

**SEWER SYSTEM MANAGEMENT PLAN
Regional Sewer System**



Twain Harte Community Services District (THCSD)

Adopted: March 10, 2011

Updated October 30, 2019

TWAIN HARTE COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 19-30

APPROVING THE SEWER SYSTEM MANAGEMENT PLAN (SSMP) UPDATE FOR
THE TWAIN HARTE COMMUNITY SERVICES DISTRICT SEWER COLLECTION
SYSTEM (WDID 5SS010772)

WHEREAS, on May 2, 2006, the State Water Resources Control Board Order No. 20060003 -Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems was adopted and implemented; and

WHEREAS, the purpose of the WDR is to develop a regulatory mechanism to provide a consistent statewide approach for reducing sanitary sewer overflows through development and implementation of Sewer System Management Plans (SSMP); and

WHEREAS, the District's Board of Directors, in compliance with the WDR, adopted an SSMP on March 10, 2011 via Resolution #11-04; and

WHEREAS, the WDR requires SSMPs to be audited and updated periodically; and

WHEREAS, the District has updated its SSMP, which requires approval by the District Board for certification.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Twain Harte Community Services District that:

1. The District approves and certifies the updated SSMP for the Twain Harte Community Services District Sewer Collection System (WDID 5SS010772), as required by the State Water Resources Control Board Order No. 2006-0003 – State Wide General Waste Discharge Requirements for Sanitary Sewer Systems; and
2. The General Manager is authorized to periodically make updates to the SSMP in order to reflect changing operations and maintenance practices and to ensure compliance with State regulations.

PASSED AND ADOPTED, by the Board of Directors of Twain Harte Community Services District, County of Tuolumne, State of California at their Regular Meeting held on November 13, 2019 by the following vote:

AYES: Mannix, Knudson, McManus
NOES: _____
ABSENT: Sipperley, deGroot
ABSTAIN: _____


Bill McManus, Board President

ATTEST:



Carolyn Higgins, Board Secretary

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DEFINITIONS AND ABBREVIATIONS

Cal OES – California Governor’s Office of Emergency Services

Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:

- i. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- ii. Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

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

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

CCTV – Closed-Circuit Television

CIP – Capital Improvement Program

CIPP – Cured-in-Place Pipe

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

COP – Capital Outlay Plan

DI –Drop Inlet

Enrollee – A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ)

FOG –Fats Oils and Greases

fps –feet per second

GIS –Geographic Information System

GPS –Global Positioning System

HDPE –High Density Polyethylene

I & I –Inflow and Infiltration

Lateral (Service Lateral) – The segment of pipe which connects a private home, building, or development to the publicly owned sewer main. The responsibility for maintaining a lateral can be solely that of the sewerage agency or private property owner; or it can be shared between the two parties. Local communities and land ownership dictate lateral responsibility and the

basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral for more detailed definitions.

Lower Lateral – That portion of a lateral usually from the property line or easement line to the sewer main. Sewer agencies are typically not be responsible for maintenance of this portion of the lateral. The lower lateral is typically owned and maintained by the property owner of the property it serves.

OERP – Overflow Emergency Response Plan

O&M–Operations and Maintenance

PM –Preventative Maintenance

psi –pounds per square inch

RWQCB –Regional Water Quality Control Board

RWWTP–Regional Wastewater Treatment Plant

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

- i. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
- ii. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
- iii. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Satellite Sewer System – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

SCADA – Supervisory Control and Data Acquisition

Sewer System – For the purposes of the SS WDRs, any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works which is comprised of more than one mile of pipes and sewer lines, used to collect and convey wastewater to a publicly owned treatment facility.

Service Lateral – See Lateral definition.

Spill – Generic term referring to any sewage discharge (i.e., SSO or private lateral sewage discharge) resulting from a failure in a sanitary sewer system or privately owned lateral or other private sewer system asset.

SSMP – Sewer System Management Plan

SSO Database (SSO Reporting System or CIWQS) – Online reporting system developed, hosted, and maintained by the State Water Resources Control Board for compliance with the Monitoring and Reporting Program contained in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ).

SWRCB – State Water Resources Control Board

THCSD or District – Twain Harte Community Services District

TM – Technical Memorandum

Total Volume Reached Surface Water – Amount of sewage discharged from a sanitary sewer system or private lateral or other private sewer system asset that reaches a surface water.

Total Volume Recovered – Amount of sewage discharged that was captured and returned to the sanitary sewer system or private sewer system asset.

TUD – Tuolumne Utilities District

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

Upper Lateral – Portion of a lateral usually from the building foundation to the property line or easement line where it is connected to the Lower Lateral. Sewer agencies usually do not own and maintain this portion of a Lateral. That responsibility is usually with the owner of the property the lateral serves.

WDID – Waste Discharge Identification number which is a unique identifier assigned by the State Water Resources Control Board to each Enrollee for regulatory record and data management purposes.

WDR – Waste Discharge Requirement

RECOMMENDATIONS SUMMARY

This SSMP presents the following recommendations to the Twain Harte Community Services District in order to assist it in fulfilling its goals of providing its clients with reliable, high quality water, wastewater and other utility services.

Recommendation	SSMP Section
Continue to verify the accuracy of GIS mapping and add locations of cleanouts to the GIS system.	Chapter 4 Operations and Maintenance Program – System Mapping
The District should develop clear procedures and protocols for requesting revisions to infrastructure maps and updating and retrieving asset information.	Chapter 4 Operations and Maintenance Program – Existing Facilities
The District’s GIS database should include general sewer inspection and CCTV inspection reports linked to the inspection site.	Chapter 4 Operations and Maintenance Program – CCTV Inspection
The District should consider developing and applying a grading system for CCTV’d pipelines to allow the District to prioritize system deficiencies and implement short-term and long-term rehabilitation actions. Grades should take into consideration pipeline age, condition, use, and frequency of SSO occurrences.	Chapter 4 Operations and Maintenance Program – CCTV Inspection
The District’s GIS database should have the capability to allow inspection and maintenance reports to be linked to stations serviced.	Chapter 4 Operations and Maintenance Program – Sewer Lift Station Inspection Monitoring
The District’s GIS system should note the dates on which grease interceptors and oil/water separator inspections were conducted and link inspection reports to locations.	Chapter 4 Operations and Maintenance Program – Grease Interceptor and Oil/Water Separator Inspections
The District’s GIS database should have the capability to log work orders and tie each order to a specific job number, allowing there to be a linkage between the work order and the actual engineering design or financial accounting of the action taken.	Chapter 4 Operations and Maintenance Program – Asset Management
The District should develop a regular training schedule for the following topics: O&M Procedures, Emergency response procedures, Review of SSMP/OERP, Review of standard specs for projects and contracts related to sewer facilities.	Chapter 4 Operations and Maintenance Program – Training

Recommendation	SSMP Section
<p>It is recommended that the District work to develop a training that outlines a formal set of tasks and procedures for investigating and documenting the cause of all SSO's. The appropriate personnel should be trained in tasks including: Emergency operations; Volume estimation; SSO start and end time determinations; Spill categories and definitions; Spill notification, reporting, monitoring, and record keeping requirements; and Field drills and exercises.</p>	<p>Chapter 5 Overflow Emergency Response Plan – Training</p>
<p>It is recommended that the District's SSO reports be incorporated into its GIS database, such that spill locations and reports can be easily mapped and viewed according to location.</p>	<p>Chapter 5 Overflow Emergency Response Plan – OERP Response</p>
<p>The District should maintain the following records to be available during inspections or upon request: Documentation of Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters; and Collection system telemetry records if relied upon to document and/or estimate SSO Volume. It is recommended that the District utilize the GIS system to maintain and document collection system records and SSO volumes.</p>	<p>Chapter 5 Overflow Emergency Response Plan – Record Keeping</p>
<p>The District should develop staff trainings on the enforcement of the FOG control program and procedures for inspection of FOG-producing facilities. This training would be developed and organized by the Maintenance Manager. All new maintenance staff should receive training upon hire. Current staff should receive refresher courses periodically. Training records are to be kept and updated accordingly.</p>	<p>Chapter 6 Fats, Oils, and Grease Control Program</p>
<p>It is recommended the District review and update aspects of the Standard Specifications and Details to consider new and emerging technologies, as well as input from maintenance/engineering staff on the plan checking process and design and performance standards.</p>	<p>Chapter 7 Sewer Standard Specifications</p>
<p>The District should use their sewer hydraulic model to develop implementation schedules for all proposed capital projects. These implementation schedules should be included in the District's Capital Outlay Plan.</p>	<p>Chapter 8 System Evaluation & Capacity Assurance Plan</p>

Recommendation	SSMP Section
<p>The District should develop and implement a formal computerized maintenance management system (CMMS), which is a key component to methodically and proactively managing utility assets. The CMMS can be a spreadsheet or off-the-shelf software tool that can work with the District's GIS database and incorporate the District's work order and billing software to help determine how well operation and maintenance procedures are working. All work orders, including maintenance work orders as well as customer complaint and customer observation work orders, and billing data should be included in the CMMS.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>The District should continue to implement the District's preventative maintenance program, identifying hot spots for cleaning and inspection and planning rehabilitation and replacement of recurring problem locations.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>District should continue to develop new programs such as asset management and SCADA that assist in monitoring and assessing the performance of the sanitary sewer system with clear goals, measures and anticipated outcomes that can be measured and compared to previous.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>The District should CCTV the entirety of their sewer system to assess current pipeline conditions to prioritize areas of concern for capital improvement projects.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>The District should create a hydraulic model of their sewer system to analyze pipeline capacities and system deficiencies. Model results can be used to prioritize projects for a capital improvement program.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>Develop and implement an electronic system for maintaining historical performance data and completed work orders that can be analyzed and evaluated for developing improvements to the sanitary sewer system.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>
<p>Continue to implement SCADA for lift stations.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>

Recommendation	SSMP Section
<p>Generate written audit reports for every audit and keep audit reports on file for a minimum of 5 years. Reports will be used to demonstrate successes in achieving goals or other benchmarks, as well as identify overall deficiencies and efforts/schedules to address them.</p>	<p>Chapter 9 Measurement, Monitoring, and Program Modification</p>

CHAPTER 1: GOALS

The mission statement of the Twain Harte Community Services District (THCSD, the District) is “to provide quality and efficient services to our community in a professional, reliable and fiscally responsible manner.”

Wastewater collection services are provided by the District’s Operations Division, whose objective is to operate and maintain the sewer collection system in a manner that minimizes back-ups and subsequent overflows. Included in that goal is the identification of existing or potential problem areas that may result in sanitary sewer overflows (SSOs).

The goals of developing and implementing this Sewer System Management Plan (SSMP) are the following:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.
2. Minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows.
3. Minimize the number and impact of SSOs that occur.

CHAPTER 2: ORGANIZATION

I. Twain Harte Community Services District Authorized Representative:

General Manager: Tom Trott (Designated Authorized Representative)

II. Roles: (as of August 2019)

1. Operations Manager: Robert Perry (209) 586-4988
2. Operator II: Fred Eldred (209) 586-4988
3. Operator II: Lewis Giambruno (209) 586-4988
4. Operator I: Jason Karney (209) 586-4988
5. Operator I: Steve Wise (209) 586-4988
6. FOG Program Coordinator: Operations Division Staff
7. Fire Chief: Todd McNeal (209) 586-4988
8. Finance Officer: Carolyn Higgins (209) 586-4988
9. California Governor's Office of Emergency Services: (800) 852-7550

III. Organizational Chart:

See Figure 2-1 for the most current organizational chart.

Narrative explanations:

1. Board of Directors: Establishes policy.
2. General Manager: Enforces policy, plans strategy, leads staff, allocates resources and delegates responsibility.
3. Finance Officer: Manages accounting, purchasing, secures financing for the District, oversees levying of surcharges and rate increases and reports to the General Manager about financial health of the agency.
4. Operations Manager: Responsible for day to day operations for construction/maintenance, raw water, treated water, meter reading staff, wastewater and fleet maintenance. Manages wastewater collections and operations staff. Oversees operation of collection systems. Also, designated lead for any emergency response efforts.
5. Fire Chief: Enforces the THCSO Fire Code and/or his/her authorized and delegated representative.
6. Operator II/ Field Supervisor: Manages construction and maintenance crews. Coordinates emergency repairs. Investigates site conditions. Allocates equipment and labor necessary to complete internal capital improvements. Lead man for field work related to the collection system.

7. FOG Program Coordinator/Operator II: Enforces the wastewater ordinance, oversees the District's FOG program, conducts site inspections of gravity grease interceptors, hydromechanical grease interceptors and oil liquid interceptors and inspects new construction.
8. Operator I: Responsible for lift station monitoring and maintenance, assists in collection system tasks such as flushing and vacuuming. Responsible for tasks such as flushing, camera work, root eradication and investigating causes of blockages, leaks, etc.
9. California Governor's Office of Emergency Services: Administers numerous programs that protect communities during a variety of emergencies and disasters.

IV. Chain of Communication for Reporting SSOs

See Figure 5-1 for SSO Reporting Flow Chart. In the event of a Category I SSO as defined below, Cal OES must be notified within two hours and a notification control number must be obtained.

A Category I spill is defined as discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

1. Reaches surface water and/or reaches a drainage channel tributary to a surface water; or
2. Reaches a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.
3. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

A Category II spill is defined as:

Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

A Category III spill is defined as:

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

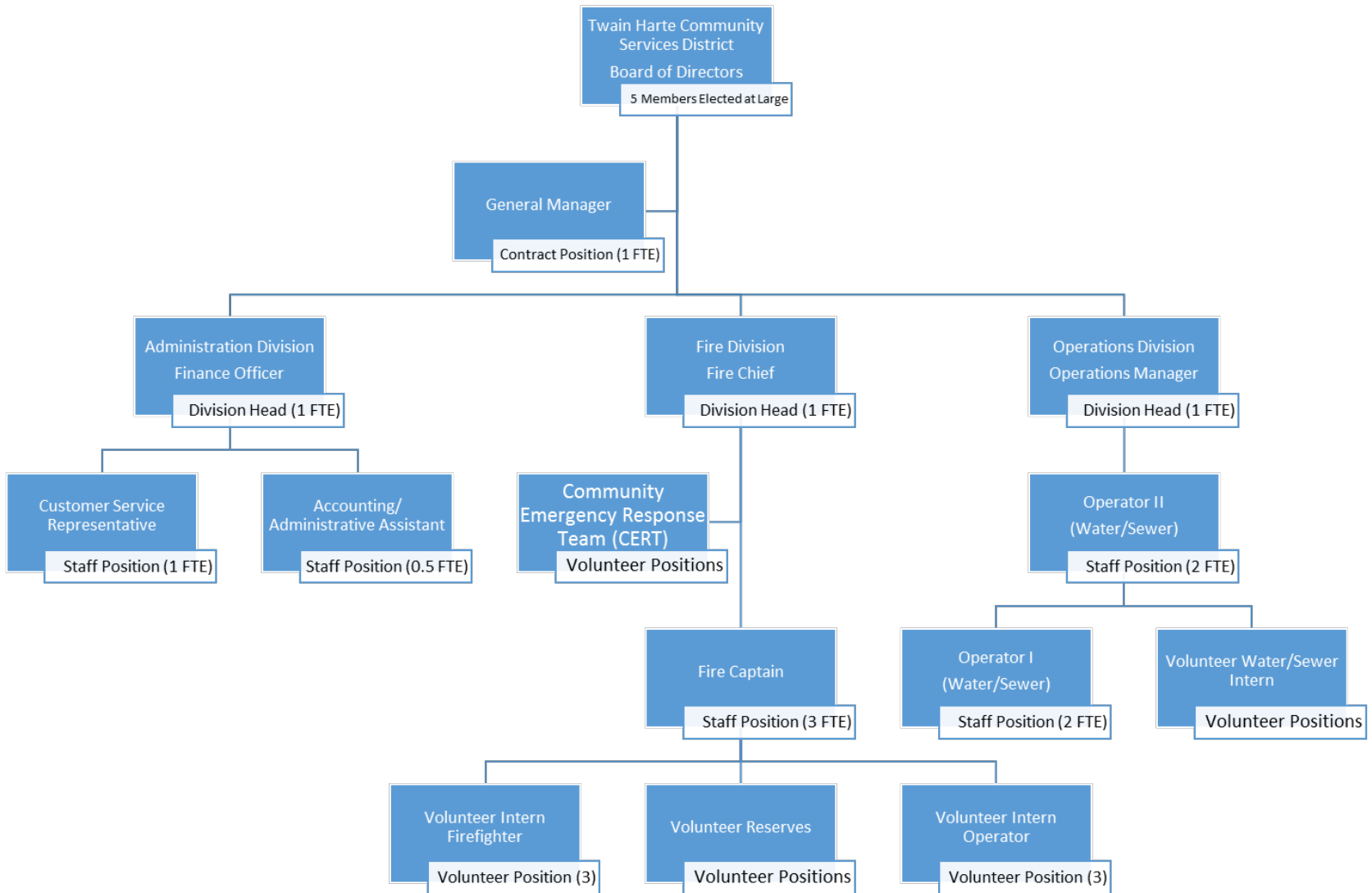


Figure 2-1: District Organizational Chart

CHAPTER 3: LEGAL AUTHORITY

I. Wastewater Ordinance

The Twain Harte Community Services District is a California Special District. It has a Wastewater Ordinance that establishes the legal authority for operation of its wastewater collection system. The District is governed by a five-member Board of Directors who are elected by voters registered within District boundaries. This Board is responsible for establishing and enforcing the Wastewater Ordinance. The General Manager, as an employee of the Board, is responsible for directing District business according to the ordinances and policies enacted by the Board.

The Wastewater Ordinance can be found in Appendix 3-A and is available at the District Office located at 22912 Vantage Pointe Drive, Twain Harte, CA 95383. The Sections that provide adequate legal authority for the District to construct, finance, own, manage, operate and maintain a wastewater collection system are:

1. Prevent illicit discharges into its sanitary sewer system:
 - a) Section 2.01 "Prohibitions on Discharges"
 - b) Section 2.02 "Prohibitions on Storm Drainage and Groundwater"
 - c) Section 2.03 "Prohibitions on Unpolluted Water"
 - d) Section 2.04 "Limitation on Radioactive Wastes"
 - e) Section 2.05 "Limitation on the Use of Garbage Grinders"
 - f) Section 2.06 "Limitations of Point of Discharge"
 - g) Section 2.07 "Holding Tank Waste"
 - h) Section 2.08 "Other Limitations on Wastewater"
 - i) Section 5.01.4 "Unauthorized Service Connections"
2. Require that sewers and connections be properly designed and constructed:
 - a) Section 3.01.2 "Project Approval"
 - b) Section 3.09 "Approval of Plans for Sewerage Construction"
 - c) Section 3.10 "Inspection of Construction"
 - d) Section 5.01.3 "Inspection of Service Connection"
3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District:
 - a) Section 2.11 "Access"

- b) Section 2.12 “Responsibility for Lateral or Service Line”
 - c) Section 3.01.5 “Location of Facilities”
- 4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages:
 - a) Section 2.08 “Other Limitations on Wastewater”
 - b) Section 2.08.4 “Grease Trap and Grease Interceptors”
- 5. Enforcement of violations:
 - a) Chapter 6, “ENFORCEMENT”
 - b) Chapter 7, “ABATEMENT”

CHAPTER 4: OPERATIONS AND MAINTENANCE PROGRAM

I. System Mapping

Comprehensive mapping of the District's wastewater collection system is captured in a browser-based GIS platform that is based on the District's as-built wastewater infrastructure drawings. This mapping platform provides an important management and operations tool that is used to properly operate and maintain the collections system. The GIS mapping platform includes the following facilities:

- Gravity and force mains (pipe material, diameter and flow direction)
- Lift Stations
- Manholes (rim and invert elevations)
- Drop manholes and air vacuum relief valves
- Mainline cleanouts

The GIS mapping platform serves as an infrastructure management tool that can be easily updated and managed on an ongoing basis. It allows staff to access sewer asset information, mapping and customer information in the field via a computer tablet. It also enables operations staff to easily record and track preventative maintenance activities, such as sewer line cleaning, root removal and manhole inspections.

Revisions and updates to the mapping are initiated, generated and tracked in the following manner:

A. New Construction

As-built drawings are submitted to the District in electronic format and then transferred to the District's GIS vendor. The GIS mapping system is then updated and the as-built plans included in the GIS database for reference. Hard copies of as-built drawings are also stored in a central location at the District's Operations Division office. All plans are required to reference the same vertical and horizontal datum as those used in existing As-builts. Examples of such datums are NAD83 and NAVD88.

B. Existing Facilities

Revisions to existing District mapping is typically initiated by field staff. Field staff work with the Operations Manager to create a field note in the web-based GIS platform. This field note provides revisions or additions of facilities to the GIS mapping and flags the mapping revisions for the District's GIS vendor to implement. Alternatively, field staff can mark revisions/additions to hard copies of the map by hand and email the revisions to the District's GIS vendor. The GIS vendor makes requested mapping revisions on a monthly basis. If a hard copy of the as-built drawings for the facility exists, the Operations Manager will revise the drawings by hand and will include a date for the revisions.

C. New Services, Variances, and other Administrative

Only some of the District's as-built drawings provide locations of service laterals and the mapping scale of most of those drawings are not adequate to show accurate location details. As such, the District's GIS mapping platform also does not depict sewer service laterals. The District is in the process of utilizing GPS equipment to locate and inventory service laterals, cleanouts and other sewer system assets. This process is anticipated to be complete by the end of 2021.

Once service laterals are captured in the GIS mapping platform, new service laterals or changes to existing laterals will be added or changed in the GIS mapping platform. The Operations Manager will be responsible for working with the District's GIS vendor to make such additions/revisions using the same process described in the "Existing Facilities" paragraph above.

Occasionally variances are granted that redefine the facilities that are privately maintained vs. District maintained. These types of changes are also given to the District's GIS vendor by the Operations Manager via the process described in the "Existing Facilities" paragraph above.

