-GB0012
Foster's Family Donuts	1511	West Grand Ave	(805) 481-3610	FG-GB0013
Paisano's Pizza and Pasta	1301	West Grand Ave	(805) 474-1000	FG-GB0014
Golden Gong Restaurant	1591	West Grand Ave	(805) 481-7368	FG-GB0022
Taco Bell #2146	1500	West Grand Ave	(805) 481-3852	FG-GB0056
AJ Spurs	1760	El Camino Real	(805) 489-7770	FG-GB0057
Pacific Umi, Inc.	1319	West Grand Ave	(805) 489-7424	FG-GB0073
Sister Kitchen (Thai food)	245	West Grand Ave		FG-GB0089
Rib Line, The	228	West Grand Ave		FG-GB0090
Flyers	684	West Grand Ave		FG-GB0091
El Taco del Mar	750	West Grand Ave		FG-GB0096
Dragon Palace	1800	E. Grand Ave	(805) 489-8888	FG-GB0095
LMUSD Grover Heights Elementary	770	North 8th Street	474-3000 x 1031	FG-GB0076-v
LMUSD Grover Beach Elementary	365	South 10th Street	474-3000 x 1031	FG-GB0077-v

FOG Inspection Form

Fats, Oils and Grease Inspection Form

South San Luis Obispo County Sanitation District

Phone: 544-4011 FAX: 544-4294

Facility: _____ Permit: _____

Address: _____

Contact Name: _____ Contact Phone: _____

Facility Phone: _____ Trap/Interceptor Location: _____

Food Service: _____ Cuisine: _____

Item	Inspection Criteria	Violation	No Violation	N/A
1	Grease Trap/Interceptor as required (UPC)			
2	Accessibility of Trap/Interceptor			
3	Cleanliness of Trap/Interceptor area			
4	Overall condition of Trap/Interceptor ___ Cover, ___ baffles, ___ inlet / outlet tees, ___ flow restrictor			
5	Grease build up (<25% of liquid depth with clear discharge pipe)			
6	Solids accumulation (<10% of liquid depth with clear discharge pipe)			
7	Excessive use of detergents not used to decrease FOG			
8	Chemicals/Enzymes/Bacteria not utilized			
9	Trap: High Temp Dishwasher does not discharge to Trap			
10	Trap: Filter screen for discharge drain in place.			
11	Int.: Downstream grease (evidence of grease collecting/solidifying in lines)			
12	Int.: Effluent Quality (evidence of grease/solids pass-thru in the effluent)			
13	Grease Barrel properly located and labeled w/lid.			
14	Maintenance records on-site & available for review			
15	Other:			

Inspection/Re-Inspection Date: _____ Violations must be corrected within ___ days.

Comments: _____

Inspector Signature: _____ Facility Signature: _____

Printed Name: _____ Printed Name: _____

Public Outreach Materials

**FOODSERVICE
ESTABLISHMENTS**



**FATS, OILS, & GREASE
PROGRAM
(FOG)**

**South San Luis Obispo County
Sanitation District
P.O. Box 339
Oceano, CA 93445
(805) 489-6666 Telephone
(805) 489-2765 Fax**

South San Luis Obispo County Sanitation District
P.O. Box 339
Oceano, Ca 93445



Regulation:

The City of Grover Beach in concert with the South San Luis Obispo County Sanitation District, is required by the regional Water Control Board permits (California Regional Water Quality Control Board Waste Discharge Requirement Order No. 2006-0003-DWQ) to establish and implement a Fats, Oils and Grease Control (FOG) Program. The purpose of the program is twofold. First, reduce the number of sewer pipe blockages affecting the sanitary sewer system. Second, to provide educational outreach to Food Service Establishments relating to the proper disposal of the fats, oils and greases generated on a daily basis.

What Should You Expect?

The FOG Program requires Food Service Establishments be inspected regularly and permitted for a properly functioning grease trap and/or interceptor.

With this brochure you were given a FOG Permit Application. Please fill this information out and return it to:

South San Luis Obispo County
Sanitation District
c/o Wallace Group
612 Clarion Court
San Luis Obispo, CA 93401

Or

FAX: (805) 544-4294 Attn: FOG Program

Inspections will occur every 6 months. The goals of these inspections are to help answer any questions about the FOG Program. Also to educate your staff how to reduce the amount of FOG discharged to the sanitary sewer system through the use of "Best Management Practices."

Did You Know?