D. Easements

Most sewer system easement information exists in the form of paper easement deeds, which are stored in the District's central files. Very few of the existing collection system as-built drawings documents provide easement information. The District is currently working toward organizing the easement deeds by assessor parcel number so that they can be more easily searched. Once organized by parcel number, the District will work toward creating electronic copies of each easement that can be searched electronically and eventually added as a layer in the GIS platform. Currently, when new easements are recorded, a hard copy of the easement deeds are filed in the District's central files. Once electronic copies of easements have been created, new easements will also be stored electronically and eventually the Operations Manager will work with the District's GIS vendor to add new easements to the GIS mapping platform via the process described in the "Existing Facilities" paragraph above. Appendix 4-A lists the easements that the District annually inspects and maintains.

E. Tracking Changes

Mapping revisions are tracked on as-built drawings as stated above. When new facilities are added to the GIS mapping platform, the year of installation is included in the GIS database.

V. Preventative Maintenance

The purpose of preventative maintenance (PM) is to ensure ongoing reliable regulatory compliant sewer collection and treatment services. A properly maintained collection system will help minimize overflows in addition to addressing other operational issues on a proactive basis. Reducing SSOs reduces mitigation costs and protects public health and the environment.

The District's web-based GIS platform includes preventative maintenance tracking, reporting and scheduling for mainlines and manholes. The GIS platform divides the collections system into four quadrants (each encompassing approximately 25% of the system). The District's goal will be to move toward performing preventative maintenance on accessible lines and manholes in one quadrant each year.

The District owns closed-circuit television (CCTV) camera equipment, a vacuum trailer, a hydro-flush/sewer jetter trailer and a smoke machine to support its collection system maintenance activities. Currently there are no published Standard Operating Procedures, however the District is in the process of posting ordinances to its website.

A. Flushing Program

District staff The District's GIS platform assigns a flushing/jetting frequency to all collection lines that can be accessed by the District's sewer jetter, based on their preventative maintenance quadrant. Sewer lines that experience higher flows or need more frequent cleaning ("hot spots") due to FOG and other issues are assigned a more frequent flushing/jetting schedule. Appendix 4-B identifies the "hot spot" line segments and their related cleaning frequency.

B. CCTV Inspection

The District does not TV inspect on a specific schedule; instead, the equipment is used to diagnose problems as they arise and, in some instances, to ensure that grease, roots, and other material have been adequately removed after flushing/jetting. For hard-to-access locations and for pipe diameters less than six (6) inches, the District uses a push camera. However, there are still sections of pipe that due to length or the presence of angle points the District cannot complete a video inspection. A general sewer inspection form and example manhole GIS inspection form are found in Appendix 4-C.

The District is working to further develop its CCTV inspection procedures. As part of the District's Inflow/Infiltration Identification and Reduction Planning Grant Project (Grant Project), the District will CCTV inspect approximately half of its sewer collection lines to evaluate the condition of the critical sections of sewer line. CCTV inspection forms are generated in the District's CCTV software, POSM Lite (see Appendix 4-D). Video inspections are currently stored on a laptop, which is available to all pertinent staff. However, the inspection videos, along with the associated sewer inspection reports, will be incorporated into the District's GIS database.

C. Smoke Testing

The District owns smoke testing equipment; however, smoke testing is not part of the normal O&M tasks. Smoke testing is a tool that is available to the District on an "as-needed" basis.

D. Root Foaming

The District staff performs root foaming to control roots in sewer system facilities that are experiencing root issues. Root treatments are applied on an as needed basis.

E. Jetting and Snaking

Jetting and snaking equipment is used to remove pipeline blockages. The District frequently utilizes 2-inch to 4-inch cutters for root removal. Sections of District owned sewer lateral that are subject to frequent blockages are placed on the District's regular flushing/jetting schedule and/or put on the project list for repair or replacement. The District's objective is to periodically flush/jet the problem areas before an SSO occurs.

F. Pipeline Rehabilitation

Each year the District allocates funding for trenchless rehabilitation in its annual budget. Generally, a critical pipeline segment or segments are identified, and a contractor is hired to perform cured-in-place pipe (CIPP) lining. The District's Grant Project inspection and line assessment will serve to prioritize sections of line that are in most need of rehabilitation.

G. Force Mains

District standards specify that sewer lift stations be designed to provide a minimum cleansing velocity of 2.5 fps in all force mains. Lift stations typically do not have flow meters on the pump discharge. Verification of pumping rates is accomplished by measured drawdown in the wet well.

The District does not require the construction of launching ports for pigging equipment to loosen debris and deposition within force mains. However, design standards do require the construction of blowoffs at the low points of the force main. Currently, District force mains do not have any low points.

If deposition in the force main causes a flow restriction and increases the operating head on the pumps, the District may use a flush truck to clean the force main.

H. Sewer Lift Station Monitoring

One Operations staff member checks all three (3) lift stations twice, daily using the Sewer Lift Station Daily Log shown in Appendix 4-E. All lift station maintenance is recorded on this form, which is accessed, filled out and stored electronically through Google Sheets. The District is currently working on integrating the lift stations into SCADA to monitor them remotely.

Currently, only one lift station has a permanent generator. A mobile generator services the other two pump stations, but permanent generators for both are anticipated to be obtained and installed in 2019/2020. A list of the District's generators can be found in Appendix 4-F.

Monitoring tasks are divided into daily, weekly, and monthly tasks. Typical daily tasks include recording run times and phase lights on pumps. In the event of a power outage, the overflow sump levels are also checked daily. Weekly tasks involve exercising the generators, checking tank levels, and general

housekeeping alarm status.

Alarms and float systems are checked on a monthly basis. Alarm checks involve triggering a false alarm and verifying that the District's pager system is properly paging the event. Also, on a monthly basis, sumps are checked for rags and other debris and degreaser is added to help prevent grease build up. If floating debris or sediment accumulates in the sump, the vacuum trailer is used to clean the station.

Level control is accomplished primarily with floats. Generators and alarms are generally tied to floats.

I. Grease Interceptor and Oil/Water Separator Inspections

A grease interceptor or oil/water separator unit is inspected by District Operations staff and County Environmental Health staff when it is initially installed or changes ownership. The Wastewater Ordinance stipulates that following the first inspection, owners should keep all records of when their system was cleaned and or pumped out. These records are submitted to the District upon request. A database is being developed to track inspections of grease generating facilities.

J. Easement Maintenance

Spring weed and brush removal are performed in order to maintain access to District facilities. Access roads, drainages and critical easements are cleaned to maintain the integrity of the driving surface.

K. General Maintenance

Painting buildings, weatherizing facilities, seal coating asphalt, roofing, pest control, fuels reduction for fire hazards, general electrical, etc. are handled by the District's Operations staff.

L. Elevated Sections of Pipeline

The District has two reaches of sewer main that are elevated and anchored to piers or encased in concrete. The elevated reach anchored to piers is located adjacent to Twain Harte Lake, the "Rock" and the dam. This reach is particularly vulnerable to vandalism.

Additionally, the other elevated pipeline section is encased in concrete as it crosses a water course. The supporting encasement is susceptible to undermining by erosion and scour that could result in pipeline failure. During their work activities, staff inspects and identifies areas that are showing signs of erosion and scour and work to remedy the problem before a failure occurs.

VI. Rehabilitation and Replacement Program

The District assesses the needs for the sewer system on an annual basis as part of the District's annual budget and 5-Year Capital Outlay Plan (COP). As part of Planning Grant

Project, the District is developing a hydraulic model of the system to assess its capacity. This model will be combined with the CCTV inspection assessment (also conducted through the Grant Project) and information gathered and stored in the District's GIS platform through ongoing preventative maintenance tools to continue identifying priority rehabilitation/replacement projects for development of future budgets and COPs. Appendix 4-G presents the projects scheduled for the next 5 fiscal years as of this update of the SSMP. The District's current 5-Year Capital Outlay Plan can be found on the District's website for the most up-to-date Capital Projects list and details on project budgets.

Review of District maintenance records indicates that, in general, the areas that are the most labor intensive for the District are within the older areas of Twain Harte and primarily involve service lines or mains of 4-inch diameter. The pipe material most prone to root intrusion is vitrified clay pipe due to the large number of joints. Although sags in sewer lines are common, they alone do not constitute a primary concern due to the forgiving topography of the District service area. Sags in conjunction with hydraulic deficiencies, roots, or FOG frequently pose a problem.

District staff is trained to recognize and prioritize collection system deficiencies based on the following categories:

- Hydraulic Capacity
- Pipe Defects
- FOG
- Roots
- I & I

A. Hydraulic Capacity Issues

The District maintains a hydraulic model of its sewer collection system. The model is in various stages of development and has not been calibrated. Most capacity analysis involves running calculations for a peak wet weather flow condition on a reach by reach basis of pipelines that are on mild to flat slopes. Due to the rural nature of the District's service area it is extremely rare to need to analyze flow impacts from large scale developments. Most development is small in scale (< 4 homes) and six-(6) inch mains are more than adequate. In the future, the hydraulic model will be completed in order to evaluate cumulative impacts of many small developments on existing collection system pipelines, especially as flows get closer to the Tuolumne Utilities District (TUD) interceptor.

The hydraulic model is currently being updated to identify sewer assets and include CCTV inspection and manhole survey data. This model will be used to assess system capacity, identify deficiencies, and evaluate scenarios for capital project alternatives for upgrading and improving the collection system.

The District's Wastewater Ordinance requires that for developments of 30 units or more, the project proponent shall pay a modeling fee to the District to allow for

the evaluation of downstream impacts.

B. Pipe Defects

The CTV inspection assessment conducted as part of the Planning Grant Project will identify and prioritize critical pipe defects, as listed below. After the CCTV inspection is complete, the following pipe defects will be identified by staff through camera inspections conducted in response to an action request.

1. Joint Offsets
2. Cracks or crushed sections
3. Sags (Bellies)

C. FOG Issues

Generally, FOG issues are discovered during camera inspection, while flushing, or observed in the wet well at the lift station. Quite frequently through addressing bellies or root problems the FOG issue is resolved. The District has adopted a FOG Control Program, which is administered by Operations staff. When FOG is discovered it triggers a preliminary investigation of the probable cause(s), such as restaurants or other food service establishments in immediate upstream proximity to the problem area. Those facilities are visited, and their maintenance logs inspected to ensure proper functioning of their grease interceptors. The District maintains a current folder with physical copies of inspection reports as well as a database of “hot spots” for FOG related issues. Quarterly cleaning and maintenance are scheduled for each hot spot.

D. Root Issues

Roots are one of the largest causes of SSOs in the collection system. There are areas known to have frequent root problems. These sections are listed as hot spots and are treated more frequently than other lines. Most root problems are discovered when performing preventative flushing/jetting or responding to a plug or overflow.

When root foaming is not available, the District utilizes its high-pressure flushing nozzle capable of producing 3,000 psi to sever roots.

It is important to note that if roots are a problem and those roots originate from the penetration of a service lateral; rehabilitation by pipe lining will not fully prevent the intrusion of roots from that same point after the service has been reinstated.

The District’s power rooting schedule currently consists of a list of street names. The District’s preventative power rooting schedule is incorporated into their web-based GIS Database. Locations that require pre- and post-holiday servicing are also identified, as well as the length of the line being serviced.

E. Inflow and Infiltration Issues

The Planning Grant Project that is currently underway has a specific focus on identifying sources of Inflow and Infiltration (I&I) in the collections system. Solutions to reduce I&I will also be identified and prioritized.

Groundwater levels are high in some portions of the service area and several pipeline segments run adjacent to water bodies that may contribute some infiltration. Most inflow sources such as gutter downspouts, yard drains, and open cleanouts have been disconnected from the sewer or repaired. Manhole lid liners have been installed throughout the District.

F. Rehabilitation vs. Replacement

The District budgets money annually to rehabilitate main lines. Mainlines to be rehabilitated during the fiscal year are identified when developing the annual budget and Capital Outlay Plan. The District has identified various projects that would be good candidates for cured-in-place pipe, pipe lining, or fold and form type liners. The candidates generally are older sewer mains with no significant joint offsets or sags.

G. Revenue Program

District board members develop an annual budget, salary plan, and Capital Outlay Plan (COP), which allows the District to fulfill its mission of providing quality and efficient services to the community in a professional, reliable and fiscally responsible manner. The budget is developed after discussing with staff, what operations can be made more efficient and what areas need improvement. The budget for the upcoming fiscal year is normally adopted in June, at a public hearing, and is then re-examined mid-way through the year. If deemed necessary, budget adjustments are then made to ensure the District is accomplishing its goals and optimizing management of every line item in the budget. The mid-year examination also allows the District to modify the budget to account for unanticipated costs. Projected expenses and revenue are outlined in the budget, including those of anticipated capital projects. The budget process allocates the necessary resources to ensure quality and efficient services and establishes the District's direction for the near term.

The District's yearly budget, capital outlay plan, and salary plan for each department (water, sewer, fire and park) can be found on its website:
<https://www.twainhartecsd.com/budget-capital-outlay-plan-salary-plan>

H. Training Programs

Training is an essential part of the inspection and maintenance program. Although the District does not have a formal training program, Operations staff regularly receives training and/or certification in:

- Confined space awareness
- CPR and 1st Aid

- Fire extinguisher use
- Flagging and traffic control
- Hazardous Materials Operations and Response
- Use of Personal Protective Equipment
- Sampling protocols for chlorine residual
- Pulling and servicing pumps
- Operation of vacuum and flush trailer
- Use of flushing nozzles
- Operation of video inspection equipment

Training in use of the listed equipment is provided to all new hires. For longstanding District staff, refresher courses are generally not needed as staff use most of this equipment daily. The District's Operations Manager serves as the Safety Compliance Coordinator who is responsible for ensuring that staff is up to date on all trainings related to workplace safety. Contractors are required to participate in trainings as needed. The District is working toward creating a formal training program.

I. Replacement Part Inventory

Some of the critical components of the collection system include pipeline and lift stations. The District stocks valves, pipe, transition couplings, and full circle clamps for all sizes of pipeline within District collections system. Defective pipeline is typically replaced with a PVC SDR 35 product regardless of the original material type. Most of repair materials are kept at the District's water plant. In addition, District inventory includes an assortment of grade rings and frames/covers. Spare pumps for District lift stations are stored at the water treatment plant. Due to the District's relative geographical isolation, stocking critical or "hard to get" parts, is essential in reducing emergency response time. Appendix 4-H presents that District's list of replacement parts kept on hand for repairs.

VII. Recommendations

The following recommendations for organization of the operations and maintenance program is based on the evaluation of the District's current program.

A. System Mapping

The District uses a web-based GIS platform to serve as an asset management tool. For the platform to best meet the needs of the District, it is recommended that service lateral and cleanout locations are added, and that the GIS tool is regularly verified for accuracy.

B. Existing Facilities

The current process for revision requests of existing facilities is unclear as to how it utilizes electronic maps of facilities. It is recommended that as the District develops its electronic database for asset tracking, the District also develop clear procedures and protocols for requesting revisions to infrastructure maps and updating and retrieving asset information.

C. CCTV Inspection

General sewer inspections report forms are filled out in the District's GIS database when cleaning sewer lines and inspecting manholes. It is recommended that CCTV inspection reports also be included in the database, as well as sewer lift station operating information, such as those in Appendix 4-1 (Sewer Lift Station Setpoints). They should be incorporated such that, after any CCTV inspection, field staff will be able to complete the reports and link them to the inspection site.

It is also recommended that the District consider developing and applying a grading system for CCTV'd pipelines. This will allow the District to prioritize system deficiencies and implement short-term and long-term rehabilitation actions. Grades should take into consideration pipeline age, condition, use, and frequency of SSO occurrences.

D. Sewer Lift Station Inspection Monitoring

The District currently maintains physical records of sewer lift station maintenance. It is recommended that the District's GIS database allow inspection and maintenance reports to be linked to stations serviced.

E. Grease Interceptor and Oil/Water Separator Inspections

A database is currently being developed to track inspections of grease generating facilities. It is recommended that the database note the dates on which inspections were conducted and allow inspection reports to be linked to the site inspected.

F. Asset Management

The District currently has a work order system that allows for an end-of-the-year tabulation of plugs, SSOs, odor, pump issues, and other activities. Work orders are initiated internally or by customer requests. It is recommended that the District's GIS database is able to log work orders and tie each order to a specific job number. This would allow there to be a linkage between the work order and the actual engineering design or financial accounting of the action taken.

G. Training

The District's current trainings are provided on an as-needed basis. It is recommended the District develop a regular training schedule for the following topics:

- O&M Procedures
- Emergency response procedures
- Review of SSMP/OERP
- Review of standard specs for projects and contracts related to sewer facilities

CHAPTER 5: OVERFLOW EMERGENCY RESPONSE PLAN

I. Notification Procedures

The District office is open 7am – 4pm daily (Monday through Friday). Customers or members of the general public can contact the District via phone or walk-in to report any SSOs. After normal working hours and on weekends, customer calls are routed to the District pager of the “on-call” staff person scheduled for that day. The “on-call” staff will assess the situation and notify the Operations Manager as required.

Potential overflows are called out over the District’s radio system to the Operations Manager or to the collections system operators. Radios are in each vehicle and staff carry handheld radios when away from their vehicles. The wastewater operators also carry a District issued cell phone.

A wastewater staff person is dispatched to investigate the report and verify it is wastewater and THCS’s responsibility. They then ascertain the origin of the overflow and report to the Operations Manager what equipment, materials, traffic control, and manpower is needed to contain and clean the spill. They also detail what will be needed to restore normal collection system flow. If minor repairs are needed, staff initiate work immediately.

If the repair is extensive and requires heavy equipment, then the District’s field supervisor is contacted, and a crew is assembled to respond.

The SSO chain of communication described above is summarized in Figure 5-1.

II. Response

A. General

One Operations staff member is assigned to respond to all potential overflows each day of the week, 24 hours per day. The on-call employee carries a cell phone and is on standby 24 hours a day for both after hours and weekend coverage. In the event of a sewer call after business hours, the on-call operator responds to the scene in a District service truck to assess the situation as soon as possible and within 30 minutes (response time during business hours is generally 5-10 minutes). The District service truck carries sewer hand rods, hand tools and disinfectant that allows the staff member to address most calls. Should additional equipment and manpower be needed, that staff member is authorized to call out other personnel as needed. Any time there is an overflow of significant volume, a second employee is called to take the District vacuum truck for mitigation and clean up. The District maintains a second operator on standby each day of the week, 24 hours per day to accommodate these situations.

After clearing a blockage in a sewer pipeline and cleaning spill material, the call is logged by completing an electronic SSO report form on the State Water Regional Control Board’s CIWQS website. The form details the volume of the spill, containment activities and volume captured and returned to sewer, probable cause, measures taken to clear the line, cleanup required and any further work that should be performed as follow-up. Appendix 5-A contains a sample of the electronic report.

To prevent reoccurrences of SSOs, a video inspection is conducted and, depending on the outcome, repairs, root treatments or flushing schedules may be modified to address the specific section of line. A sample video inspection report is included in Appendix 4-D. The section of line may also be marked as a hot spot and thus receive cleaning and maintenance on a quarterly basis.

B. Policy for Buildings Flooded with Sewage

For cases where a customer states that their building has been flooded with sewage, staff conducts a visual inspection to determine whether the flooding was due to the customer's private lateral or due to a backup in a District main line.

In all cases the customer is supplied with a list of companies that can conduct restoration after flooding damage. No statement should be made as to responsibility or liability.

ServiceMaster: (209) 532-1700

AAA Wesco: (209) 532-9676

Coit: (209) 533-2773

For cases where a backup in a District main caused a building to flood, a trained representative of the District will be called in to produce a report. The following is a listing of personnel to be called in the order as listed. Claim forms will be supplied by the trained representative. No statements should be made as to responsibility or liability.

Robb Perry: (209) 586-4988

Fred Eldred: (209) 586-4988

Tom Trott: (209) 586-4988

If none of these persons can be contacted, the available staff member must make a written report of damages as noted through the visual inspection. The staff member must ensure the customer understands the importance of expedient clean-up.

If there is excessive flooding outside of the structure that can be immediately mitigated by removal with the District vacuum equipment, this will be done as soon as possible after the blockage has been cleared.

In all cases, a sewer backflow prevention device (popper) should be installed on a clean-out that is lower than the floor of the building, if available, to help prevent future flooding.

III. Reporting & Notification

On the morning following an overflow, the first responder reports on the event to O&M staff and plans are made for follow-up measures if needed. More comprehensive cleaning of a line may be needed. If there is a repeat stoppage at a location within six months or less, a camera inspection is scheduled to assess the source of the problem. Operations staff normally perform spot repairs or smaller jobs and larger scale repairs or replacements are treated as projects.

SSO reports for each location are filed and are used as a vehicle for flagging chronic problem areas for rehab, repair or replacement. If there is a problem with a customer lateral, a work order is submitted for repair. Work orders are tied to customer accounts in the District's billing software database.

Notifications are made to the Region 5 RWQCB and the Tuolumne County Environmental Health Department when there are blockages that involve overflows. If receiving waters are impacted, there are more stringent clean-up measures taken that include sampling above and below the point of impact for bacteriological analysis and may require posting of the site and any public access points below the place impacted. The Tuolumne County Environmental Health Department works closely with THCSO in the event of any overflow to receiving water. Any overflows to receiving waters, in any amount, are called to the Office of Emergency Services within 24 hours of the event. Public notification is made through the District's General Manager, who is responsible for issuing press releases and public service announcements.

Notifications are made to Cal OES within two hours of a Category I SSO. A notification control number must be obtained by the District.

The following time sensitive requirements are to be met for reporting purposes in the California Integrated Water Quality Service (CIWQS) database:

- Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.
 - SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.
 - Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
- Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.
- Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.
- "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

- Collection System Questionnaire: Update and certify every 12 months.

Additional details on reporting time requirements and updating the CIWQS Database can be found on the State Water Resources Control Board's website: <https://ciwqs.waterboards.ca.gov/>

IV. Impact Mitigation

A. Containment

Containment of the spill and preventing it from reaching surface water is first priority. The District stocks wattles, sand bags, and visqueen to blind off drainage inlets. Sewer plugs are also stocked in order to plug upstream manholes and to facilitate bypass pumping, as needed. Culverts can be plugged with plywood or by burying the inlet. Orange construction fencing is stored in the District's warehouse to be used to cordon off the affected area and restrict access. Signage is also available to warn the public of the public health risk.

In the event of an on-going overflow, staff is instructed to turnoff or delay operation of upstream sewer lift stations until bypass operations are in place. If the extent of the spill is great, the District may contact an outside hauler to assist in bypassing flows. The District has a mobile bypass grinder pump that can be used to bypass flows. Additionally, the District's vacuum trailer is equipped with a pump that can bypass sewer flows.

If remediation efforts span more than one day, District staff will check weather forecasts to make sure any rain events will not result in spreading the contamination and that drainage facilities like drop inlets (DIs) and culverts are restored to full operation prior to the storm.

Where applicable, District staff will instruct the property owner to turn off any sprinkler systems to minimize the potential for runoff.

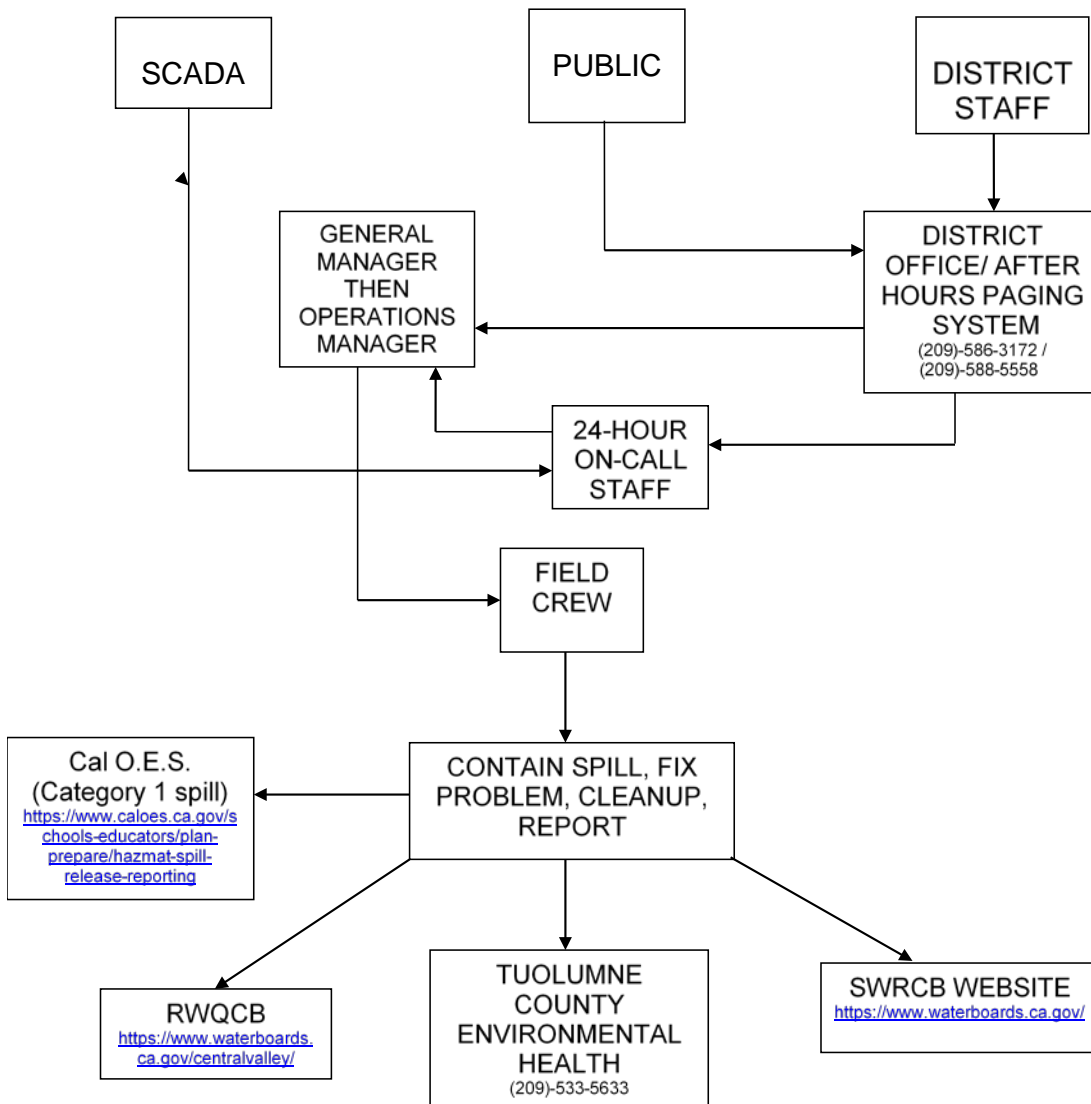


Figure 5-1: SSO Chain of Communication

B. Remediation

The District’s vacuum trailer is used when site access permits. The area is sprayed down with water and simultaneously vacuumed up.

Hand work such as mopping, raking, brooming, and shoveling are also used especially when the site is in the back of a house or on a cross country section of sewer.

The District utilizes chlorine, or a product called Kitchen Kleen, to disinfect the spill area. The active ingredients in Kitchen Kleen are n-Alkyl dimethyl benzyl ammonium chlorides 4.5% and dimethyl ethylbenzyl ammonium chlorides 4.5%. District staff mix 1 ounce of Kitchen Kleen per gallon of water.

Sometimes topsoil from on-site is used to cover the contaminated area and prevent exposure to the public. If quantities of onsite material are insufficient, the District has stockpiles of material that can be imported and spread over the affected area.

Contaminated green waste, such as leaves, grasses, and brush are collected and disposed of at the Tuolumne Utilities District RWWTP.

C. Preparations for Rain

When there is a possibility of precipitation that could spread the contamination, the District will take measures to contain any potential storm water from migrating off the site. Some of the measures may include:

- Blinding off drainage inlets or culverts
- Constructing dikes or berms to contain or re-channelize flows
- Covering the contaminated area with visqueen

D. Testing of Receiving Waters

For sewer spills that reach a surface water (Category I spills) the District tests the surface water for fecal coliform to assess the extent of the contamination and to verify that remediation work was effective. Initial testing is done within 24 hours of the event. Follow up testing is done within 48 hours of the event and on the 4th day. If positive test results are detected on the 4th day, sampling continues everyday thereafter, until negative results are achieved.

V. Preventative Measures

A. Site Access

Since the District's collection system is situated above the snowline, it is essential that roads be cleared and passable during storm events. Most of the District's collection system is within public rights-of-way, which are plowed by Tuolumne County; however, the District also maintains plowing capacity on its service trucks and keeps all accesses to critical sewer infrastructure (i.e. lift stations) clear of snow. All service trucks carry chains.

During rainy weather, access roads can become muddy and inhibit passage of the flush/jetter trailer and vacuum trailer. The District regularly maintains its easements (see Chapter 4: Operations and Maintenance). The District stockpiles base rock, drain rock, and other materials that can be placed quickly in order to restore a drivable surface.

In order to minimize response times, the hydro-flush/jetter trailer and vacuum truck are always emptied at the end of the day and topped off with fuel so they are ready in the event of an emergency.

B. Power Generation

Power outages occur frequently in the winter time and have recently occurred in summer as part of PG&E's Public Safety Power Shutoff program. Winter power outages are typically localized and do not affect the entire service area. However, the District owns and operates three (3) sewer lift stations and must be ready to service all of them during a prolonged power outage.

All three lift stations are equipped with an emergency overflow tank sump to provide extra capacity in the event of a prolonged power outage. Additionally, one of the three lift station is equipped with a standby diesel generator and the District is currently in process of equipping the other two lift stations with standby propane generators. District staff is familiar with relative inflow rates into these facilities, as well as, sump capacities and have an idea of which sites are most vulnerable to an overflow. The lift station Sensaphone alarm systems have battery backups and will produce high alarms even when the power is out.

At sites with standby generators, diesel and propane refueling is on a set schedule to ensure that tanks are always full. Diesel refueling is done by District staff. Propane tanks are refueled by the District's propane provider. Fuel levels are monitored on a weekly basis.

The District also has a trailer mounted generator that is kept at the District's operations yard. This generator is used to operate lift stations without standby generators on a rotational basis.

C. Bypassing

When more than one site needs to be monitored and bypassed, the District will contract with a 3rd party hauler. Some of the local companies include:

- All Septic Service: (209) 586-1372
- El Dorado Septic: (209) 396-1650
- Mother Lode Septic: (209) 533-1950
- Roto-Rooter: (209) 532-3995 or (209) 586-1047

D. Design Measures

New lift stations, or lift station remodels, are designed with emergency overflow sumps and standby generators. The District currently does not have a standard for storage time or minimum volume, this is site specific. All pumping facilities are designed with float alarms and lead/lag pump redundancy. If a lag pump is not installed, a spare pump is stored at the District shop.

VI. Training

The District provides training to appropriate THCS staff and contractor personnel on the procedures of the OERP on an as-needed basis. Staff is trained internally on how to complete a spill report and how to gather information during an SSO. A list of trainings currently provided to staff is listed in Chapter 4: Operations and Maintenance.

VII. Mutual Assistance Agreement

A mutual assistance agreement between the Tuolumne Utilities District, Jamestown Sanitary District, and Twain Harte Community Services District was executed in December 2007. The agreement outlines the procedures for requesting assistance and the conditions by which the parties involved may exchange materials, equipment, and personnel in order to respond to problems such as SSOs.

Additionally, the District is party to the California Water/Wastewater Agency Response Network (WARN 2007) Omnibus Mutual Assistance Agreement, which allows the District to request or provide emergency assistance (materials, equipment, labor, etc.) to any other California sewer agency that has executed the agreement.

VIII. Recommendations

The following recommendations for the District's OERP for its sewer collection system are based on an assessment of the current OERP.

A. Training

OERP training was described as "informal" in that there is little documentation and tracking of activities. Tracking trainings provides a critical feedback element necessary for all functioning management systems.

It is recommended that the District work to develop a training that outlines a formal set of tasks and procedures for investigating and documenting the cause of all SSO's. The appropriate personnel should be trained in tasks including:

- Emergency operations
- Volume estimation
- SSO start and end time determinations
- Spill categories and definitions
- Spill notification, reporting, monitoring, and record keeping requirements
- Field drills and exercises

B. OERP Response

The District currently maintains a physical collection of SSO reports that allows it to

flag chronic problem areas. It is recommended that the District's reports be incorporated into its GIS database, such that spill locations and reports can be easily mapped and viewed according to location. This will facilitate the District's tracking of potential vulnerable areas within the system and continue to allow it to flag pipe segments for rehab, repair or replacement.

C. Record Keeping

The District should maintain the following records to be available during inspections or upon request:

- Documentation of Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.
- Collection system telemetry records if relied upon to document and/or estimate SSO Volume. It is recommended that the District utilize the GIS system to maintain and document collection system records and SSO volumes.

CHAPTER 6: FATS, OILS, AND GREASE CONTROL PROGRAM

I. Program Overview

The District has a FOG Control Program in place in order to prevent SSO's, reduce the amount of FOG discharged into the collection system, reduce the O&M Costs of the collection system, and establish construction standards for new installations.

Under the District's FOG program, any type of business or other establishment where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a district approved grease interceptor.

Maintenance of the grease interceptors is the responsibility of the owner/user. Wastes removed from each grease interceptor shall be disposed of at a facility permitted to accept such wastes.

Appendix 6-A presents the District's FOG Control Program, and updates to this program will be placed on the District's website for access by the general public.

II. Source Control Measures

The District's GIS platform identifies and schedules frequent sewer line cleaning for all hot spots with FOG related issues. Food service establishments and small diameter laterals make up the majority of all hot spots. All sewer mains that directly service food service establishments are registered as hot spots within the District. Other locations where regular cleanings or CCTV inspections have revealed frequent or excessive FOG issues are also be labeled as hot spots. All identified establishments are required to have fully maintained and operational grease interceptor devices.

Additionally, the District enforces Best Management Practices (BMPs) for Fats, Oils and Grease as outlined by East Bay Municipal Utilities District (EBMUD) and found in the District's FOG Control Program (see Appendix 6-A). The BMPs are available to the public on EBMUD's website at <https://www.ebmud.com/wastewater/bay-friendly-waste-disposal/fats-oils-and-grease/>.

III. Inspection of FOG-producing Facilities

The District performs grease trap inspections when problems are identified in nearby sewer mains. Grease traps for new businesses are also inspected by the District and the Tuolumne County Environmental Health Department. Inspection forms can be found in Appendix C of the FOG Control Program. Physical copies of inspection reports are kept as records of inspection. Recommendations on how to incorporate inspection reports into the District's GIS database can be found in Chapter 4, Section VIII of this SSMP.

IV. Public Education Outreach Program

The District does not have a proactive public education outreach program, such as using door hangers or flyers or other methods because FOG typically has not been a major problem in the District's collection system. However, the District does team up with local sewer agencies near Thanksgiving to post ads online and in the local newspaper to

communicate FOG BMP's to residents.

V. Recommendations

The following recommendations for the District's FOG program for its sewer collection system are based on an assessment of the current FOG program.

A. Trainings

It is recommended that the District develop staff trainings on the enforcement of the FOG control program and procedures for inspection of FOG-producing facilities. This training would be developed and organized by the Maintenance Manager. All new maintenance staff should receive training upon hire. Current staff should receive refresher courses periodically. Training records are to be kept and updated accordingly.

CHAPTER 7: SEWER STANDARD SPECIFICATIONS AND DETAILS

I. Overview

The District maintains Standard Specifications and Details that provide minimum standards to guide the design and construction of sewerage works and related public improvements within their jurisdiction. They can be accessed by the general public on the District's website: <https://www.twainhartecsd.com/district-standards>.

New sewerage works are to be designed and constructed by the Applicant (developer) at no cost to the District and, upon acceptance by the District, dedicated to the public and accepted by the District for maintenance or operation. Work on public sewerage works is constructed by a licensed contractor and is subject to inspection by District personnel.

II. Recommendations

The following recommendation is based on the assessment of the District's Standard Specifications and Details.

A. Review Standard Specifications and Details

It is recommended the District review and update aspects of the Standard Specifications and Details to consider new and emerging technologies, as well as input from maintenance/engineering staff on the plan checking process and design and performance standards.

CHAPTER 8: SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN

I. Capacity Assessment

The District has historically assessed system capacity during new system design and creation/update of the District's Sewer System Management Plan (SSMP). During creation of the SSMP in 2012, the District analyzed and verified the collection system had sufficient capacity by modeling the collection system's critical mainlines.

The District's upcoming Planning Grant Project includes creation of a new collections system hydraulic model to ensure the system still has sufficient capacity. The hydraulic sewer model will also be used for future planning purposes to evaluate the impacts and needs to meet future development. The District will continue to use the appropriate tools to proactively evaluate and adequately track the available collection system capacity.

II. System Evaluation and Capacity Assurance Plan

The District's collections system is currently under evaluation via its Planning Grant Project. The evaluation will identify system deficiencies, recommend capital projects to address deficiencies and prioritize said projects. The system evaluation will result in clear capital projects for implementation and potentially future construction grants.

III. Recommendations

The following recommendation for the District's capacity management is based on the assessment of the Sewer System Management Plan Update.

A. Implementation Schedule

Once completed, the District should use the sewer hydraulic model to develop implementation schedules for all proposed capital projects. These implementation schedules should be included in the District's Capital Outlay Plan.

CHAPTER 9: MEASUREMENT, MONITORING, AND PROGRAM MODIFICATION

I. Introduction and Purpose

This section of the District's Sewer System Management Plan is designed to ensure that appropriate data is being collected and in a readily accessible form so that SSMP program audits may be conducted. Program audits will measure the effectiveness of the SSMP program components and allow for periodic updates to the program. The data collected will also serve as a useful tool in setting staff priorities. A brief description of how the District implements and measures the effectiveness of the major operational components of the SSMP is described below. The actual evaluation is summarized in the SSMP 2-Year Program Audit, which can be found at the District's office. Sample self-evaluation assessments completed during the audit can be found in Appendix 9-A.

A. O&M Program

Monitoring implementation of the O&M program is the responsibility of the District's Operations Manager. Effectiveness of the O&M program is measured based on the following:

- Number of SSOs per year
- Number of dry weather SSOs per year
- Number of SSOs per year by cause (e.g., grease, roots, debris, etc.)
- Length of gravity sewers cleaned annually
- Actual versus scheduled cleaning dates for gravity sewers
- Length of gravity sewers CCTV inspected annually
- Record of pump station maintenance work orders completed annually
- FOG Control Program: Effectiveness of the FOG Control Program is measured based on the occurrence of SSOs caused by FOG.

B. System Evaluation and Capacity Assurance Plan

Effectiveness of the capacity assurance plan is based on the occurrence of capacity related overflows and by the timely completion of identified sewer replacement projects as a sewer reaches its capacity.

These metrics are to assist the District in measuring the effectiveness of the SSMP and determine whether program changes are warranted.

II. SSMP Audits

The District will conduct an audit every two years and update the SSMP once every five years. Audit reports will be kept on file for a minimum of five years. Any major modifications to the SSMP that result from the audit will require certification by the Board of Directors. As part of this 2019 SSMP Update an Audit Template has been developed as a guide for conducting the audits. The self-assessment templates are provided in Appendix 9-A.

Table 9-1 below provides a schedule over the next 16 years for when the City is to conduct Audits versus SSMP updates.

Table 9-1: SSMP Audit and Update Schedule

Year	SSMP Requirement
2019	SSMP Update/Audit
2020	
2021	Audit
2022	
2023	Audit
2024	SSMP Update
2025	Audit
2026	
2027	Audit
2028	
2029	SSMP Update/Audit
2030	
2031	Audit
2032	
2033	Audit
2034	SSMP Update
2035	Audit

III. SSMP Updates and Modifications

The District is responsible for the maintenance of the SSMP document. The District will update the document as changes are made to policy and field practice. To facilitate updating the SSMP, the District will complete the self-evaluation Table 9-2, which is also part of the District's SSMP Audit template provided in Appendix 9-A.

Table 9-2: SSMP Compliance Self-Evaluation Form

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Goals	1	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur. [SSS WDR D.13.(i)]				
Organization	1	The name of the responsible or authorized representative [SSS WDR D.13.(ii)(a)]				
	2	The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation [SSS WDR D.13.(ii)(b)]				
	3	The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)). [SSS WDR D.13.(ii)(c)]				
Legal Authority	1	Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:				
	2	Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc...) [SSS WDR D.13.(iii)(a)]				
	3	Require that sewers and connections be properly designed and constructed [SSS WDR D.13.(iii)(b)]				
	4	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency [SSS WDR D.13.(iii)(c)]				
	5	Limit the discharge of fats, oils, and grease and other debris that may cause blockages [SSS WDR D.13.(iii)(d)]				
	6	Enforce any violation of its sewer ordinances [SSS WDR D.13.(iii)(e)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
O&M Program	1	Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities [SSS WDR D.13.(iv)(a)]				
	2	Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders [SSS WDR D.13.(iv)(b)]				
	3	Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan [SSS WDR D.13.(iv)(c)]				
	4	Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained [SSS WDR D.13.(iv)(d)]				
	5	Provide equipment and replacement part inventories, including identification of critical replacement parts. [SSS WDR D.13.(iv)(e)]				
Design and Performance Provisions	1	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems [SSS WDR D.13.(v)(a)]				
	2	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects [SSS WDR D.13.(v)(b)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Overflow ERP	1	Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner [SSS WDR D.13.(vi)(a)]				
	2	A program to ensure appropriate response to all overflows [SSS WDR D.13.(vi)(b)]				
	3	Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification [SSS WDR D.13.(vi)(c)]				
	4	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained [SSS WDR D.13.(vi)(d)]				
	5	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities [SSS WDR D.13.(vi)(e)]				
	6	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge [SSS WDR D.13.(vi)(f)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
FOG Control Program	1	D.13.(vii) Fats, Oils, and Grease (FOG) Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:				
	2	An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG [SSS WDR D.13.(vii)(a)]				
	3	A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area [SSS WDR D.13.(vii)(b)]				
	4	The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG [SSS WDR D.13.(vii)(c)]				
	5	Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements [SSS WDR D.13.(vii)(d)]				
	6	Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance [SSS WDR D.13.(vii)(e)]				
	7	An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section [SSS WDR D.13.(vii)(f)]				
	8	Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above [SSS WDR D.13.(vii)(g)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
System Evaluation and Capacity Assurance Plan	1	System Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include: [SSS WDR D.13.(viii)]				
	2	Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of 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 [SSS WDR D.13.(viii)(a)]				
	3	Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in "a" above to establish appropriate design criteria [SSS WDR D.13.(viii)(b)]				
	4	Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding [SSS WDR D.13.(viii)(c)]				
	5	Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14 [SSS WDR D.13.(viii)(d)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Monitoring, Measurement and Program Modifications	1	Monitoring, Measurement, and Program Modifications: The Enrollee shall: [SSS WDR D.13.(ix)]				
	2	Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities [SSS WDR D.13.(ix)(a)]				
	3	Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP [SSS WDR D.13.(ix)(b)]				
	4	Assess the success of the preventative maintenance program [SSS WDR D.13.(ix)(c)]				
	5	Update program elements, as appropriate, based on monitoring or performance evaluations [SSS WDR D.13.(ix)(d)]				
	6	Identify and illustrate SSO trends, including: frequency, location, and volume [SSS WDR D.13.(ix)(e)]				
SSMP Program Audits	1	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them [SSS WDR D.13.(x)]				
Communications Program	1	The Enrollee 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 Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system [SSS WDR D.13.(xi)]				
Spill Categories and Definitions	1	Definitions for Category 1, Category 2, Category 3, and Private Lateral Sewage Discharge (PLSD) [Section A of MRP]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Notification	1	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. [Section B of MRP]				
Reporting	1	-Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. -Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. -Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. - SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. -"No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. -Collection System Questionnaire: Update and certify every 12 months. [Section C of MRP]				
Water Quality Monitoring	1	Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. [Section D of MRP]				
Record Keeping	1	-SSO event records. [Section E of MRP]				
	2	-Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. [Section E of MRP]				
	3	-Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. [Section E of MRP]				
	4	-Collection system telemetry records if relied upon to document and/or estimate SSO Volume. [Section E of MRP]				

IV. 2019 Audit Recommendations

The following recommendations are based on the SSMP Program Audit performed in 2019:

A. Monitoring and Measurement

1. The District should develop and implement a formal computerized maintenance management system (CMMS), which is a key component to methodically and proactively managing utility assets. The CMMS can be a spreadsheet or off-the-shelf software tool that can work with the District's GIS database and incorporate the District's work order and billing software to help determine how well operation and maintenance procedures are working. All work orders, including maintenance work orders as well as customer complaint and customer observation work orders, and billing data should be included in the CMMS.
2. The District should continue to implement the District's preventative maintenance program, identifying hot spots for cleaning and inspection and planning rehabilitation and replacement of recurring problem locations.
3. District should continue to develop new programs such as asset management and SCADA that assist in monitoring and assessing the performance of the sanitary sewer system with clear goals, measures and anticipated outcomes that can be measured and compared to previous.
4. The District should CCTV the entirety of their sewer system to assess current pipeline conditions to prioritize areas of concern for capital improvement projects.
5. The District should create a hydraulic model of their sewer system to analyze pipeline capacities and system deficiencies. Model results can be used to prioritize projects for a capital improvement program.
6. Develop and implement an electronic system for maintaining historical performance data and completed work orders that can be analyzed and evaluated for developing improvements to the sanitary sewer system.