Everyday commercial kitchens produce large amounts of FOG. These by-products of cooking are not good for the health of your sanitary sewer system. Over time the fats, oils, and grease begin to adhere to the sides of sewer lines and begin to build up. Eventually this will cause a backup either in the lateral sewer lines that connect to your establishment or to the public sewer itself. This creates not only a public health hazard, but also may result in the closure of your establishment. Sewer System backups can cause public property damage and jeopardize public health. Cleanup costs and potential fines are imposed by the Water Control Board to the City of Grover Beach. These expensive fines may result in higher sewer bills. Furthermore, if the source of the backup is determined to be your order to prevent this, the Sanitation District has established a permitting and educational program to help you meet the new requirements and prevent blockages from impacting your business.



Where Does FOG Come From In My Facility?

FOG comes from many different sources. Some of these include:

- Meat fats
- Lard
- Food scraps
- Dressings and sauces
- Baking goods
- Butter and margarine
- Shortening
- Dairy products

What Can You Do?

In order to prevent sewer system overflows, you can follow a few inexpensive "Best Management Practices."

1. Maintain your grease trap and/or interceptor properly. This means that your grease trap is cleaned every 7 days or more depending upon its use and your interceptor is professionally pumped at a minimum every 90 days by a licensed grease hauler.
2. Keep all your records for cleaning/pumping and servicing for three years.
3. Scrape grease and food scraps into the trash prior to washing.
4. Do not put grease down the garbage disposal. Allow the grease to harden and dispose of it into the trash or dump the liquid grease into an approved grease barrel.
5. Be cautious of chemicals and additives (including soaps and detergents) that claim to dissolve grease. Some of these chemicals neutralize grease traps so that grease will solidify further down the sewer system resulting in a blockage.
6. Contact us with any questions or concerns, we're here to help!

For questions or concerns Contact

Source Control Inspectors assigned to your area:

Heather Billing:
(805)-544-4011 ext. 167
heatherb@wallacegroup.us

Tammie Nichols:
(805)-544-4011 ext. 126
tammien@wallacegroup.us

¡AVISO! GRASA

se ha encontrado
en las líneas de
alcantarilla en su área.

El aceite y la grasa se pegan dentro de sus líneas de alcantarilla. Después de un tiempo la grasa estancada puede obstruir toda la línea de alcantarilla.

¡Evitar desbordamiento de la alcantarilla!

¡NO!

No tire aceite, grasa, o comida grasosa en su fregadero.



No use agua caliente y jabón para lavar la grasa. Se va a enfriar y endurecer en la alcantarilla.



¡SÍ!

Ponga la grasa enfriada en un contenedor desechable o directamente en la basura si ya esta endurecida.



Remueva la grasa o aceite de los platos, cazuelas, y cacerolas con una toalla de papel antes de lavarlos.



¡Llame para más información!



CITY OF GROVER BEACH
COMMUNITY DEVELOPMENT DEPT
(805)473-4529

WARNING! GREASE

has been found
in sewer lines
in your area.

Cooking oil and grease stick to the insides of your sewer pipes. Over time, grease buildup can clog the entire sewer line.

Prevent sewer overflows!

DON'T

Don't pour cooking oil, grease, or greasy food down the drain.



Don't use hot water and soap to wash grease down the drain! It will cool and harden in the sewer line.



DO

Pour cooled grease into disposable containers or directly into the garbage if it's solidified.



Wipe away any residual grease or oil on dishes, pots or pans with a paper towel before washing them.



Call for more information!



CITY OF GROVER BEACH
COMMUNITY DEVELOPMENT DEPT
(805)473-4529

List of Grease Hauling and Rendering Companies



Grease Hauling & Rendering Companies

Fresno	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Kern	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Baker Commodities	800 427 0696
One More Time	(800) 624-5504
SMC Grease Specialist	(951) 788-6042
Kings	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
ModestoTallow/Florin Tallow Co.	(209) 522-7224
ModestoTallow/Florin Tallow Co.	(800) 564-7204
One More Time	(800) 624-5504
Monterey	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Bay Pumping	(831) 320 5229
Greenline/Tom's Septic Tank Service	(831) 422-2298
One More Time	(800) 624-5504
P. S. T. S (Peninsula Septic Tank Service)	(831) 659-2465
Pioneer Liquid Transport	(800) 804-7327
Salinas Tallow	(800) 621-9000
Salinas Tallow Co.	(831) 422-6436
Trap Recyclers Inc	(408) 892-3824
Trap Recyclers Inc	(800) 994-7867
San Luis Obispo	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Bay Pumping	(831) 320 5229
One More Time	(800) 624-5504
Clay's Septic & Jetting, Inc.	(805) 543-5552
Salinas Tallow	(800) 621-9000
Triple J Grease Removal	(805) 878-4854
Santa Barbara	
All Valley Environmental, Inc.	(559) 498-8378
Ameriguard Maintenance Services	(800) 347-7876 ext 14
Bay Pumping	(831) 320 5229
One More Time	(800) 624-5504
Salinas Tallow	(800) 621-9000
SMC Grease Specialist	(951) 788-6042

**Appendix F – Element 8 – System Evaluation and Capacity Assurance Plan
CIP Budget with Funding**

**CAPITAL IMPROVEMENT PROGRAM
WASTEWATER**

CIP 269: CITYWIDE SEWER LINING PROJECT **GREG RAY, PUBLIC WORKS DIRECTOR**

Description: Lining and/or repair of damaged sewer mains identified as "hot spots." Currently these identified sewer mains require regular maintenance via sewer jetting.