B. SSMP Compliance and Effectiveness

1. Continue to implement SCADA for lift stations.
2. Generate written audit reports for every audit and keep audit reports on file for a minimum of 5 years. Reports will be used to demonstrate successes in achieving goals or other benchmarks, as well as identify overall deficiencies and efforts/schedules to address them.

CHAPTER 10: COMMUNICATION PROGRAM

I. Introduction and Purpose

The WDR states that the District 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 District as the program is developed and implemented.

II. Methods of Communication

A. District Website (www.twainhartecsd.com)

The SSMP will be placed on the District's website with specific links to each chapter. The chapters most often requested are the FOG Control Program and the Sewer Standard Specifications and Details.

Additionally, any District public meetings are noticed on the website. Meeting agendas and minutes are also available for download.

B. Regional Sewer Advisory Committee

The committee is composed of the Twain Harte Community Services District, Tuolumne Utilities District, Jamestown Sanitary District and Tuolumne Sanitary District. The committee meets quarterly to share lessons learned and updates to operating sewer systems.

C. Other Methods of Communication

1. Newspaper Advertisements

The District teams up with several local sewer agencies to place FOG education ads in the newspaper (paper and electronic) each year. When necessary, the District also places advertisements or public service announcements in the Union Democrat Newspaper.

2. Brochures

Brochures and other information are available to customers as they pay bills, apply for new service, or conduct any other District business. From time to time, the District includes educational flyers with customer bills.

APPENDIX 3-A: DISTRICT WASTEWATER ORDINANCE

Twain Harte Community Services DISTRICT



WASTEWATER ORDINANCE 29

*** NOTE *** This ordinance supersedes the Wastewater section of Ordinance #22. The Water portion of Ordinance #22 remains in effect.

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CHAPTER 1

GENERAL PROVISIONS

1.01 Purpose and Policy.

This Wastewater Discharge Ordinance sets uniform requirements for discharges into the wastewater collection system of Twain Harte Community Services District (hereinafter referred to as "District"). It enables the District to comply with administrative provisions of the Clean Water Grant Regulations, the water quality requirements set by the Regional Water Quality Control Board and applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by State or Federal law. Its purpose is to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into those systems. This Ordinance also provides for the setting of user charges and fees for the equitable distribution of cost of all users and the issuance of permits to certain users.

1.02 Definitions.

Unless otherwise defined herein, terms shall be as adopted in the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, the American Water Works Association, and the Water Pollution Control Federation. Waste constituents and characteristics shall be measured by Standard Methods unless expressly stated, or as established by Federal or State regulatory agency.

"Building Sewer" - A sewer conveying wastewater from the premises of a user to a community sewer.

"Beneficial Uses" - Uses of the waters of the State that may be protected against quality degradation, including but not necessarily limited to, domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or specified by Federal or State law.

"Community Sewer" - A sewer owned or operated by the District, or a sewer owned or operated by another person or entity which is tributary to and discharges into an interceptor disposal facility owned or operated by the District.

"Compatible Pollutant" - Biochemical oxygen demand, suspended solids, PH and fecal coliform bacteria, plus additional pollutants identified in the District's National Pollutant Discharge Elimination System (NPDES) permit of the District's treatment works was designed to treat such pollutants, and in fact does remove such pollutants to a substantial degree.

"Contamination" - An impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the State are affected.

"Critical User" - A user whose user classification is identified in the Standard Industrial Classifications (SIC) Manual in any of Division A, B, D, E, and I, and who (1) has a discharge flow of 50,000 gallons or more per average work day, or (2) has a discharge flow greater than 5 percent (5%) of the flow in the TUD wastewater treatment system, or (3) has in his wastes toxic pollutants in toxic amounts as defined in standards issued under Section 307(a) of the Federal Act.

"Demand Flow" - The quantity of wastewater volume discharge demand assured for purposes of this Ordinance, weighted for wastewater constituents and characteristics in excess of the typical average strength of domestic wastewater.

"Developer" - Any person who enters into an agreement with the District for the construction of sewer facilities to be transferred to the District for the provision of sewer service to a project or parcel(s).

"District" - Twain Harte Community Services District.

"Federal Act" - The Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to the Act.

"Holding Tank Waste" - Any waste from Holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, grease traps or grease interceptors, and vacuum pump tank trucks.

"Incompatible Pollutant" - Any pollutant which is not a compatible pollutant as defined in this section. The pretreatment standard for incompatible pollutants introduced into a District Collection System by a major contributing industry not subject to Section 307© of the Federal Act shall be, for sources within the corresponding industrial or commercial category, that established by a promulgated effluent limitations guideline defining best practicable control technology currently available pursuant to Section 301(b) and 304(b) of the Federal Act. Provided, that if the District's treatment works which receives the pollutants is committed, in its NPDES permit, to remove a specified percentage of any incompatible pollutant, the pretreatment standard applicable to users of such treatment works shall be correspondingly reduced for that pollutant; and provided, further, that even when the effluent limitations guideline for each industry category is promulgated, a separate provision will be proposed concerning the application of such guidelines to pretreatment.

"Manager" - The Manager of the District, or designated representative.

"Mass Emission Rate" - The weight of material discharged to the sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

"Mobile Home Park" - A user which has a proper license and permit issued by Tuolumne County to lease or rent mobile homes and which is defined in Tuolumne County Code, Title 17 Section 17.04.520.

"Nuisance" - Anything which is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfort or enjoyment of life or property. A public nuisance is one which affects at the same time an entire community or neighborhood or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.

"Permit" - Means a written permit issued by the Manager or authorized representative.

"Person" - Any individual, partnership, firm, association, corporation, or public agency, including the State of California and the United States of America.

"Pollution" - An alteration of the quality of the waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or facilities which serve such beneficial users. Pollution may include contamination.

"Premises" - A parcel of real estate, including any improvements thereon, which is determined by the District to be a single user for purpose of receiving, using, and paying for service.

"Shall" and "Will" - As used in this document shall both mean a mandatory or obligatory act or requirement.

"Unpolluted Water" - Water containing no constituents which would render such water unacceptable to the agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface water.

"User" - Any person that discharges, causes or permits the discharge of wastewater into a community sewer.

"User Classification" - A classification of user based on the 1972 edition of the Standard Industrial Classification (SIC) Manual prepared by the Executive Office of Management and Budget.

Division A -	Agriculture, Forestry, Fishing
Division B -	Mining
Division D -	Manufacturing
Division E -	Transportation, Communication, Electric, Gas Sanitary
Division I -	Services and Commercial User defined as all retail stores, restaurants, office buildings, laundries, churches, lodges, other private business and services.

"Waste" - Includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, of human or animal origin, or from any producing, manufacturing, or processing operation.

"Wastewater" - Waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer.

"Wastewater Constituents and Characteristics" - The individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

"Single Family Equivalent" - The capacity required to meet the estimated potential demand of the typical residential user expressed in terms of the volume of wastewater discharged, usually average daily flow in gallons per day.

"Water of the State" - Any water, surface or underground, including saline waters within the boundaries of the State.

CHAPTER 2

REGULATIONS

2.01 Prohibitions on Discharges.

No person shall discharge to a community sewer facility, wastes which cause, threaten to cause, or are capable of causing either alone or by interaction with other substances:

A fire or explosion;

Obstruction of flow in a sewer or injury of the system or damage to the wastewater collection, treatment or disposal facilities;

Danger to life or safety of personnel;

A nuisance or prevention of the effective maintenance or operation of the sewer system, through having a strong, unpleasant odor;

Air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;

Interference with the wastewater treatment process;

The District's effluent, residues, sludges, or scums, to be unsuitable for reclamation and reuse, or to interfere with the reclamation process;

A detrimental environmental impact or a nuisance in the waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;

Discoloration or any other condition in the quality of the District's Collection works effluent in such a manner that receiving water quality requirements established by law cannot be met;

Conditions at or near the District's treatment works which violate any statute or any rule, regulation, or ordinance of any public agency of State or Federal regulatory body;

Quantities or rates of flow which overload the District's collection facilities or cause excessive District collection or treatment costs, or which use a disproportionate share of the District facilities.

2.02 Prohibitions on Storm Drainage and Groundwater.

2.02.1 Individual Connections.

Storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by the District. The District may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and meet such other conditions as required by the District.

2.02.2 Community Sewer Connections.

Whenever in the District's opinion a community sewer connection is discharging quantities of effluent significantly in excess of the amounts that should be generated from the services within the community sewer system, whether from storm water, groundwater, rainwater, street drainage, subsurface drainage, area drainage or other

causes, then such excessive drainage shall be remedied, controlled and eliminated by the community sewer entity upon demand of the District, and for that purpose, the District may take any steps reasonably designed in its opinion to remedy, control and eliminate such excess effluent discharge into District facilities, including but not limited to:

- a. Imposition of a surcharge, including progressive surcharges, on such excessive discharge;
- b. Requiring the entity to conduct an infiltration/inflow analysis or other study to determine the causes, and to adopt and implement a plan to remedy or eliminate such excess discharge;
- c. Termination of service.

2.03 Prohibition on Unpolluted Water.

Unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers will not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the District. The District may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and shall meet such other conditions as required by the District.

2.04 Limitation on Radioactive Wastes.

No person shall discharge or cause to be discharged, any radioactive waste into a community sewer, except;

When the person is authorized to use radioactive materials by the State Department of Health or other governmental agency.

When the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Atomic Energy Commission regulations and recommendations for safe disposal; and

When the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

2.05 Limitation on the Use of Garbage Grinders.

Waste from garbage grinders shall not be discharged into a community sewer except:

Waste generated in preparation of food normally consumed on the premises; or

Where the user has obtained a permit for that specific use from the District and agrees to undertake whatever self-monitoring is required to enable the District to equitably determine the user charges based on the waste constituents and characteristics.

Such grinders must shred the waste to a degree that all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

2.06 Limitations of Point of Discharge.

No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless upon written application by the user and payment of the applicable user charges and fees, the District issues a permit for such direct discharges.

2.07 Holding Tank Waste.

A user proposing to discharge holding tank waste into a community sewer must secure a permit. Unless allowed by the District under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable service connection fees and user charges and fees and shall meet such other conditions as required by the District.

2.08 Other Limitations on Wastewater.

2.08.1

No person shall discharge into a sewer wastewater containing in excess of:

- 0.1 mg/L arsenic
- 0.2 mg/L cadmium
- 2.0 mg/L copper
- 1.0 mg/L cyanide
- 1.0 mg/L lead
- 0.01 mg/L mercury
- 1.0 mg/L nickel
- 0.2 mg/L silver
- 0.5 mg/L total chromium
- 3.0 mg/L zinc

Groundwater Remediation Projects:

- 1.0 mg/L Benzene, Toluene, Ethyl benzene, Xylene (BTEX)
- 10.0 mg/L Total Petroleum Hydrocarbons (TPH)

2.08.2

No person shall discharge into a sewer any wastewater:

- a. Having a temperature higher than 150 degrees F (65 degrees C.)
- b. Containing more than 300 mg/L of oil or grease of animal or vegetable origin.
- c. Containing more than 100 mg/L of oil or grease of mineral or petroleum origin.
- d. Having a pH lower than 6.0.
- e. Containing in excess of 0.02 mg/L total identifiable chlorinated hydrocarbons.
- f. Containing an excess of 1.0 mg/L phenolic compounds.

2.08.3

No person shall discharge or cause to be discharged to any public sewer which directly or indirectly connects to the District sewer system any toxic or other wastes if in the opinion of the Manager such wastes may have an adverse or harmful effect on service maintenance personnel, wastewater treatment plant personnel or equipment, treatment plant effluent quality, public or private property or may otherwise endanger the public, the environment, or create a public nuisance.

2.08.4 Grease Trap and Grease Interceptors

- a. Any type of business or other establishment such as, but not limited to, restaurants, bakeries, donut shops, takeout, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease trap or interceptor, hereinafter "interceptor" or "grease interceptor".
- b. Interceptors shall be sized and constructed in accordance with District standard specifications, the design of which shall be submitted for approval by the District Manager prior to installation.
- c. Each interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled (see exhibit B). Proper location of the grease interceptor shall meet the Plumbing Code and the approval of the District Manager.
- d. Each business establishment for which a grease interceptor is required shall have an interceptor, which shall serve only that business establishment.
- e. Buildings remodeled for use requiring interceptors shall be subject to these regulations.
- f. Waste discharge from fixtures and equipment in the above mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposals, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste line through the interceptor if approved by the District Manager. Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.
- g. The interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No such collected grease shall be emptied or discharged into any drainage piping or public or private sewer (see exhibit B).
- h. Abandoned grease interceptors shall be emptied and filled as required for abandoned septic tanks in Section 1119 of the Uniform Plumbing Code.
- i. The cover for grease interceptors shall be designed for the loads imposed on the structure as required by the District Manager. The cover shall be gas-tight on all interceptors and the waste shall enter the interceptor through the inlet pipe only.
- j. Interceptors shall be installed in such a manner as to prevent drainage from outside the intended area of use.
- k. If, upon inspection by the District, a grease interceptor is found to be absent or ineffective as solely determined by the District Manager, the owner/user shall be required to make immediate repairs or corrections within thirty (30) days after receiving written notification of deficiency from the District. If the grease interceptor requires pumping and servicing, as determined by the inspector, the owner/user shall be required to have the interceptor pumped by a licensed hauler within ten days after receiving notification by the inspector. Failure to make such repairs or corrections shall result in disconnection from the public sewer, and if the District supplies water service to the premises, such service shall be shut off.
- l. The owner/user shall keep records of grease interceptor device cleaning, maintenance, and grease removal and report on such maintenance to the District in the format and at the frequency required by the District Manager. The District Manager may require the owner/user to provide results of periodic measurements of its discharge which is to include chemical analysis of oil and grease content (see exhibit B).

2.08.5

Effluent limitation promulgated by the Federal Act shall apply in any instance where they are more stringent than those in this Ordinance. Under section 307(b) of the Act, Federal pretreatment standards are designed to achieve two purposes: (1) to protect the operation of publicly owned treatment works, and (2) to prevent the discharge of pollutants which pass through such works inadequately treated. Users in commercial and industrial categories subject to effluent guidelines of the Act, which are discharging incompatible pollutants to publicly owned treatment works, are required to adopt best practicable control technology currently available, as defined by the Administrator. Where the District treatment works was designed to and does achieve substantial removal of pollutants other than the four pollutants listed in the definition for compatible pollutants in Section 102(e) (BOD, suspended solids, pH, and fecal coliform bacteria), it is not appropriate to require the commercial or industrial user to achieve best practicable control technology currently available, since this would lead to an uneconomical duplication of treatment facilities. While the term "substantial removal" is not subject to precise definition, it generally contemplates removals in the order of 80 percent (80%) or greater. Minor incidental removals in the order of 10 to 30 percent (10-30%) are not considered "substantial". For some industrial categories it may be necessary to define pretreatment guidelines for problems that may arise as a result of the discharge into publicly owned treatment works. However, any adjustment required for particular categories should be considered in connection with the District's requirements, rather than in the national pretreatment standards. Limitations on wastewater strength in Section 2.08.1 and 2.08.2 of this Ordinance may be supplemented with more stringent limitations pursuant to Section 4.02.4:

- a. If the District determines that the limitations in Section 2.08.1 and 2.08.2 may not be sufficient to protect the operation of the District's treatment works, or
- b. If the District determines that the limitations in Sections 2.08.1 and 2.08.2 may not be sufficient to enable the District's treatment works to comply with water quality standards or effluent limitations specified in the Waste Discharge Requirements specified by the California Regional Water Quality Control Board for the District.

2.09 Limitations on Flow.

2.09.1

When in the opinion of the District, the quantity of wastewater discharged to the collection facilities are in any way detrimental to said facilities or are in excess of the capacity of that system, the District may require the implementation of flow limiting devices by individual users. The flow limiting devices shall be of a type approved by the District and shall be installed on those fixtures designated by the District and at the user's expense. User charges may then be adjusted as provided for in Chapter 4 of this Ordinance.

2.09.2

All applicants for new sewer service connections may be required to furnish proof of installation in residential, commercial and/or industrial buildings, ultra low flow toilets with a maximum tank size or flush capacity of 1.6 gallons and shower heads maximum flow rates as determined by California law.

2.10 Backflow Devices. - Sewer Customers Shall Install

The District requires that a backflow prevention device be installed, operated, maintained and replaced at the sole expense of the user where wastewater from the community sewer may back up into the user's building sewer. Such backflow prevention device shall be installed on the property of the user and become part of the user's building sewer. Protection of property from damage caused by wastewater backup from the community sewer is the sole responsibility of the user. Failure of the District to notify the user of any known or unknown hazards which may result from the user's connection to the community sewer and/or failure of the District to require the installation of such backflow prevention device shall not relieve the user of this sole responsibility. The District shall not be responsible for nor shall it compensate for damages resulting from any such backup of wastewater.

2.11 Access.

District personnel shall have a right of access to any premises the sewage discharge from which reaches the District's sewer system, to determine whether there is compliance or non-compliance with this Ordinance. District personnel shall further have a right of access to go upon any premises on which a sewer line is located that is serving more than one parcel or building for the purpose of inspection of the sewer line and to shut off, terminate, repair or reconnect sewer service, for any other purpose related to the operation of the sewer system, including the inspections relating to grease interceptors. All Critical Users will be required to install an inspection/sampling chamber, the type and location of which will be determined by the District Manager.

2.12 Responsibility for Lateral or Service Line.

The homeowner shall be responsible for maintenance and repair of the sewer lateral from the building to its interconnection with the District's main. If the homeowner installs a sewer cleanout at the property line adjacent to a public right-of-way, and the cleanout is accessible to the District's satisfaction, the District will maintain the portion of the lateral downstream of the cleanout in the public right-of-way. For all new construction, the customer shall install a District approved cleanout at the property line. In no case will the District maintain sewer laterals on private property unless the District specifically agrees under special circumstances, such as where the lateral serves more than one parcel, and where an easement is granted to and accepted by the District.

CHAPTER 3

EXTENSION OF FACILITIES, CONNECTION TO INTERCEPTORS AND DISCHARGE PERMITS

3.01 Extension or Improvement of Facilities Agreement.

When sewer service is requested for property within the District which does not abut an adequate public sewer collection facility, an extension or improvement of the District's system shall be required. Such facilities may include, but not limited to, collection pipes, manholes, backflow prevention devices, pump stations and clean outs.

3.01.1 Application.

An extension or improvement of facilities shall be initiated by completing an application and depositing an application fee. The application must be signed by the property owner, and shall become null and void under the following conditions:

- a. The application shall become void ninety (90) days following date of issue unless a recordable extension or improvement of facilities agreement has been signed by the District Manager.
- b. The application and recordable agreement shall both be void and terminated eighteen (18) months after execution of the extension and improvement agreement unless construction has been completed and accepted in writing by the District. Extensions of time may be granted upon request by the developer and approval in writing by the District General Manager.

3.01.2 Project Approval.

Design documents accompanying extension or improvement applications shall be reviewed by the District Engineer. If further information or redesign is required, the applicant shall furnish additional material or information at his own expense. All such designs shall be certified and stamped by an engineer registered to practice in the State of California and all design and material specifications shall be in accordance with standard specifications approved by the District. Upon District approval, the design shall be incorporated into an extension or improvement agreement meeting terms and conditions required by the District. The agreement shall be placed on the Board of Directors agenda, accompanied by staff recommendations, and, if authorized, signed by the District General Manager.

No actual construction or field work shall begin until the agreement has been signed by all parties.

3.01.3 Installation and Ownership of Extension of Facilities.

The applicant (hereinafter referred to as "developer") shall have the facilities constructed and installed by an experienced, competent contractor approved by the District. The District reserves the right to construct, with its own personnel or by contract, at cost to the developer, taps or connections to existing pipes and any other complex or difficult construction which may be necessary to proper operation and function of District facilities, in the opinion of the District Manager. The developer may be required to furnish an irrevocable letter of credit, bond, or other acceptable surety to guarantee completion and payment for any facilities constructed under the agreement. Upon completion, final inspection and acceptance in writing by the District, the off-site facilities shall be owned and operated by the District as part of its sewer system.

3.01.4 Sizing of Facilities.

The normal minimum pipe line size for public sewer shall be eight (8) inches inside diameter; however, the District Manager may specify larger or smaller pipe line size under appropriate conditions.

3.01.5 Location of Facilities.

The extension or improvement of facilities shall be located only on land owned by the District in fee, in streets with an acceptable encroachment permit, existing public utility easements, or in an easement granted to the District. The location is subject to the District's approval of alignment, accessibility and safety of the facilities. The developer shall convey or grant to the District without cost such land and/or easements the District determines necessary for the facilities. The District may also require an easement for future extensions. Land shall be conveyed to the District, free and clear of liens or encumbrances except encumbrances of record that are acceptable to the District. Easements shall be granted in a form satisfactory to the District. The pipeline shall abut all parcels served. An easement shall be granted to the District along the entire length of the developer's parcel except in cul-de-sacs, dead-end roadways or other situations where the District determines that the pipeline may terminate and remote service be provided.

3.01.6 Payment of Administration, Plan Review, and Inspection Costs.

The developer shall pay the District's costs for projects as specified in Exhibit D attached hereto and describes as follows:

1. Administration Charge. This is a one time charge which shall be paid at the time of application and which shall be used to cover District staff time involving assistance to the applicant regarding District procedures, scheduling, public hearings, and accounting.
2. Engineering Labor Charges. These charges shall be for engineering labor expended on CEQA review, plan and easement reviews and project management. A deposit shall be paid prior to District's review of construction plans.
3. Inspection Charges. These charges shall be for the District's time expended on the construction site facility inspections. Inspection charge deposits will be paid prior to commencement of construction and credited to the actual charges incurred by District staff for inspections, camera-testing, pressure-testing, vacuum-testing, disinfection, etc. In the event that actual costs exceed the deposit, charges will be billed monthly to the developer during the construction of the facilities. Any funds collected but not used will be refunded upon acceptance of the facilities by the District.

Projects with both off-site and on-site improvements shall be charged under both the "Main Line Extension" categories and "Development Number of Lot" categories in the fee schedule listed in Exhibit A. For developments with less than five lots or equivalent single-family resident (ESFR), the Main Line Extension classification shall apply.

3.01.7 As-Built Drawings and Proof of Service Certification.

Upon completion and final inspection by the District, developer shall submit a complete set of as-built drawings of the facility acceptable to the District. After all conditions for acceptance of the facility have been met, the District will issue written certification of proof of service to the County Building Department.

3.01.8 First Year Warranty Responsibility.

For a period of one (1) year from the date of acceptance by the District, the developer shall warrant for the repair of all defects, leaks or failure occurring in the facilities, which are, as determined by the District, to be due to negligence in the manufacture and/or installation of the facilities, exclusive of negligence by the District or its agents, acts of a third party or acts of God. Failure by the developer to pay for any of the repairs described above after being billed by the District will result in a lien being placed against the property by the District.

The developer, or the developer's contractor, may be required to submit a one (1) year repair surety a bond, (in form acceptable to the District), certificate of deposit, or irrevocable letter of credit, in an amount not less than ten percent (10%) of the construction costs of the facilities.

3.01.9 Documentation of Project Costs.

For all projects, the developer shall provide the District with a detailed statement of construction costs satisfactory to District.

3.01.10 Cost Reimbursed by the District.

Reimbursement of documented project costs to a developer for extension or improvement of permanent facilities, when other users later benefit from such facilities, shall be subject to a reimbursement agreement. It shall be the intent of this regulation to provide a fair and equitable return to the original developer provided others make use of the extended or improved facilities within a ten year period following completion of construction. The District will collect and disburse funds for repayment of verified project construction costs under the conditions set forth below.

1. The District shall be under no obligation to make any reimbursement payment whatsoever, except as outlined in this section. All questions as to the meaning of any portion of this section or the reimbursement agreement shall be as interpreted by the District.
2. Reimbursable facilities must be constructed in accordance with District's standard specifications from plans submitted and approved prior to construction, inspected by the District during and after construction and the costs must be documented to District's satisfaction. A detailed statement of construction costs must be submitted by the Developer to the District within 90 days of completion of the project, and failure to do so will result in nullification of the District's obligation to collect or administer reimbursement.
3. Any applicant within the area of benefit who requires service through facilities or improvements constructed by others pursuant to a reimbursement agreement and who did not contribute to the cost of construction or required in-lieu fees, shall pay a pro rata reimbursement fee prior to service being supplied. An area of benefit which identifies parcels having access to the constructed facility or improvement shall be determined by District Manager and a map of the area shall be attached as an exhibit to the reimbursement agreement. In no case shall reimbursement exceed the documented cost of construction less the proportionate share of the project utilized by the original developer himself.

Where extensions are constructed in subdivisions, reimbursement amounts may be based on the number of lots within the area of benefit instead of acreage as follows:

$$\begin{array}{rcl} \text{Applicant's} & & \text{Verified Construction} \\ \text{Payment} & & \text{Cost (dollars)} \\ & = & \hline \text{Obligation} & & \text{Total Number of Parcels} \\ \text{(dollars)} & & \text{In Area of Benefit} \end{array}$$

4. District shall also collect an administration fee, in addition to the pro rata reimbursement fee, from each applicant for service under the terms of the reimbursement agreement. Such administration fee shall amount to three (3) percent of the reimbursement fee.
5. On an annual date specified in the reimbursement agreement, the District will disburse collected reimbursement funds to the developer without interest. Developer shall keep the District informed of any change of mailing address. If the developer is an entity of more than one individual, District shall disburse funds to a designated escrow account and shall have no responsibility or liability for the further distribution of such funds.
6. Developer's rights to reimbursement funds shall not be transferable or assignable without the express written consent of the District General Manager.
7. Any expense for collection, enforcement, disbursement, litigation or any other reason connected with administration of a reimbursement agreement which exceeds the administration fee cited in

paragraph four (4) above, may be deducted and retained by District from reimbursement funds collected by the District before disbursement of the remainder of such funds to the developer.

8. The District will not administer reimbursement from the Developer's own existing or proposed parcels or parcels to be acquired by the Developer.
9. Parcel owners within the area of benefit will not be required to connect to the Developer's extension if an alternate route is preferable in the sole opinion of the District.

3.01.11 Environmental Impact Report Charge.

Unless all such environmental processing has been done by the County or another agency, the District may determine that an environmental impact study or report is required for a proposed extension facility necessary to serve a developer's land. The developer shall be responsible for the costs of preparing such a study and/or report, including associated costs incurred by the District for overhead, preparation, and hearings.

3.02 Wastewater Discharge Permits.

3.02.1 Mandatory Permits.

All critical users proposing to connect or to discharge into the District's sewer system must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. All existing critical users connected to or discharging into a community sewer must obtain a Wastewater Discharge Permit within ninety (90) days after the effective date of this Ordinance.

Any applicant for sewer service may be required to obtain a wastewater discharge permit if contemplated discharge is found by the General Manager to have significant impact, either singly or in combination with other contributing discharges, on the treatment or collection system.

3.02.2 Permit Application.

Users seeking a Wastewater Discharge Permit shall complete and file with the General Manager, an application in the form prescribed by the General Manager, accompanied by the applicable fees, and signed by the applicant. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- a. Name, address and SIC number of applicant;
- b. Volume of Wastewater to discharge;
- c. Wastewater constituents and characteristics including but not limited to those mentioned in Section 2.08 as determined by a laboratory approved by the District.
- d. Time and duration of discharge;
- e. Average and 30-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- f. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation;
- g. Description of activities, facilities and plant process on the premises, including all materials, processes and types of materials which are or could be discharged.
- h. Each product produced by type, amount, and rate of production; a copy of MSDS for each product.

- i. Hours of work;
- j. Any other information as may be deemed by the General Manager to be necessary to evaluate the permit application.

The General Manager will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the General Manager may issue a Wastewater Discharge Permit, subject to terms and conditions provided herein.

3.02.3 Duration of Permits.

Permits may be issued for a specified time period. A permit may be issued for a period less than a year or may be stated to expire on a specific date. If the user is not notified by the District thirty (30) days prior to the expiration of the permit, the permit shall be extended one (1) additional year. The terms and conditions of the permit may be subject to modification and change by the District during the life of the permit, if any limitations or requirements as identified in Section 2.08 are modified, changed or made more stringent. The user shall be informed of any proposed changes in his permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

3.02.4 Transfer of a Permit.

Wastewater Discharge Permits may be issued for a specific operation on a specific premise. Such wastewater Discharge Permits shall not be reassigned or transferred or sold to a new owner, or a new user without the expressed written consent of the District Manager.

3.02.5 Changes in Operation or Discharge.

A user to whom a permit has been issued shall promptly report in writing to the General Manager any changes in his operations, or wastewater constituents or characteristics that are significantly different from that provided in his permit application.

3.02.6 Revocation of Permit.

Any user who violates this Ordinance or applicable State and Federal regulations, or any of the following, is subject to having his permit revoked:

- a. Failure of a user to accurately report the wastewater constituents and characteristics of his discharge;
- b. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- c. Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring; or
- d. Any of conditions of the permit.

3.03 Discharge Reports.

The District may require that any person discharging or proposing to discharge wastewater into a community sewer file a periodic discharge report. The District may require that the discharge report include, but not be limited to, nature of process, volume, rates of flow, mass emission rate, production quantities, hours of operation, number of employees, or other information which relates to the generation of waste, including wastewater constituents and characteristics in the wastewater discharge. The District may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on site, even though they may not normally be discharged. In addition to discharge reports, the District may require information in the form of Wastewater Discharge Permit applications and self-monitoring reports.

3.04 Monitoring Facilities.

The District may require any user to construct, at his own expense, monitoring facilities to allow inspection, sampling and flow measurements of the building sewer or internal drainage systems, including grease traps and grease interceptors, and may also require sampling or metering equipment to be provided, installed, and operated at the user's expense. The monitoring facility should normally be situated on the user's premises, but the District may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area under an encroachment permit of the governing agency and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow access for District personnel, such as a gate secured with a District lock. There shall be ample room in or near such sampling facility to allow accurate sampling and composing of samples for analysis. The manhole or other facility, and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the District requirements and all applicable local agency construction standards and specifications. Construction shall be completed within ninety (90) days following written notification by the District, unless a time extension is otherwise granted by the District.

3.05 Inspection and Sampling.

The District may inspect the facilities of any user to ascertain whether any purposes of this Ordinance are being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or its representative ready access at all reasonable times to all parts of the premises for the purpose of inspection or sampling or in the performance of any of their duties. The District shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, so that upon presentation of suitable identification, personnel from the District will be permitted to enter without delay for the purpose of performing their specific responsibilities.

3.06 Pretreatment.

Users shall make wastewater acceptable under the limitations established herein before discharging to any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the District shall be provided and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review, and shall be acceptable to the District before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the District under the provisions of this Ordinance. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and must be acceptable to the District.

3.07 Protection from Accidental Discharge.

Each user shall provide protection from accidental discharge of prohibited materials or other wastes regulated by this Ordinance. Such facilities shall be provided and maintained at the user's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the District for review, and shall be acceptable to the District before construction of the facility.

The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Ordinance.

3.08 Special Agreements.

Special agreements and arrangements between the District and any persons or agencies may be established when in the option of the District unusual or extraordinary circumstances compel special terms and conditions.

3.09 Approval of Plans for Sewerage Construction.

No person, other than employees of the District or persons contracting to do work for the District, shall construct or cause to be constructed, or alter or cause to be altered, any public sewer, lateral sewer, industrial connection, sewage pumping plant, pollution control plant, grease interceptor, or other sewerage facility within the District where existing or proposed wastewater flows will discharge directly or indirectly to facilities of the District without first obtaining approval of sewerage construction plans from the District.

The applicant shall submit to the District for approval, construction plans and such specifications and other details as required to describe fully the proposed sewerage facility. The plans shall have been prepared under the supervision of and shall be signed by an engineer of suitable training registered in the State of California.

Plans for sewerage construction shall not be approved by the District for any facility which will convey industrial wastewater until the District has determined if a Wastewater Discharge Permit is required for the facility.

Plans for sewerage construction shall meet all design requirements of the District.

An approval of plans for sewerage construction shall expire one year after date of approval unless construction has been initiated. An extension may be granted by the District General Manager.

3.10 Inspection of Construction.

All sewer construction, including on-site grease interceptor facilities, shall be inspected by personnel of the District during construction. In making a connection to a trunk sewer, no physical alterations of the District's facilities shall commence until an inspector is present.

Sewerage facilities which will be connected to a District sewer will be inspected routinely by the District during construction. Upon completion of construction and prior to removal of the downstream bulkhead and upon receiving 48 hours notice, the District will inspect the work to determine if it has been constructed in a satisfactory manner and to determine if all facilities are cleaned of construction debris that could be flushed into the District's sewers. Contractor to provide T.V. inspection of the final project to the District prior to acceptance.

3.11 Plan Approval Not Transferable.

Approval of plans for sewerage construction and connections to trunk sewers is not transferable from one person to another person or from one location to another location without written consent of the District.

3.12 Manhole Reconstruction Notification.

The work of adjusting manholes on District's sewers to new grades will be performed by personnel of the District in cooperation with the contractor and in accordance with established procedures of the District. The person proposing to perform work necessitating the adjustment of manholes on District's sewers to a new grade shall be responsible for notifying the District in advance of the work.

3.13 Temporary Service.

Temporary wastewater discharge permits shall be limited to one year, and thereafter renewable at the discretion of the District General Manager. Service charges shall be determined at rates established by this ordinance.

CHAPTER 4

CLASSIFICATION OF USERS, DEMAND FLOW, CHARGES AND FEES

4.01 Classification of Users.

- a. The District hereby establishes the user classifications attached hereto as Exhibit A, to which each user shall be assigned, according to the principal activity conducted on the user's premises and the typical quantities of wastewater volume discharge demand, constituents and characteristics. The purpose of such classification is to facilitate the regulation of wastewater discharges, provide an effective means of source control and to provide a basis for the fixing and levying of charges and fees for services on an equitable basis to all users. All classifications not specifically listed in Exhibit A will be determined by the District Manager from the most similar classification listed or from usage records of a similar establishment.

4.02 Determination of Wastewater Volume Discharge Demand, Constituents and Characteristics by User Classification.

4.02.1 Normal Determination.

The District hereby determines the quantities of wastewater volume discharge demand, constituents and characteristics for each user classification based upon an estimate for the typical user within each classification shown in Exhibit A. The estimate is determined by the District to be reasonable and is based upon such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services, number of employees, or such other factors relating to an equitable determination within and between user classifications. For the purpose of setting charges and for the determination of quantities of wastewater volume discharge demand, constituents and characteristics may be expressed in "demand flow" weighted for wastewater constituents and characteristics in excess of the typical average strength of domestic wastewater.

4.02.2 Uniformity of Determination.

The demand flow measured in residential equivalents for each user within a user classification is assumed for purposes of this Ordinance to be uniform. Flow monitoring devices such as sewage or water meters are not a feasible, practical or acceptable means of determining demand flow for individual users.

4.03 Other Charges and Fees.

The District may at any time establish a schedule of charges and fees to pay for the costs of other services provided, to insure an equitable recovery of the District's cost of providing sewer service, including but not limited to:

- a. Monitoring Service. The cost of monitoring wastewater volume discharge demand, constituents or characteristics.
- b. Application Fees. The cost of administration, engineering or other related or required costs to process permit application.
- c. Appeal Fees. The cost of administration, engineering, legal or other related costs to process appeals.

4.04 Basis of Charges and Fees.

The basis for the allocation of the cost of providing a service shall be "demand flow", per occurrence, per connection or other basis related to the nature of the cost of service provided. Service connection fees and service or user charges shall be based on "demand flow" units, or per occurrence, or per connection as set forth in the exhibits attached hereto.

CHAPTER 5

BILLING POLICY, ADMINISTRATION, COLLECTION AND DISPUTES

5.01 Service Connections.

5.01.1 Application for Service.

Each person applying for a service connection must complete an application in a manner and on a form prescribed by the Manager prior to making connection. The application form shall include as a minimum the following information:

- a. Name and mailing address of the owner of the premises.
- b. Assessor's parcel number of the premises.
- c. Service address.
- d. Name and mailing address of the parcel owner to be billed for user charges.
- e. Type of service requested.
- g. Signature of Applicant.

In areas where the District provides both water and sewer service, applications and connection fees for both services shall be required simultaneously.

The applicant will be notified if the application is approved or disapproved.

5.01.2 Payment of Connection and Capital Facilities Fees.

The District shall determine the amount of service connection and capital facilities fees payable in accordance with the provisions of applicable exhibits of this Ordinance using rates in effect at the time service is applied for. All such fees must be paid before a service connection will be allowed. Service accounts for wastewater discharge permits that may be temporary, such as for groundwater remediation projects may be paid over a ten year period. In such cases, the connection fee will be divided into 120 equal payments, due each month, and added to the monthly service billing charges. If service is no longer needed and inactivated prior to the end of the ten year period, the remaining portion of unpaid connection fees will be waived. All applications for sewer service must be accompanied by a valid building permit issued by the Tuolumne County Community Development Department or the City of Sonora before the District can accept the application and the connection and facilities fees. If sewer service has not commenced within six months of application for service, sewer service and charges shall nevertheless commence and be payable after the expiration of such six month period.

5.01.3 Inspection of Service Connection.

The District shall have the right to physically inspect all service connections at the time such service connections are made. It is the responsibility of the applicant to pay for and normally perform all work required to make a service connection. The applicant must notify the District at least twenty-four (24) hours in advance of making the service connection. Such connections must be made during normal working hours of the District and a District inspector must be present. The applicant may be required to disconnect and reconnect the service connection for inspection purposes, if the District did not inspect the connection as required herein. If the service requires more than two inspections, the applicant will be charged additional fees for each subsequent inspection.

5.01.4 Unauthorized Service Connections.

Construction of a service connection without District approval of an application, without inspection, or without paying all charges in accordance with this Ordinance is not permitted. Any person doing so is guilty of a misdemeanor. An unauthorized sewer connection, when discovered by the District, may require payment equal to twice the avoided user charges in effect during the period of time since such unauthorized service connection was made and twice the connection fee currently in effect at the time of discovery. Such unauthorized connections may be disconnected by District until payments and penalties required by this ordinance are deposited with the District. The payments and penalties as provided herein shall be reduced to surcharge of twenty-five percent (25%) added to the retroactive service charges and current connection fee provided that the physical connection is inspected and approved and payment in whole is made to the District as billed within ten working days of written notification by certified mail.

Notwithstanding the provisions of this section, the Board of Directors shall have the right to alter or reduce the penalties and provisions herein in public session at a regularly scheduled Board meeting for good cause upon recommendation of the General Manager or upon appeal by the penalized party.

NOTE: Effective January 1, 1987, a seller of real property must supply a buyer with a completed Real Estate Transfer Disclosure Statement in the form prescribed in Civil Code 1102.6. Failure to disclose unauthorized connection to the public sewer may constitute fraud.

5.01.5 Change of Use.

If an existing user modifies, changes or adds to the use made of the premises on a service connection, then a new application must be completed requiring approval by the District. If the change of use results in a higher or lower demand flow classification, then a commensurate change shall be made in the monthly service charge for the account. If additional structures or facilities are constructed to allow increased flows, additional connection fees will be required. Lowering of the monthly service charge shall commence upon the date of notification of reduced usage and raising of the monthly service charge shall be retroactive to the time at which increased usage was implemented on the premises. Failure to report a change of use, when discovered by the District, may require payment equal to twice the avoided user charges in effect during the period of time since such unauthorized change of use was made and twice the additional connection fee currently in effect at the time of discovery. Premises with unauthorized changes in usage may be disconnected by District until payments and penalties required by this Ordinance are deposited with the District. The payments and penalties as provided herein may be reduced to a surcharge of twenty-five percent (25%) added to the retroactive service charges and the current additional connection fee provided the payment in whole is made to the District as billed within ten working days following notification by certified mail.

Notwithstanding the provisions of this section, the Board of Directors shall have the right to alter or reduce the penalties and provisions herein in public session at a regularly scheduled Board meeting for good cause upon recommendation of the General Manager or upon appeal by the penalized party.

5.01.6 Backflow Prevention Devices.

Whenever necessary, an applicant shall install a backflow prevention device at the applicant's expense as an integral part of the private service connection to a community sewer. Protection of private property from damage caused by sewage backup through a sewer service lateral is the sole responsibility of the property owner, and shall not be compensated by the District.

5.02 Liability for Payment and Security Deposits.

5.02.1 Person Liable for Charges and Fees.

The owner of the premises shall in all cases be liable for charges and connection fees for services rendered to the premises.

5.02.2 Security Deposits.

A security deposit equal to three (3) months user charges is required to be made if an owner/user has been delinquent in the payment of charges and/or fees in any of the prior twelve (12) months. Deposits may be refunded only after all charges and fees have been paid and such deposits may be applied to any unpaid charges or fees upon termination of service.

5.02.3 Returned Checks.

A charge of \$40.00 per occurrence shall be paid for each check tendered as a payment to the District that is not honored by the bank.

5.02.4 Miscellaneous Charges.

There may be other charges levied to provide services or service associated cost reimbursement to the District which are not specified in this Ordinance. When such additional fees or charges are from time to time approved by the Board of Directors they shall constitute the same liability for payment upon the Applicant/user as any other specified charge or fee listed in this Ordinance.

5.03 Service or User Charges.

5.03.1 Billing Interval.

Bills are due and payable at the District Office on the first working day of each month and become delinquent at the close of business on the 20th day of the month. There will be a penalty of 10% and interest of ½ of 1% per month added to unpaid accounts.

5.03.2 Subscriber and User Billings.

Sewer service user charges are contained in Exhibit A of this Ordinance. The rates in effect, may be adjusted annually by the Board of Directors, upon the condition that each year before such adjustment is made, staff shall provide information to the Board and the Board shall determine that the District's estimated costs of providing sewer service has increased or decreased in the amount of any such change. Charges to subscribers (i.e. other public or private utilities discharging into the District's system) shall be billed based on demand flow factors contained in Exhibit A and the rates contained in Exhibit A.

5.04 Collection of Delinquent Accounts.

5.04.1 Penalties for Delinquent Payment.

Unpaid sewer bills shall become delinquent forty-five (45) days after the date of mailing.

5.04.2 Discontinuance of Service for Delinquent Bills.

From and after the time that a sewer bill has been delinquent for sixty (60) days, the General Manager may, if the delinquent bill, with penalties, is not paid within fifteen (15) days after mailing a Notice of Delinquency and Discontinuance of Service by first class mail, to the address of the premises to which service is billed according to District Records, shut off sewer service to the premises by any appropriate means; and if the District supplies water to the premises, shut off the water supply until said bill is paid. Reconnection shall be made only upon prior payment of charges, penalties and interest due, plus the actual cost of disconnection and reconnection as determined by the General Manager and payment of a security deposit.

5.05.2.1 Minimum Service Charges During Shutoff.

Upon discontinuance of service, the usual and normal monthly service charge will continue to be billed to the customer for each month, or portion thereof, that the connection remains disconnected and must be

paid along with all other charges before service will be restored.