Status:

Total Budget FY 2014: \$100,000 **Project Total:** \$200,000

Funding Source(s):	FY 2012 Actual	FY 2013 Estimated	FY 2014 Budget	FY 2015 Projected	FY 2016 Projected	FY 2017 Projected	FY 2018 Projected
05 Wastewater	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0
4875 Preplanning							
4876 Studies							
4872 Design			\$40,000				
4873 Acquisition							
4874 Construction			\$60,000	\$100,000			
4877 Management							
4871 Contingency							
Total All Funds	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0

Infiltration/Inflow and Spill Prevention Program

City of Grover Beach INFILTRATION/INFLOW AND SPILL PREVENTION PROGRAM

Pursuant to the Regional Water Quality Control Boards Mandate

INFILTRATION/INFLOW

1. a. Within the City of Grover Beach waste water collection system the following locations are known to have the potential of having storm water infiltration through the lift slots in the manhole lids:
 - S. 14th Street - Grand Avenue to Longbranch Avenue
 - S. 4th Street at Manhattan Avenue
 - S. 5th Street at Manhattan AvenueAll of the above locations have been sealed with under lid liners to prevent infiltration.
 - b.A 48" storm drain has been installed from S. 4th to S 13th on Mentone Ave. eliminating possible man hole inflow during winter storms.
 - c. Trained personnel inspect sewage lift stations daily. Manholes with the potential to allow infiltration are checked and resealed on an annual basis.
2. Copies of the Infiltration/Inflow and Spill Prevention Program shall be provided to both the Regional Water Quality Board and the South San Luis Obispo Waste Water Treatment Plan management.
3. a. See Map of Collection System greater than 12 inches, pump station locations, surface water bodies, discharge locations if pump stations overflow, storm water drain inlets and date of last revision attached.
 - b. Line Flushing and Cleaning: The city has 275,000 linear feet of sewer main. 9000 linear feet have been videotaped and is on a quarterly maintenance schedule for root intrusion. Man holes are visually checked once a year for signs of deterioration, lockages, infiltration and illegal dumping. The following equipment would be needed in order to complete an entire system cleaning every two years. A sewer vacuum truck with a 1500 gallon capacity. Two to three additional employees, trained and designated to operate the sewer vacuum truck exclusively the approximate cost of such an operation is estimated to be \$110,000 a year. An informational flyer regarding root balls has been sent to all local plumbing contractors. Excluding the trunk main the entire waste water collection system was cleaned in 2004.

- c. Visual System Inspection: There are no tests scheduled for open inflow points on private property at this time. Manhole opening points have been sealed in known problem areas and VCP sewer mains located below ground water level have been replaced with butt weld PVC.
- d. Inflow & Infiltration: No smoke tests scheduled at this time. All areas prone to infiltration are checked and resealed annually.
- e. Preventative Repair and Replacement. There are no known structurally compromised sections below ground water level that warrant replacement in the collection system at this time.
- f. Pump Station Maintenance: The City operates seven lift stations, five using submersible pumps, two with above ground pumps.

PUMP STATIONS:

- 1. Oak Park Station. Location: Oak Park Boulevard and The Pike.
Style: Duel Gorman-Rupp above ground electrical motor driven pumps, so flow measurements, hour meters only. No problems or overflows.
- 2. Front Street Station. Location: 800 Block of Front Street.
Style: Duel 5 hp submersibles on rails. No problems or overflows Lift station re-constructed in 2000
- 3. Nacimiento Station. Location: West end of Nacimiento Avenue.
Style: Duel 25 hp submersibles on rails. Lift station re-constructed in 2002 including stand-by generator
- 4. Grover Beach Train Station.
Style: Duel 2 hp submersibles. Installed June 1999. No problems or overflows.

Within the City there are two lift stations that are privately operated.