5.04.3 Establishment of Liens Against Property.

Delinquent sewer charges shall constitute a lien against the lot or parcel of land against which the charge is imposed if said charge remains delinquent for a period of sixty (60) days, and the General Manager may record a Notice of Lien as to any such parcels with the County Recorder of Tuolumne County, and the delinquent charges, together with penalties and interest thereon, shall become a lien upon all real property owned by such person(s) in accordance with Section 31701.7 of the Water Code. The General Manager may further record a Notice of Release or Discharge of Lien upon the payment of any such delinquent charges.

5.04.4 Placing Unpaid Charges on the County Tax Rolls.

The amount of any charges for sewer service requested in writing by the owner of the property that are delinquent and unpaid for sixty (60) days or more on or before July 1, shall upon notice being given to the owner thereof be added to and become a part of the annual taxes upon such property, and shall constitute a lien on that property as of the same time and in the same manner as general taxes upon such property, all as provided for in Sections 31701.5-31701.6 of the Water Code; provided that in such cases, the District Finance Officer shall furnish to the County Board of Supervisors and the County Auditor a statement of such delinquent and unpaid charges on or before August 10 of that year.

5.04.4.1 Payment of Connection Charges After Termination of Service.

In the event that service to property for which there are delinquent and unpaid sewer charges has been discontinued, and the property is foreclosed upon resulting in the extinguishment of any District's liens upon the property for such delinquent charges, service shall not be restored to the property until the District Connection and Capital Facilities charge set forth in Exhibit A for new services is paid, unless the applicant pays in lieu thereof all of the delinquent sewer charges on the property, penalties and costs of reconnection.

5.04.5 Collection by Legal Action.

The General Manager is further authorized and directed to institute, or cause to be instituted, and to prosecute, in the name of the District, appropriate legal action for the collection of the delinquent sewer charges and penalties.

5.05 Disputed Billings.

5.05.1 Review.

The Notice of Delinquency shall inform the user that any disputed portion of the billing may be reviewed with the General Manager (or a designated management employee) within ten (10) days of the date of the Notice. The person requesting review shall send a written statement supporting the basis for dispute to the District Office, attention of the General Manager. Any requested review shall also include consideration of whether the user shall be permitted to amortize the unpaid balance of the account over a reasonable period of time.

5.05.2 Review by Board.

If the General Manager (or designated management employee) does not resolve the dispute to the user's satisfaction within five (5) working days, the user may request in writing that the dispute be scheduled with the Board of Directors at their next regular meeting at which the customer will be given an opportunity to be heard by the Board. No termination of service shall occur while such review is under consideration.

5.05.3 Payment to Avoid Discontinuance of Service.

To avoid discontinuance of service, full payment of the undisputed portion of the bill must accompany the written statement by the due date.

CHAPTER 6

ENFORCEMENT

6.01 Accidental Discharge.

6.01.1 Notification of Discharge.

A user shall notify the District immediately upon accidentally discharging wastes in violation of this ordinance, to enable countermeasures to be taken by the District to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

This notification shall be followed within five working (5) days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures being taken to prevent future occurrences.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plant, or treatment process, or for any fines imposed on the District on account thereof under Section 13350 of the California Water Code or for violations of Section 5650 of the California Fish and Game Code.

6.01.2 Notice to Employees.

In order that the employees of users be informed of the District's requirements, users shall make available to their employees copies of this ordinance and together with such other wastewater information and notices which may be furnished by the District from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this ordinance.

6.02 Issuance of Cease and Desist Orders.

When the District finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this ordinance, or the provisions of a Wastewater Discharge Permit, the General Manager may issue an order to cease and desist and direct that those persons violating or not complying with such prohibitions, limits, requirements, or provisions to:

1. Comply forthwith;
2. Comply in accordance with a time schedule set forth by the District; or
3. Take appropriate remedial or preventive action in the event of a threatened violation.

6.03 Submission of Time Schedule.

When the District finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirements, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, the District may require the user to submit for approval, with such modifications as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

6.04 Appeals.

Except in the case of disputed billings under Section 5.06, any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the Manager, interpreting or implementing the provisions of this ordinance or in any permit issued herein, may file with the Manager a written request for reconsideration within ten (10) days of such decision, action, or determination, setting forth in detail the

facts supporting the user's request for reconsideration.

If the ruling made by the Manager is unsatisfactory to the person requesting reconsideration, they may, within ten (10) days after notification of District action, file a written appeal to the District's Board of Directors. If the written appeal is not received within ten (10) days, then the General Manager's ruling shall be final. If the written appeal is filed, it shall be heard by the Board within thirty (30) days from the date of filing. The Board of Directors shall make a final ruling on the appeal within ten (10) days of the close of the meeting. The General Manager's decision, action, or determination shall remain in effect during such period of consideration by the Board.

CHAPTER 7

ABATEMENT

7.01 Public Nuisance.

Discharges of wastewater in any manner in violation of this Ordinance or of any order issued by the General Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the General Manager. Any person creating a public nuisance is guilty of a misdemeanor.

7.02 Injunction.

Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the District may file an action in the Superior Court for the issuance of a preliminary or permanent injunction or both, as may be appropriate in restraining the continuance of such discharges.

7.03 Damage to Facilities.

When a discharge of wastes causes an obstruction, damage, or any other impairment to District facilities, the District may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's charges and fees.

7.04 Civil Damages and Penalties.

Any person who violates any provision of this Ordinance or permit condition or who discharges wastewater which causes pollution, or who violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard shall be liable civilly for all damages incurred, and for a penalty not to exceed \$10,000 for each day in which such violation occurs. The attorney of the District, upon order of the District's Board of Directors, shall file an action in the Superior Court to determine, impose, assess, and recover such sums.

7.05 Criminal Penalties.

Any person who intentionally or negligently violates any provision of this Ordinance or permit condition or who discharges wastewater which causes pollution or who violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard shall be guilty of a misdemeanor.

7.06 Falsifying of Information.

Any person who knowingly makes any false statement, representation, record, report, plan or other document filed with the District or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is guilty of a misdemeanor.

7.07 Termination of Service.

The District may revoke any Wastewater Discharge Permit, or terminate or cause to be terminated wastewater service to any premise if a violation of any provision of this Ordinance is found to exist or if a discharge of wastewater causes or threatens to cause a condition of contamination, pollution, or nuisance as defined in this Ordinance. If the District supplies water service to the premises, such water service may also be terminated in the event of such violation or under such discharge conditions. This provision is in addition to other statues, rules, or regulations, authorizing termination of service for delinquency in payment.

CHAPTER 8

MANDATORY HOOK-UP AND ABATEMENT OF PUBLIC NUISANCE

8.01 Mandatory Connection to Sewer by District at Owner's Expense.

If it appears that the use of a septic system tank, cesspool or other local means of sewage disposal is contaminating any surface or underground water, or creating a public health hazard or is a public nuisance, the General Manager shall report that fact and the evidence in support thereof to the Board. The Board may thereupon give written notice to the owner and occupants of such dwelling house that the Board will, not less than ten days after the giving of such notice, determine whether such condition has occurred or is occurring. Notice shall be given by mailing to the address of the owner as shown on the County Assessment roll, and to the occupants by mailing to the address of the premises, or by hand delivery to an adult person residing on the premises, or by posting at the entry or other conspicuous place on the premises. Any person interested may appear at said hearing and be heard on the matter. If the board finds, at the conclusion of said hearing that such condition is occurring or that it has occurred, the Board may order the owner of said premises to connect such dwelling house, together with all toilets, sinks and other plumbing therein, properly vented, and in a sanitary manner, with the adjoining sewer lateral, within a time to be specified by the Board. Upon the failure to do so, the Board shall order that said work be done, at a reasonable cost, by the District's own forces or by another person contracting with the District therefore. The District shall thereupon have a lien upon said property for all applicable connection fees or charges, and the District, or such other person doing such work at the District's request, shall thereupon have a lien upon said property for the work done and materials furnished, and such work and materials furnished shall be held to have been done and furnished at the insistence of the owner, and any persons claiming or having any interest in said real estate.

8.02 Enforcement of Lien.

The liens provided for herein shall be enforced in the same manner as those provided for in Title 15 (commencing with Section 3082), Part 4, Division 3 of the Civil Code.

8.03 Placing Forced-Connection Costs on County Tax Rolls.

Alternatively to the enforcement of the lien as provided in Section 8.01 and 8.02 above, the Board may in such cases declare that the amount of the costs of such work and the administrative expenses incurred by the Board, together with connection charges and other applicable charges, be transmitted to the County Assessor and Tax Collector, whereupon it shall be the duty of such officers to add the amount of the assessment to the next regular bill for taxes levied against the lot or parcel of land.

8.04 Lien on Property When Owner Requests Connection.

Any owner may request the Board to construct all necessary pipes and plumbing to connect his property to the District's sewer system. If the Board does such work or has such work done, the District or the person doing such work at the request of the Board shall have a like lien upon the property.

8.05 Authorization for this Chapter.

It is the intent of this Chapter that the Board shall have all of the powers and authority conferred upon District by Section 31103 of the Water Code (declaring the use of septic tanks to be a public nuisance), and under section 5463 and 5464 of the Health and Safety Code (relating to procedures upon refusal or failure to connect dwellings with sewers), but nothing herein shall preclude the District to utilize any other power or authority for violations or enforcement. "Owner" as used in this Chapter shall also mean and include reputed owner.

CHAPTER 9

SEWER LATERAL ORDINANCE

The District's sanitary sewer system has a recurring problem of receiving excessive inflows during the wet seasons. As a result of infiltration and inflows in broken, cracked, and poorly maintained private sewer facilities, including private sewer laterals, flows occasionally overload the conveyance and treatment capacity of the District's Regional Sewer System. The plugging and blockage of private sanitary sewer pipelines can result in overflows, difficulties in operation, contamination of surface waters, and nuisances and endangerment to the public health, safety, and welfare. Therefore, it is hereby found and determined that the District must adopt an aggressive policy of inspection of such private sewer facilities that discharge wastewater into the District's sanitary sewer system and require property owners to repair or replace such facilities when such conditions are found to occur.

9.01 Owner Responsibility for Maintenance and Repair of Private Sanitary Sewer Facilities.

The owner of a property served by the District's sanitary sewer system shall at all times maintain, at his own risk and expense, sanitary sewer facilities serving the property in a good condition and repair and which does not allow the infiltration, inflow or discharge of stormwater, rainwater, groundwater, subsurface, root/debris or street drainage into the District's sanitary sewer system. The owner shall be responsible for the operation and maintenance of such private sanitary sewer facilities, including pipelines and all devices or safeguards required by this section which are part of the such private sanitary sewer facilities serving said property (collectively, "private sanitary sewer facilities"). The owner's operation and maintenance responsibility is from the building to the connection at the District's sewer main, or to the cleanout at the property line on the sewer lateral, when a district-approved cleanout that is accessible to the District's satisfaction has been installed and inspected.

The owner's responsibility shall extend to and include the private sanitary sewer pipelines, manholes, equipment, pump stations, and related appurtenances serving the premises. The District shall not be responsible for any loss or damage caused by improper or defective installation of such private sanitary sewer facilities, whether inspected and/or approved by the District. All such installations of private sanitary sewer facilities shall conform to all federal, state, county, city, District and local laws, rules, regulations and ordinances.

The owner of the property served by the District's sanitary sewer system shall be responsible and liable for all costs involved in the repair of all damages caused by the owner or the owner's tenant, occupant, customer, or agent, to the District's sanitary sewer system facilities, including but not limited to sewer obstructions, wherever located, and including any costs incurred by the District resulting from such damage or repairing the same.

All private sanitary sewer facilities found in need of repair as a result of testing procedures required by this chapter shall be repaired, upgraded and/or installed to the standards set forth in the District Standards at the owner's expense. If the repairs are not made as required by the District, the District may take any of the abatement actions described in Chapter 7 of this Ordinance, including the termination of service to the premises. The District may also at its option cause the improvements or repairs to be made by the District at the owner's cost and to collect the same as a delinquent account by any of the procedures described in Section 5.05 for delinquent accounts, including the establishment of a lien against the property.

The District may also notify the county or city building inspector, county health inspector, or other affected county or city employee or office of any apparent violation of a city or county ordinance.

9.02 District Program for Testing, and Conditions Requiring Testing of Private Sanitary Sewer Facilities.

- A. It is the intent of the District to test and as necessary, video inspect the private sewer laterals, pipelines, and connections of customers served by the District's sewer system when one of the events described in subsection B of Section 9.02 occurs, for the purposes of reducing sanitary sewer overflows and eliminating inflow and infiltration into the District's sewer system. Video inspection may be used to identify defects in the private sanitary sewer facilities including, but not limited to

unacceptable construction materials, leaks, breaks, plugs, root intrusion, grease accumulation, offset joints, flat spots or bellies.

It shall be unlawful for any owner, user or occupant of a house, building, or property connected to the District's sanitary sewer system to maintain private sanitary sewer facilities in a condition such that the tests and inspections described below cannot be successfully accomplished.

B. Testing will apply to all private sanitary sewer facilities, including those serving or intended to serve residential, multiple residential, commercial, and industrial users connected to the District's sanitary sewer system. Testing procedures are listed in Section 9.03 and testing shall be conducted when any of the following occur:

- (a) Remodeling of the house, building, or property served to an extent of more than 50 percent of the assessed valuation, as determined by the Tuolumne County Assessor; or
- (b) Installation of an additional sewer lateral pipeline; or
- (c) Change of use of the house, building, or property serviced from residential to business or commercial, or from non- restaurant commercial to restaurant commercial, or
- (d) Repair or replacement of all or part of the private sanitary sewer facilities, including sewer lateral(s), or private lift station components; or
- (e) Addition of living quarters, such as guest cabins on the property served, or conversion of garages into living quarters with plumbing fixtures, or addition of structures on the parcel that may, in the opinion of the District, impact an existing sewer lateral; or
- (f) Prior to the close of escrow, or within a stated time period, as determined by the District, following close of escrow upon a sale of the house building or property served; or
- (g) Prior to the transfer of ownership or interest in the parcel, the facility, or the business. (A transfer of ownership between immediate family members shall not require testing); or
- (h) Change of ownership (multiple owners) on the deed selling their portion or interest to another partner/investors; or
- (i) When an inspection by the District indicates reasonable cause; or
- (j) Upon determination of the District that testing or sanitary sewer facility replacement is required for the protection of the public health, safety, and welfare.

E. In the event of a failed test, the Owner or Contractor must do one of the following

1. Replace the entire sewer lateral from the building cleanout to the property line cleanout or;
2. Arrange for a video inspection of the sewer lateral extending from the house to the property line cleanout in order to ascertain the location needing repair. A copy of the video inspection shall be furnished to the District for review. Following completion of a video inspection, the property owner may opt, with approval from the District manager, to undertake one of the following:
 - a. Dig and replace the entire sewer lateral from the building cleanout to the property line cleanout, or;
 - b. Dig and spot repair deficient sections of the lateral as identified in the video inspection. The method of repair must be approved by the District Manager, or;
 - c. Arrange for trenchless rehabilitation of the entire sewer lateral from the building cleanout to the property line cleanout. The method of rehabilitation must be approved by the District Manager.
3. All permits including, but not limited to, encroachment permits, building permits, grading permits, etc. necessary to complete the repair or replacement work will be the property owner's responsibility to obtain and to be in compliance with the conditions of such permits.

9.03. Time Limits for Completion of Initial Testing.

Initial testing shall be completed by the owner in a timely manner as follows:

1. Prior to the close of escrow upon the sale of the residence, building, or property, or transfer of ownership or interest in the parcel, the facility, or the business; or

2. Within thirty (30) days of written notification from the District of a defective sewer discovered by video inspection, service call, or maintenance records; or
3. Immediately if it is determined by the District that testing and repair are necessary to protect public health and the integrity of the sanitary sewer system.
4. Time extensions may be granted on a case-by-case basis from the District Manager.

Once the private sanitary sewer facilities have passed the required tests, the District Inspector shall notify the District office of its acceptance and written notice shall be provided to the property owner, city or county, as applicable.

9.04 Payment of Inspection.

A fee will be charged for each District inspection required by this section, including observation of air or water tests, re-inspections and District review of video inspections. The fee shall be the current per hour salary of the employee acting as the District Inspector.

9.05 Time Limits for Completion of Repairs and Retesting, Guarantees of Completion, and Disconnection.

If a private sanitary sewer facility fails any of the above described tests, including defects discovered during video inspection, the owner shall cause corrective work and retesting to be performed within thirty (30) days from the date of written notification by the District. All repairs shall be inspected by the District.

Time extensions may be granted on a case-by-case basis from the District Manager. However, the maximum time extension shall be eight (8) months from the close of escrow.

In the event that testing would be required during the period from October 15 to April 15 or during such other periods when such work may be impractical due to weather conditions, the District Manager or his/her designee may defer such requirement upon posting of a performance bond with the District guaranteeing completion that is satisfactory to the District. The posting of the performance bond is intended to assure funds are available to conduct the testing, and to repair and/or replace the sanitary sewer facilities in question if needed when weather conditions permit. The amount of the performance bond shall be calculated by the District staff and based on estimated testing costs, the current local construction costs, the lineal footage of the building lateral, the number of cleanouts and other related appurtenances to be installed as well as the removal and replacement of existing physical obstacles and structures affected by the test.

If the property or business is being sold or transferred, in place of a performance bond arrangements may be made satisfactory to the District for the withholding of an amount equal to the bonding requirement in an escrow account, not be released without written notification of completion within the time specified by the District to the Title Company holding such funds; failing which the portion of such funds needed to complete the testing and any required repairs shall be paid to the District, with the balance to be remitted to the depositor of such funds.

Once the new or repaired sewer connection and lateral meet District standards and pass required tests, the District Inspector shall notify the District office of its acceptance and written notice shall be provided to the property owners, city or county, as applicable.

Repairs or replacement of 50 percent or more of a sanitary sewer pipeline may be cause for total pipeline replacement as determined by the District. In the case of total pipeline replacement, the pipeline shall be installed in accordance with the District standards.

In the event that a private sanitary sewer facility has not been successfully tested within the required time period, the District may discontinue sewer service to the property pursuant to its Wastewater Ordinance.

9.06 Waiver of Testing Requirements.

The District Manager or his/her designee shall have the authority to waive testing requirements if:

- (a) The private sanitary sewer facility was newly installed and tested within a prior twenty (20) year period and there have been no substantial changes to the property including the addition of landscaping, property grading, decks or other improvements which may have damaged the sewer; or
- (b) The existing private sanitary sewer facility was tested within a prior ten (10) year period and, due to pipe material type and site conditions, there is good reason to believe that such testing is not necessary; or
- (c) The private sanitary sewer pipeline is of such a length that testing is not practical; or
- (d) The private sanitary sewer facilities are part of a central private sanitary sewer system and the District has an established written agreement concerning specific testing requirements.

CHAPTER 10

SEVERABILITY

If any provision of this Ordinance or the application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of such provisions to other persons or other circumstances shall not be affected.

Twain Harte Community Services District
Ordinance 29 Exhibit A

1. WATER AND SEWER CONNECTION CHARGES:

A. Residential: Residential, apartment, mobile, modular and manufactured homes, where there is an existing stub, shall pay the following connection fees per unit:

<u>Water</u>	<u>Sewer</u>
\$900.00	\$625.00

B. Residential: Residential, apartment, mobile, modular and manufactured homes, where there is not an existing stub, shall pay the following connection fees per unit:

<u>Water</u>	<u>Sewer</u>
\$2,700	\$2,700

C. Commercial: The following connection charges for multi-business uses shall be paid to the District prior to the connection to the District's water or sewer system:

<u>Water</u>	<u>Sewer</u>
Base Fee Plus a charge of 80% of the sum determined by multiplying \$.48 per square foot of building space.	See A & B to determine base fee

Then dividing the resulting charge in half between water and sewer.

D. Regional Fees: All charges established by North Tuolumne Basin Wastewater Management Program shall be collected by District.

E. Additional Water Charges For: New parcels created by lot split or other division of land since January 1, 1981.

Type of Connection

Single Family Residence	\$1,500.00
Duplex or other multi-unit structure up to four	\$1,200.00 per unit

Mobile/modular/manufactured home \$1,500.00

Any other use not enumerated in this Ordinance shall be determined by the Board of Directors....

In any case, where any two or more parcels are created by lot split or other division of land from a larger parcel that was located within the District prior to January 1, 1981, the Board of Directors may designate one of the new parcels created by such lot split or other division of land as a "pre-existing parcel" which will not be subject to the additional water charges provided for in this subsection D.

E. Sewer Impact Fee imposed on all new lot splits, new subdivisions and new annexations after December, 1988 that will utilize the Golf Club sewer trunk line. \$1,500

F. Water Impact Fee imposed on all new lot splits, new subdivisions and new annexations after December, 1988 that will be served by the high system, excluding Black Oak Estates Unit 3 original lots. \$1,000

G. Sewer Inspection Fee
\$50

RATES AND MISCELLANEOUS CHARGES

SEWER SERVICE CHARGES

<u>Type of Connection</u>	<u>09-10 Monthly Service Charge</u>
<u>RESIDENTIAL:</u>	
Single Family dwelling	39.59
Mobile trailer on individual lot	39.59
Duplexes	78.56
Triplexes	117.85
Apartments, each unit	39.59
<u>Motels:</u>	
Manager or Owner Apt.	39.59
Each additional unit	9.80
<u>Mobile Home Parks:</u>	
Each unit with washer	39.59
Each unit without washer	31.40
<u>Mobile Home Parks 20 or more units that provide Account Master Billing **</u>	
Each unit with washer	35.34
Each unit without washer	27.44
<u>Rooming House:</u>	
Manager or Owner Quarters	39.59
Each room for rental purposes per room	9.80
<u>COMMERCIAL:</u>	
<u>Animal Clinics-Veterinarian Office</u>	
Per office or Veterinarian	39.33
<u>Animal Farms (Chincilla, Rabbit, etc.)</u>	
to be rated by Board on individual basis.	
<u>Barber Shops:</u>	
Each Station	11.87
<u>Beauty Shops:</u>	
Each Station	11.87
<u>Bars & Taverns:</u>	
Each seat	3.95

<u>Car Wash:</u>		
Per stall		117.85
<u>Churches:</u>		
Each seat		0.40
With residence added		39.59
<u>Bakeries and Catering</u>		
<u>Service:</u>		
Per employee		11.87
<u>Day Nurseries:</u>		
Per enrollment		2.77
<u>Dentists:</u>		
Per chair		19.67
<u>Doctors:</u>		
Per office or M.D.		39.33
<u>Drug Stores:</u>		
Per employee		3.95
<u>Food Markets:</u>		
Per Employee, eating facilities to be classified separately as restaurants		3.95
With commercial garbage grinders		157.13
<u>Fire Stations:</u>		
Twain Harte Fire Department	EXEMPT	
State Forestry		
Per employee		7.87
<u>Laundries & Laundromats:</u>		
Per washer		23.58
<u>Meeting Halls</u>		
Per seat		0.40
<u>Professional Offices:</u>		
Accountants		
Attorneys		
Engineering		
Other (Insurance, Real Estate, etc.)		
Per employee		3.95
<u>Public Buildings:</u>		
Per employee		3.95

Restaurants:

Walk-ins per seat	2.77
24 hour - per seat	3.54
Drive in, short order - per seat	3.54

Schools:

Per enrollment	2.77
----------------	------

Service Stations:

With restrooms	78.56
Self Service - no restrooms	31.40

Recreational vehicle dump station

Per station	78.56
-------------	-------

Public Swimming Pools:

Per pool	98.28
----------	-------

Twain Harte Lake Assoc.

Per restrooms	39.35
---------------	-------

General Commercial:

For all commercial establishments not specifically listed including, but not limited

to:

Appliance Stores, Automobile Repair, Garages, Brick Yards, Cabinet Shops, Candy Stores, Cleaning Establishments, Clothing Stores, Food Lockers, Furniture Stores, Hardware Stores, Insurance Offices, Light Manf., (Investigative emp. Level), Liquor Stores, Misc. Repair shops, Moving and Storage, New & Used Car Dealers, Nurseries (Horticulture), Plumbing Shops, Radio Stations, Radio & TV Sales & Srvs, Real Estate Offices, Roofing Yards, Sign Painting, Tire Sales & Service, Warehouses, Welding Shops and Lumber Yards.

Per Employee	3.93
--------------	------

Minimum Sewer Service charge for all classifications

31.40

WATER SERVICE CHARGES

Temporary Service from Fire Hydrant

Meter use charge 35.00
Water rate is increased 50% above regular rate with no free water given.

Metered Service:

Monthly Basic Meter Charges:

Size of Meter	
5/8" X 3/4"	39.22
3/4"	41.45
1"	57.44
1 1/2"	107.44
2"	165.30
3"	223.15

Water Consumption Costs:

1,000 gallons = 1 unit
First 2 units in basic meter charge 2000 gallons
Next 4 units at 1.95 each unit 4000 gallons
Next 5 units at 2.00 each unit 5000 gallons
All over 11 units at 2.50 each unit
Partial units will be charged out at the per gallon equivalent tier rate

Each family unit and each business unit will be charged a basic meter charge monthly.

Reconnection Charges:

Water Service	50.00
Sewer Service	75.00
For water abuse during drought conditions	100.00

For any use not included in the above list, the service charge for sewer service will be determined by the Board of Directors upon application for said service.

Miscellaneous Fees:

48 hour door shutoff notice	20.00
Property transfer fee	25.00
Damage to District Facilities (to include but not restricted to uncovering meters,	

meter

boxes and cleanouts)

Actual Cost

Return check charge fee

40.00 per
occurrence

\$150.00 charge to turn water on after business office is closed if there are no extenuating circumstances or District has no obvious reasons for the water to be turned off.

EXHIBIT B
FATS OIL AND GREASE (F.O.G.)
PROGRAM

**** Copies may be obtained at the District Office*****

CHAPTER 11

EFFECTIVE DATE

Ordinance 22, originally adopted in 1992 and as amended, is hereby repealed.

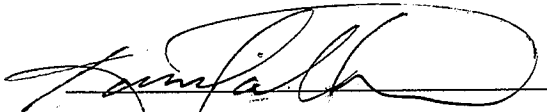
This ordinance shall take effect and be in full force from and after 30 days after the date of its final passage and before the expiration of fifteen (15) days after its final passage it shall be posted by the secretary in three (3) public places and for not less than thirty (30) days within the Twain Harte Community Services District.

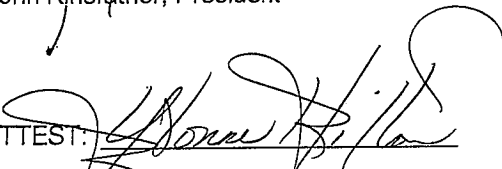
The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Twain Harte Community Services District held on 10/8, 2009, and given a first reading at said meeting and at said meeting, Director Knudson moved the adoption of said Ordinance, which motion was seconded by Director Kinsfather and upon roll call was carried by the following vote:

AYES: DIRECTORS: Beyant, Knudson, Graydon and Kinsfather.
NOES: DIRECTORS: None.
ABSENT: DIRECTORS: Johnson

A summary of said Ordinance was published in the Sonora Union Democrat, a newspaper of local circulation on _____, 2009 and _____, 2009 and posted on _____, 2009 in four (4) locations throughout the community. [The Ordinance was then presented for a second reading and final adoption at the regular meeting of the Board of Directors of the Twain Harte Community Services District on 12/10, 2009 and at said meeting, Director Johnson moved the adoption of said Ordinance, which motion was seconded by Director Knudson and upon roll call was carried by the following vote:

AYES: DIRECTORS: Johnson, Graydon, Knudson and Kinsfather.
NOES: DIRECTORS: None.
ABSENT: DIRECTORS: None.


John Kinsfather, President

ATTEST: 
Yvonne Hilton, Secretary of the Board

APPENDIX 4-A: EASEMENT AND MANHOLE ACCESS MAINTENANCE LIST

Collection Monitoring: The following sites are checked annually. Annual monitoring includes clearing brush from easements and around manholes to allow visual monitoring and access.

1. ShadyBrook easement: ShadyBrook Lift Station – Wildwood Dr.
2. Wildwood easement: MH-45 to MH-34
3. Mountain Dr. easement: SP-77A to SP-75
4. Lookout easement: MH-30 to SP-92
5. Oak View easement: MH-29 to SP-89
6. Manzanita easement: LH-56 to MH-162
7. Dogwood easement: SP-84 to SP-82
8. Mark Twain bench: 23136 Mark Twain to 23032 Mark Twain
9. Crest Dr. easement: LH-61 to SP-97 + LH-60 to SP-80
10. Holly Dr. easement: H-58 to SP-85 + LH-57 to SP-86
11. Gurney Station easement: SP-179 to SP-165
12. School easement: MH-45 to SP-76
13. Cherokee easement: LH-63 to SP-100
14. Columbia Dr. easement: MH-93 to MH-24
15. Meadow Dr. easement: MH-13A to DMH-10
16. Black Oak easement: LH-78 to SP-87 + SP-27 to MH-17
17. Fuller Rd. easement #1: SP-32 to SP-29 + LH-27 to SP-31
18. Fuller Rd. easement #2: LH-96 to SP-118 + SP-30 to SP-29
19. Brett Harte easement: DMH-1 to SP-34
20. Muir Ave. easement: LH-37 to SP-49
21. Fireside Dr. easement: LH-49 to DMH -7
22. South Side Lake bench: DMH-7 to MH-19
23. Gables easement: LH-47 to MH-21
24. Marquis easement: MH-20 to DMH-7
25. Ridge Rd. easement: LH-223 to MH-55
26. Cedar Pines bench: SP-203 to SP-197
27. Cedar Pines easement: SP-196 to SP-190
28. Tamarack easement: LH-13 to MH-12
29. Spruce Dr. easement: 22672 Spruce to SP-17 + LH-18 to SP-17
30. Sequoia Dr. easement: SP-186 to SP-184
31. East Ave. easement: SP-184 to SP-182
32. Vantage Point easement: MH-214 to SP-181

APPENDIX 4-B: SEWER HOT SPOT FLUSHING/JETTING SCHEDULE

LOCATION / DESCRIPTION	UPSTREAM MH ID	PIPE ID	DOWNSTREAM MH ID	CLEANING FREQUENCY
T.H. school yard	46	MH46_MH26	26	Quarterly
Downtown Joaquin Gully	SP79	DMH16_SP79	DMH16	Quarterly
Downtown Fuller Rd.	MH25	MH25_SP71	SP71	Quarterly
Downtown Fuller Rd.	SP71	SP71_MH24	MH24	Quarterly
Downtown Fuller Rd.	DMH8	MH24_DMH8	MH24	Quarterly
23240 Mountain Dr	LH52	LH 52 _SP77	SP77	ANNUALLY
Mountain Dr easment	SP77	SP77-SP76	SP76	ANNUALLY
18895 Sequoia Dr	LH6	LH6_SP4	SP45	ANNUALLY
18912 Sequoia Dr	SP187	SP187_SP186	SP186	ANNUALLY
Sequoia Dr	LH52	LH5_MH4	MH4	ANNUALLY
End of Mono Dr	LH4	LH4-SP60	SP60	ANNUALLY
Gables Motel	LH47	LH47_SP68	SP68	ANNUALLY
18475 Tatu Dr	LH27	LH27_SP31	SP31	ANNUALLY
22971 Sierra Dr	LH40	LH40_SP31	SP31	ANNUALLY
23089 Sierra Dr	LH30	LH30_SP30	SP30	ANNUALLY
22289 Ponderosa	LH4	LH4_MH39	MH39	ANNUALLY
18876 Laurel Ct	LH11	LH11_SP142	SP142	ANNUALLY
Laurel Ct	SP142	SP142_SP8	SP8	ANNUALLY
18853 Manzanita	SP157	SP157_SP83	SP83	ANNUALLY
Brett Harte X Muir Dr	LH37	LH37_SP49	SP49	ANNUALLY
18863 Holly	LH58	LH58_SP86	SP86	ANNUALLY
Cherokee Dr (Catholic Church)	LH64	LH64_MH31	MH31	ANNUALLY
Cherokee Dr (Catholic Church)	LH65	LH65_MH31	MH31	ANNUALLY
Fireside	MH22	DMH7_MH22	DMH7	ANNUALLY
Ponderosa X Poppy Terrace	SP1	SP1_MH1	MH1	ANNUALLY
Poppy Terrace	LH3	LH3_SP1	SP1	ANNUALLY
Tuolumne Dr	LH68	LH68_SP107	SP107	ANNUALLY
Tuolumne Dr	SP107	SP107_SP106	SP106	ANNUALLY
Tuolumne Dr	SP106	SP106_MH34	MH34	ANNUALLY
Tuolumne Dr	MH34	MH34_MH33_	MH33	ANNUALLY
Tuolumne Dr	MH33	MH33_MH32	MH32	ANNUALLY
Tuolumne Dr	MH32	MH32_DMH11	DMH11	ANNUALLY
Tuolumne Dr	DMH11	DMH11_SP105	SP105	ANNUALLY
Tuolumne Dr	SP105	SP105_SP104	SP104	ANNUALLY

LOCATION / DESCRIPTION	UPSTREAM MH ID	PIPE ID	DOWNSTREAM MH ID	CLEANING FREQUENCY
Tuolumne Dr	SP104	SP104_SP103	SP103	ANNUALLY
Twain Harte Dr	SP25	SP25_MH9	MH9	ANNUALLY
Twain Harte Dr	MH9	MH9_SP111	SP111	ANNUALLY
Twain Harte Dr	SP111	SP111_SP23	SP23	ANNUALLY
Twain Harte Dr	SP23	SP23_SP22	SP22	ANNUALLY
Twain Harte Dr	SP22	SP22_MH2	MH24	ANNUALLY
Twain Harte Dr	MH2	MH2_SP110	SP110	ANNUALLY
Twain Harte Dr	SP110	SP110_SP15	SP15	ANNUALLY
Twain Harte Dr	SP157	SP15_SP11	SP11	ANNUALLY
Twain Harte Dr	SP11	SP11_SP21	SP21	ANNUALLY
Twain Harte Dr	SP21	SP21_SP22	SP22	ANNUALLY
Twain Harte Dr	SP20	SP20_SP29	SP29	ANNUALLY
Twain Harte Dr	SP19	SP19_MH139	MH139	ANNUALLY
Twain Harte Dr	MH139	MH139_MH51	MH51	ANNUALLY
Twain Harte Dr	MH51	MH51_MH43	MH43	ANNUALLY
Twain Harte Dr	SP138	MH43_SP138	MH43	ANNUALLY
Twain Harte Dr	SP139	SP138_SP139	SP138	ANNUALLY
Twain Harte Dr	SP2	SP2_SP139	SP139	ANNUALLY
Twain Harte Dr	SP140	SP140_SP2	SP2	ANNUALLY
Twain Harte Dr	LH99	LH99_SP140	SP140	ANNUALLY

APPENDIX 4-C: SEWER INSPECTION GIS FORMS

The District uses these forms to enter Sewer Line Cleaning/Inspections and Manhole Inspection information into GIS. These forms have drop-down options and filed for uploading photos.

EXAMPLE SEWER LINE CLEANING GIS INSPECTION FORM

Basic Info

Feature ID	
Pipe Size	
Material	
Atlas Page	
From Manhole Number	
To Manhole Number	
Footage	
Street Name	
Date	

Inspection Details

Crew	
Cleaning	
Foaming	
Repair	
Root Cutting	
Vacuum	
Water Deposit in Mainline	

Comments Details

Inspected by	
Comments	

EXAMPLE MANHOLE GIS INSPECTION FORM

Manhole Details

Asset ID	
Street Location	
MH Depth	

Complete Manhole Inspection


Repairs Required	
Manhole Infiltration	
Manhole Cover	
Manhole Ring & Frame	
Manhole Size M/H Cover	
Manhole Size	
Manhole Cone	
Manhole Channel	
Manhole Shelf	
Manhole Inflow Indication	
Manhole Surcharge Indications	
Manhole Vermin	
Root Pulling	

Comments Details

Inspected by	
Comments	

APPENDIX 4-D: CCTV REPORT

Project Name	THCSD		
Date	11/30/2011 8:41:00 AM	Location	Manzanita Dr
Start ID	SP83	End ID	Sp158
Direction	Upstream	Pipe	6"
Type	VCP	Index	
Total Distance	167.3		
Comments			

Distance	Observation	Time	Picture
0.0	<p>Observation: SV - Start Video</p> <p>Position: 0 To 0</p> <p>Severity: None</p> <p>Remarks:</p>	<p>Time</p> <p>00:00:00</p>	<p>Link To Whole Run Video</p>
167.3	<p>Observation: R - Roots</p> <p>Position: 9 To 11</p> <p>Severity: Severe</p> <p>Remarks:</p>	<p>Time</p> <p>00:00:00</p>	

APPENDIX 4-E: EXAMPLE SEWER LIFT STATION DAILY LOG

Year: 2019		Month: July																						
	Shady Brook Lift Station							Mark Twain Lift Station						Redwing Trail Lift Station										
	Init.	Hr Meter A	Hrs Ran	Hr Meter B	Hrs Ran	Test Alarms	Test Switch	Test Auto	Hr Meter A	Hrs Ran	Hr Meter B	Hrs Ran	Test Alarms	Test Switch	Test Auto	Hr Meter A	Hrs Ran	Hr Meter B	Hrs Ran	Test Alarms	Test Switch	Test Auto		
1			0		0						0		0						0		0			
2			0		0						0		0						0		0			
3			0		0						0		0						0		0			
4			0		0						0		0						0		0			
5			0		0						0		0						0		0			
6			0		0						0		0						0		0			
7			0		0						0		0						0		0			
8			0		0						0		0						0		0			
9			0		0						0		0						0		0			
10			0		0						0		0						0		0			
11			0		0						0		0						0		0			
12			0		0						0		0						0		0			
13			0		0						0		0						0		0			
14			0		0						0		0						0		0			
15			0		0						0		0						0		0			
16			0		0						0		0						0		0			
17			0		0						0		0						0		0			
18			0		0						0		0						0		0			
19			0		0						0		0						0		0			
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22			0		0						0		0						0		0			
23			0		0						0		0						0		0			
24			0		0						0		0						0		0			
25			0		0						0		0						0		0			
26			0		0						0		0						0		0			
27			0		0						0		0						0		0			
28			0		0						0		0						0		0			
29			0		0						0		0						0		0			
30			0		0						0		0						0		0			
31			0		0						0		0						0		0			
1																								
Total			0		0						0		0						0		0			

APPENDIX 4-F: WASTEWATER DEPARTMENT GENERATOR LIST

WASTEWATER DEPARTMENT GENERATOR LIST		
UNIT#	DESCRIPTION	KW
1	Water Plant	200
2	Shady Brook	125
3	Mobile (Sparky)	22

APPENDIX 4-G: WASTEWATER 5-YEAR PROJECT LIST

Project List: The following projects are scheduled for the next 5 fiscal years. This list is not all inclusive, as the budget is updated annually. The District's current 5-Year Capital Outlay Plan can be found on the District's website for the most up-to-date Capital Projects list and details on project budgets.

1. Sewer Main Re-Lining
2. Training/Admin Parking Lot
3. Materials Bins
4. Truck Replacement
5. SCADA Upgrade
6. Lift Station Generators
7. Emergency Response Trailer
8. Mobile Generator Replacement
9. Vehicle/Equipment Replacement
10. Sewer Re-alignment
11. Vantage Point Equipment Structure
12. Sherwood Forest Sewer

APPENDIX 4-H: SEWER INVENTORY

Sewer Inventory: The District has the following items in inventory. It is recommended that District staff regularly review inventory to ensure accuracy of this list, and that all items in inventory be in proper condition for use.

LOCATION	DESCRIPTION	QUANTITY
S01	10" Clay Caulder Coupling	2
S02	8" Clay Caulder Coupling	3
S03	6" Clay Caulder Coupling	0
S04	4" Clay Caulder Coupling	0
S05	6" concrete Coupling	0
S06	6" CI/Plastic coupling	2
S07	6" AC Coupling	5
S08	6" AC / DI Coupling	0
S09	4" AC / DI Coupling	0
S10	4" CIT (PVC) Coupling	5
S11	6" Clay X 6" AC/DI Coupling	0
S12	6" ACX 6" Plastic Coupling	0
S13	6" Clay X 4" Clay Coupling	0
S14	4" Clay X 4" Plastic	0
S15	4" clay X 4" AC/DI Coupling	0
S16	4" AC X 4" Plastic /CI Coupling	0
S17	4" Clay 22.5 deg. Bend	0
S18	4" Clay 45 deg. Bend	0
S19	4" Clay 90 deg. Bend	0
S20	4" X 4" clay Wye	0
S21	6" X 4" Clay Wye	0
S22	6" X 6" Clay Wye	0
S23	6" X 6" Clay Sta Stu New	0
S24	6" X 6" Clay Sta Stu Repair	0
S25	4" X4" Clay Sta Stu Repair	0
S26	8" X 6" PVC Wye	1
S27	6" X 6" PVC Wye	5
S28	4" X 4" PVC Wye	2
S29	6" PVC 22.5deg Bend	0
S30	6" PVC 45 deg Bend	0
S31	4" PVC 22.5 deg Bend	0
S32	4" PVC 45 deg Bend	2
S33	6" (12x6) Sew Serv Saddle	2
S34	4" (6x4) Sew Serv Saddle	1
S35	4" SDR 35 Sewer Pipe	0
S36	8" Clay Pipe footage	0
S37	6" Clay Pipe Footage	0
S38	4" Clay Pipe Footage	0
S39	4" Gripper Plug	0

LOCATION	DESCRIPTION	QUANTITY
S40	6" Gripper Plug	0
S41	6" PVC End Cap	0
S42	6" X 4" PVC Wye	6
S43	4" AC 45 Bend	0
S44	4" AC 22.5 Bend	0
S45	4" AC 11.25 Bend	0
S46	4" AC Coupling	0
S47	6" AC Coupling	0
S48	4" X36" AC Stub	0
S49	4"X24" AC Stub	0
S50	18" PVC Sewer Pipe Foot	0
S51	25.5" Dia ManHole Lids	3
S52	1.5" Ris Rings 25.5" lids	3
S53	2" Ris Rings 25.5" lids	2
S54	8" PVC SDR35 Pipe footage	0
S55	G-5 Sewer Lids	4

APPENDIX 4-I: SEWER LIFT STATION SETPOINTS

	Facility	Sump Diameter (inches)	Volume/Ft. (gal)	Operation Setpoints (feet water depth)		Pumping Volume (gal)
				Lead On	Lead Off	
1	Red Wing Trail	60	1,468	7	3	588
2	Mark Twain	60	1,468	7	3	588
3	Shady Brook	48	940	7	3	376

**APPENDIX 5-A: EXAMPLE SANITARY SEWER OVERFLOW (SSO)
REPORT FORM**



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information

[SSO Menu](#)

Spill Event ID:	New	Regional Water Board:	Region 5S - Sacramento
Spill Location Name:	Test	Agency:	State Water Resources Control Board
WDID:	5SSO10000	Sanitary Sewer System:	Demo South CS

[General Info](#) | [Spill Related Parties](#) | [Attachments](#)

Spill - General Information, Screen 2

You have minutes to save your report before your session expires.

Note: Questions with "*" are required to be answered for 'Save Work in Progress'.

Questions with "*" are required to be answered for 'Submit Draft'.