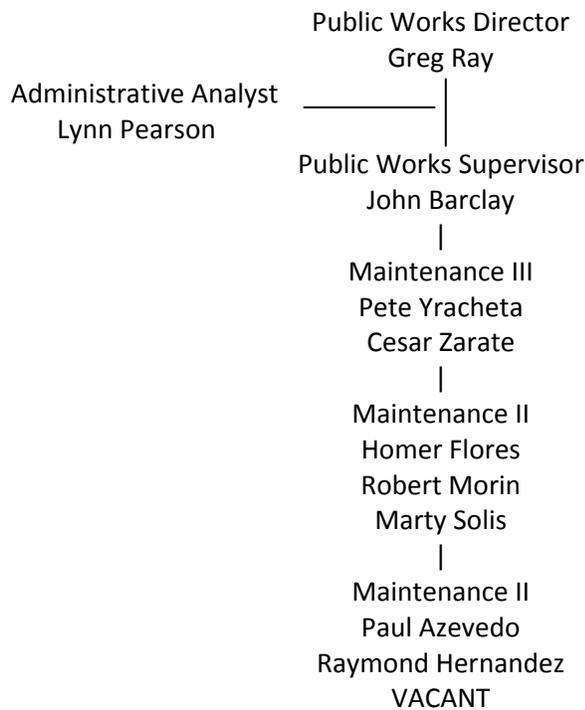
- 1. Pismo State Park Station located at the West end of La Sage Drive.
- 2. Mar Brisa Station located on N. 4th Street at the Grover Beach Entry Sign.
- 3. Two of the City lift stations have bypasses installed for emergency use of centrifugal gas powered pumps in the event electricity is interrupted. The Nacimiento lift station has standby power.

FISCAL RESOURCES

- a. The City of Grover Beach has no sewer assessment districts. With the passage of Proposition 218 the probability of establishing assessment districts is not likely.
- b. The City of Grover Beach 2013/14 Wastewater Budget totals \$2,142,959. This amount is anticipated to remain constant over the next five years. During this budget year, approximately \$240,000 is earmarked for capital improvements or special projects.

PERSONNEL AND TRAINING:

- a. Personnel:



Office Phone Number: (805) 473-4520 Dispatch/Emergency Number: (805) 473-4511

- b. Training: All Public Works field personnel are trained in the operations and maintenance of sewer mains, lift stations, sewer rodder, sewer jetter and procedures for emergency situations. The Public Works Supervisor implements and revises the program and holds safety and maintenance classes quarterly.

PLANNING AND REPORTING:

- a. Public Works has trained staff on stand-by at all times. In the event of a problem at one of the lift stations it will alarm before a spill occurs allowing time to make repairs or pump it down manually. If a spill does occur, containment is first priority, a vacuum truck is used to clean up the area then disinfectant is used.
- b. No spills in the last year
- c. All lift stations have visual and audible alarms, response time from alarm, ten minutes.
- d. All manholes located in wet or problem areas have been sealed or have gasketed bolt down frame and covers. All sewer lift stations are inspected daily, sewer main maintenance ongoing, wet wells cleaned and man holes checked annually.
- e. Capital Improvements: 2013/2014 Lining and/or repair of damaged sewer mains identified as "hot spots". Areas identified by video.
- f. Five Year Planning: Continue lining program.
- g. Twenty (20) year Planning: Continued upgrade of aging lift stations, re-video entire waste water system, purchase sewer cleaning vacuum truck.

Prepared By

Date

Title

Appendix G – Element 9 - Monitoring, Measurement and Program Modifications

Sample Work Order

CITY OF GROVER BEACH INCIDENT REPORT			
DATE:	TIME:	LOCATION OF INCIDENT:	
REPORTING PARTY:		ADDRESS:	
PHONE #: (Home)	(Work)	RECEIVED BY:	
ASSIGNED TO: <input type="checkbox"/> ADMINISTRATIVE SERVICES <input type="checkbox"/> BUILDING <input type="checkbox"/> CITY CLERK <input type="checkbox"/> CODE ENFORCEMENT			
<input type="checkbox"/> COMMUNITY DEVELOPMENT <input type="checkbox"/> FIRE <input type="checkbox"/> POLICE <input type="checkbox"/> PUBLIC WORKS			
NATURE OF INCIDENT:			
PROPERTY OWNER INFORMATION:			
ACTIONS TAKEN (INITIAL): <input type="checkbox"/> Door Hanger <input type="checkbox"/> Courtesy / Informational Letter <input type="checkbox"/> Violation Letter			
INITIAL CASE STATUS: DATE OPENED: _____ DATE CLOSED: _____			
ACTION TAKEN (FOLLOW-UP): <input type="checkbox"/> Violation Letter <input type="checkbox"/> Citation Issued			
DATES CITED: 1 st Citation # _____ 2 nd Citation # _____ 3 rd Citation # _____			
EVIDENCE / PHOTOS / DOCUMENTATION:			
HANDLED BY:	POSITION:	DATE LOGGED:	REVIEWED BY:

Appendix H – Element 10 - SSMP Audits
Audit Report Form