Questions with "*" are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: [SSO Demo](#)

1 - Spill Type:

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg. min. sec. OR decimal degrees [\[Map\]](#)

* 8 - Longitude of spill location: deg. min. sec. OR decimal degrees [\[Map\]](#)

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
(Use attachment if location description is more than 2000 characters)

Spill Details

* 12 - Number Of appearance points:

* 13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only) ^
Force Main ^
Gravity Mainline v

* 14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

** 15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach ^
Building or Structure ^
Combined Storm Drain (Combined CS only) v

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

* 17 - Estimated spill start date/time: : : Date Format: MM/DD/YYYY

* 18 - Date and time sanitary sewer system agency was notified of or discovered spill: : : Date Format: MM/DD/YYYY

* 19 - Estimated Operator arrival date/time: : : Date Format: MM/DD/YYYY

** 20 - Estimated spill end date/time: : : Date Format: MM/DD/YYYY

** 21 - Spill cause:
22 - Spill cause explanation:
(Required if spill Cause is "Other")

** 23 - Where did failure occur?
24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

** 25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)
Cleaned-Up ^
Mitigated Effects of Spill ^
Contained all or portion of spill v

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: : : Date Format: MM/DD/YYYY

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)
Added sewer to preventive maintenance program ^
Adjusted schedule/method of preventive maintenance ^
Enforcement action against FOG source v

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water:

** 36 - Health warnings posted?

** 37 - Did the spill result in a beach closure (If YES, answer questions 38)?

** 38 - Name of impacted beach(es) (enter NA if None):

39 - Name of impacted surface water(s) (enter Un-named Tributary to XXXXX where XXXXX is the name of first named downstream tributary if receiving surface water body is un-named):

APPENDIX 6-A: FOG CONTROL PROGRAM

**Twain Harte
Community Services District**



APPENDIX 6-A

**FATS, OILS, AND GREASE
CONTROL PROGRAM**

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FOG CONTROL PROGRAM

I. INTRODUCTION AND PURPOSE

Wastewater discharges containing high concentrations of fats, oil, and grease (FOG) are a principal cause of blockages and sanitary sewer overflows (SSOs) in the wastewater collection system. The District spends significant time and resources cleaning pipelines that are subject to FOG. When a SSO occurs it can result in serious property damage and regulatory fines. In addition, wastewater laden with FOG complicates the treatment process.

Many commercial facilities such as restaurants, hospitals, schools, service stations, car washes, etc. produce wastewater that contains FOG. Discharge to the sanitary sewer of wastewater containing fats, oils, and grease in excess of 300 mg/l of animal or vegetable origin or 100 mg/l of mineral or petroleum origin is prohibited by the District's Wastewater Ordinance.

However, there continues to be an on-going problem with these wastes being found in the sewer collection system and reaching the Wastewater Treatment Plant. To address this issue, the District has developed this FOG Control Program.

The objectives of this plan are the following:

- Prevent sanitary sewer overflows (SSOs)
- Reduce the amount of fats, oils, and greases (FOG) discharged into the collection system
- Reduce the maintenance and operation costs of the collection system
- Establish construction standards and an engineering review/approval process for new installations

II. DEFINITIONS

Approved - Describing a product, method, or design acceptable to the District Manager.

District – Twain Harte Community Services District

Food Service Establishment (FSE) – Any facility which prepares and/or packages food for sale or consumption, on or off-site, with the exception of private residences, including but not limited to food courts, food manufacturers, food packagers, restaurants, grocery stores, bakeries, hospitals, hotels, nursing homes, churches, schools, etc.

Gravity Grease Interceptor – A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oils, and greases (FOG) from a wastewater discharge and is identified by volume. Gravity grease interceptors are generally installed outside.

Grease – A liquid or solid material composed primarily of fats and oils from animal or vegetable origin.

Grease Hauler – A person or company who collects the contents of a grease interceptor and transports it to an approved recycling or disposal facility.

Hydromechanical Grease Interceptor – A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oil, and grease (FOG) from a wastewater discharge and is identified by flow rate, and separation and retention efficiency. The design incorporates air entrainment, hydromechanical separation, and interior baffling. Hydromechanical grease interceptors are generally installed inside.

Oil Liquid Interceptor – A device designed and installed so as to separate and retain petroleum based oils while permitting the remaining liquid phase to discharge to the sanitary sewer.

III. GENERAL REQUIREMENTS

Any type of business or other establishment such as, but not limited to, restaurants, bakeries, donut shops, takeout, drive-in eating establishments, ice cream parlors, hospitals, hotels, markets, churches, schools, and recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a District approved gravity grease interceptor or hydromechanical grease interceptor.

Automotive related facilities including but not limited to car washes, quick lubes, and automobile repair shops which may contribute petroleum based oil to the collection system shall have a District approved oil liquid interceptor.

Chapter 2 of the District's Wastewater Ordinance establishes limits and prohibitions on discharge. Section 2.08.2 specifically addresses FOG.

The Ordinance restricts discharges to sewer of any wastewater:

- a) *Having a temperature higher than 150 degrees F.*
- b) *Containing more than 300 mg/L of oil or grease of animal or vegetable origin.*
- c) *Containing more than 100 mg/L of oil or grease of mineral or petroleum origin.*

All FOG removal facilities shall be installed and operated in accordance with Section 2.08.4 of the most recent edition of the District's Wastewater Ordinance.

All interceptors shall be installed solely at the owner/user's expense. Proper operation, maintenance, and repair of interceptors shall be done solely at the owner/user's expense.

IV. DESIGN AND CONSTRUCTION

All gravity grease interceptors, hydro mechanical grease interceptors, and oil liquid interceptors shall be designed and constructed in accordance with the District's most recent design standards, attached as Appendix A.

When a new facility is being constructed, the District requires (3) submittal copies on the interceptor, sizing calculations, and a site plan detailing where the unit will be placed in reference to the kitchen and how access will be made for regular maintenance. Once the District's Managerial department has approved the submittal, (1) copy goes into the project file, (1) copy gets routed to the District's FOG Control Coordinator or Inspector, and (1) copy is returned to the applicant.

All designs shall be subject to written approval by the District Manager prior to construction.

V. MAINTENANCE AND INSPECTION

Maintenance is the responsibility of the owner/user. The interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. The District requires that each installation have records showing dates and quantities of FOG removal. Generally, hydromechanical grease interceptors have cleaning frequencies measured in days. Gravity grease interceptors are typically cleaned every 2-4 weeks. Oil liquid interceptors shall be inspected every 3 months and cleaned at least every 6 months or more frequently depending upon use.

Wastes removed from each gravity grease interceptor, hydromechanical grease interceptor, and oil liquid interceptor shall be disposed of at a facility permitted to accept such wastes. No such collected grease, oil, or sludge shall be emptied or discharged into any drainage piping, public or private sewer.

A list of licensed grease haulers and recyclers is attached as Appendix H.

No additives may be used in a gravity grease interceptor or hydromechanical grease interceptor without prior written approval from the District Engineer. The use of additives shall not constitute a substitute for the regular maintenance requirements set herein.

Inspections will occur on a periodic basis to be determined by the District. Sample inspection forms are attached as Appendix C. An installation will be considered "out of compliance" with the maintenance requirements if any of the following conditions exist:

Gravity Grease Interceptor

- The total volume of captured grease and solid material displaces more than 25% of the capacity of the gravity grease interceptor as determined by a "sludge judge" or similar apparatus; or
- Effluent exceeds 300 mg/L of oil or grease of animal or vegetable origin

Hydromechanical Grease Interceptor

- The total volume of captured grease and solid material displaces more than 25% of the capacity of the hydromechanical grease interceptor as determined by a "sludge judge" or similar apparatus; or
- Effluent exceeds 300 mg/L of oil or grease of animal or vegetable origin

Oil/Water Separator

- Bottom sediment depth is in excess of twelve-(12) inches or in any amount which causes the piping within the unit to clog; or
- Surface oil accumulation in the final compartment in excess of one-(1) inch in depth; or
- Effluent exceeds 150 mg/L of oil or grease of mineral or petroleum origin.

If, upon inspection by the District, a unit is found to be absent or ineffective as solely determined by the District Engineer, the owner/user shall be required to make immediate repairs or corrections within thirty (30) days after receiving written notification of deficiency from the District. If the unit requires pumping and servicing, as determined by the inspector, the owner/user shall be required to have the unit pumped by a licensed hauler within ten days after receiving notification by the inspector.

VI. ENFORCEMENT

Failure to make such repairs or corrections shall result in disconnection from the public sewer, and if the District supplies water service to the premises, such service shall be shut off.

Chapter 7 of the Wastewater Ordinance describes the abatement procedures available to the District. These range from stopping service to civil and/or criminal penalties.

VII. PROGRAM COSTS AND FEES

Administrative and monitoring costs associated with the program are paid through a monthly charge on the customer's bill. The fee is set by Board action and is published in Exhibit A of the most recent edition of the District's Wastewater Ordinance #22. The Board reserves the right to adjust this charge at any time.

The monthly charge includes staff time to carry out site visits during installation and for on-going monitoring of maintenance and operation. If additional site visits are required in order to address deficiencies or problems at a particular facility, those costs will be billed on an hourly basis in accordance with Exhibit D of the most recent edition of the District's Wastewater Ordinance.

Appendix A

Design and Construction **Standards**

APPENDIX A
DESIGN and CONSTRUCTION STANDARDS

**Gravity Grease Interceptors, Hydromechanical Grease
Interceptors and Oil Liquid Interceptors**

I. GENERAL

District authority related to installation, inspection, and operations and maintenance of gravity grease interceptors, hydro mechanical grease interceptors, and oil liquid interceptor is granted under Section 2.08.4 of the T.H.C.S.D. Wastewater Ordinance #22.

- A. Applicant shall submit to the District (3) copies of product submittals, sizing calculations, and construction plans for review and approval.

Submittals should be sent to:

Twain Harte Community Services District
Attn: Operations Manager
P.O. Box 649
Twain Harte, CA 95383

II. DESIGN

- A. Applicable Codes: California Plumbing Code (most recent edition)
- B. Design Standards:
Gravity Grease Interceptor — Listed by IAMPO
Certified by PDI
Hydromechanical Grease Interceptor -Listed by IAMPO
Certified by PDI
Oil Liquid Interceptor - Certified by API
- C. Sizing: Per California Plumbing Code (most recent edition)
Min. sizes
Hydromechanical Grease Interceptor — 20 gpm & 40 lbs. grease retention capacity
Gravity Grease Interceptor — 750 gallons
Oil Liquid Interceptor — 300 gallons
- D. Sampling Vaults:
At the request of the District Manager, sampling vaults may be required on grease interceptors.
- E. Access Manholes:
Interceptors shall have at least two - (2) traffic rated 24" diameter manhole risers for proper maintenance and inspection.
- F. Flow Control:
Hydromechanical grease interceptors shall be equipped with flow control devices. The flow control device rating shall not exceed the manufacturers rated capacity in gpm for the grease trap. The flow control device shall be vented in accordance with the California Plumbing Code (most recent edition). The vent shall terminate not less than six-(6) inches above the flood-rim level or in accordance with the manufacturer's instructions.
- G. Venting: All venting shall be in accordance with the California Plumbing Code (most recent addition)
- H. Alternative Designs: May be approved on a case-by-case basis by the District Manager. Oil liquid interceptors shall be standard baffle type, coalescing plate separators shall not be permitted without prior approval from the District Manager.

III. LOCATION

A. Gravity Grease Interceptors:

Shall be installed outside of the kitchen area in a location affording ease of maintenance and servicing. Grease haulers/pumpers shall have access to the interceptor and the manhole covers shall not be located in parking stalls or other locations where access could be obstructed.

No toilets, urinals, and other similar fixtures shall drain through the interceptor.

Dishwashers and food disposal units shall not drain through the interceptor without prior approval of the District Manager.

B. Hydromechanical Grease Interceptors:

Hydromechanical grease interceptors shall be located as close as practical to the fixtures being served. The interceptor shall be located so that the cover can be easily removed for inspection and maintenance of the unit.

No toilets, urinals, and other similar fixtures shall drain through the interceptor.

Dishwashers and food disposal units shall not drain through the interceptor without prior approval of the District Manager.

C. Oil Liquid Interceptor:

In an open area readily accessible for cleaning and maintenance, located between floor drains and the sewer.

IV. CONSTRUCTION DETAILS

- A. See Appendix A, B and C for standard details.

V. ACCEPTABLE PRODUCTS & MANUFACTURERS

A. Gravity Grease Interceptors:

Jensen Precast

Teichert Precast

P&L Concrete Products or approved equal

B. Hydromechanical Grease Interceptors:

Zurn Z1170

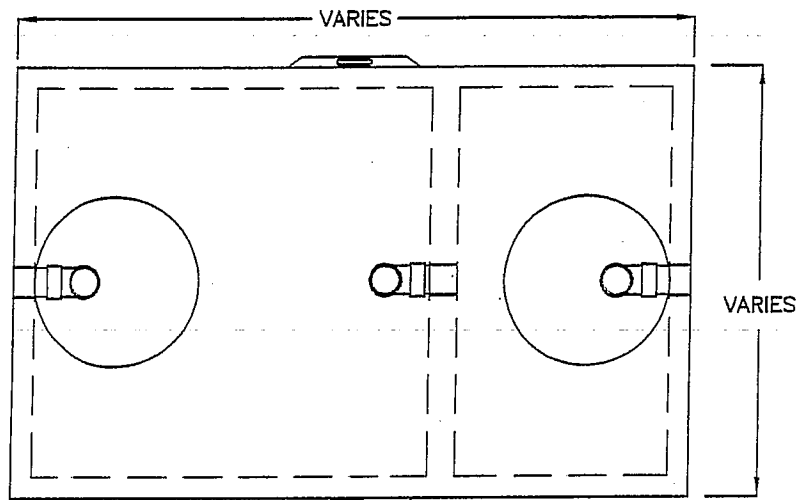
Zurn Z1172

Rockford G Series

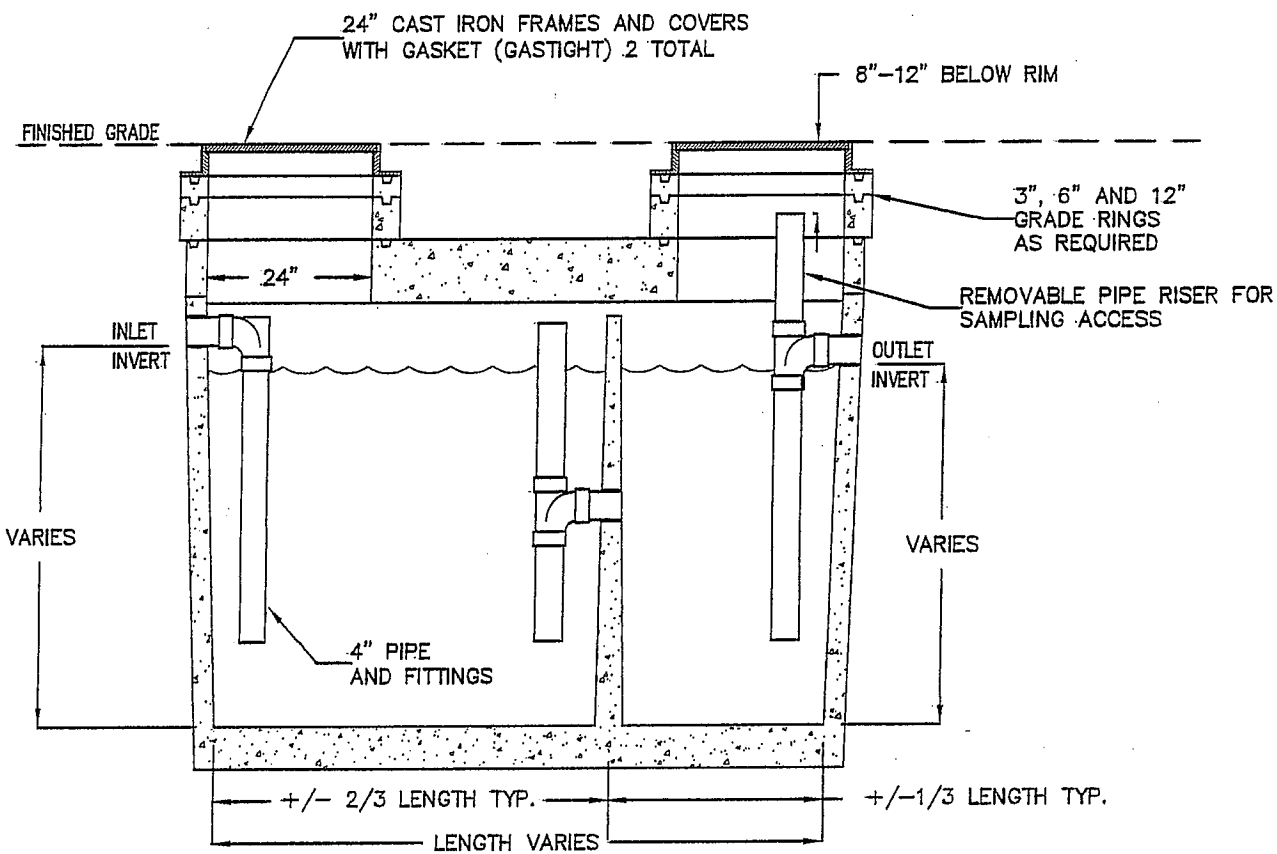
Rockford GPS Series or approved equal.

C. Oil Liquid Interceptors:

Oldcastle Precast or approved equal.



TOP VIEW



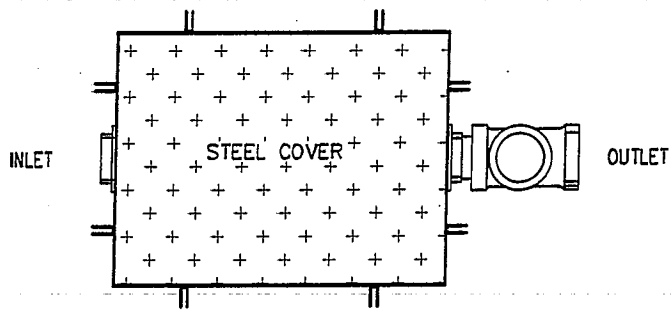
SIDE SECTION VIEW

NOTES

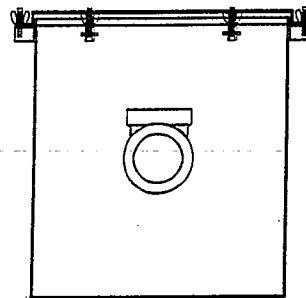
- A. LID SHALL BE DESIGNED FOR TRAFFIC LOADING.
- B. INTERCEPTOR SHALL BE LOCATED OUTSIDE OF KITCHEN IN AN AREA AFFORDING EASE OF MAINTENANCE AND SERVICING.
- C. AT THE REQUEST OF THE DISTRICT MANAGER A SAMPLING VAULT MAYBE REQUIRED ON THE DISCHARGE SIDE OF THE INTERCEPTOR.
- D. NO TOILETS, URINALS, AND OTHER SIMILAR FIXTURES SHALL DRAIN THROUGH THE INTERCEPTOR.
- E. DISHWASHERS AND FOOD DISPOSAL UNITS SHALL NOT DRAIN THROUGH THE INTERCEPTOR WITHOUT PRIOR APPROVAL FROM THE DISTRICT MANAGER.
- F. SIZE THE INTERCEPTOR PER TABLE 10-3 OF 2007 CA. PLUMBING CODE OR MOST RECENT EDITION.
- G. INTERCEPTOR SHALL BE LISTED BY IAMPO PS 80-2003b AND CERTIFIED BY PDI G-101-85.
- H. GRAVITY INTERCEPTORS SHALL BE MANUFACTURED BY JENSEN PRECAST, TEICHERT PRECAST, P&L CONCRETE PRODUCTS, OR APPROVED EQUAL.

GRAVITY GREASE INTERCEPTOR

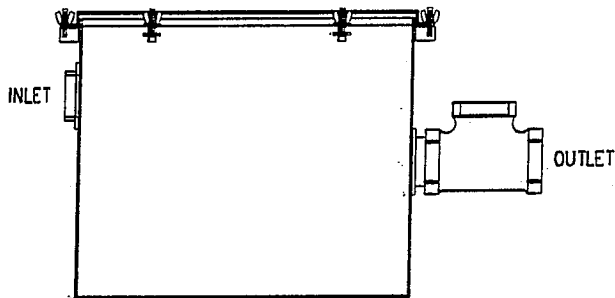
12-17-08
 STD. DWG. NO.
XXX



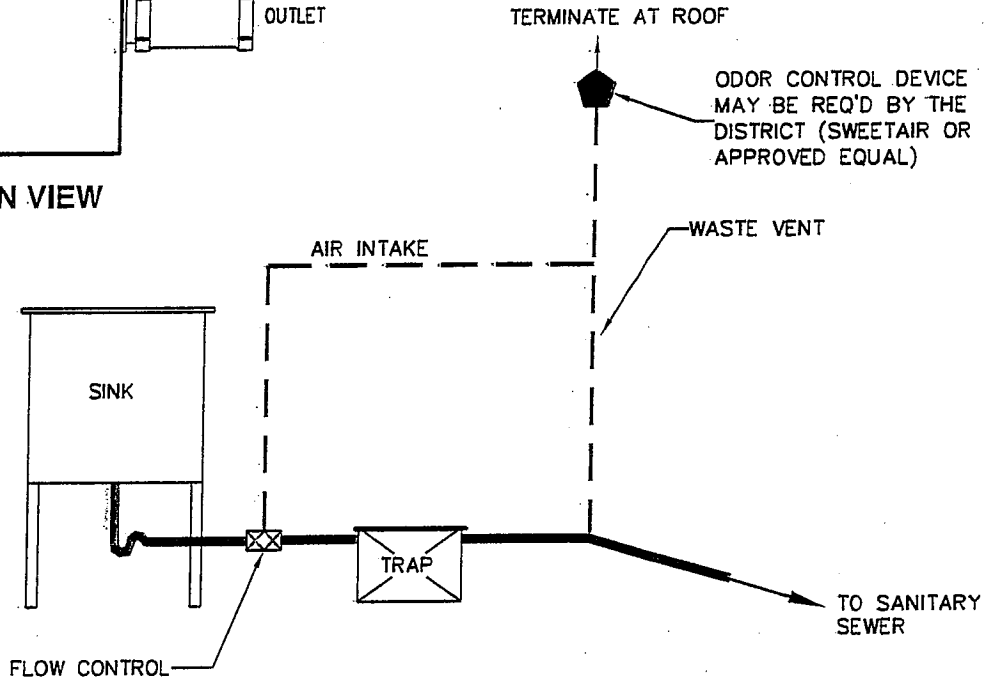
TOP VIEW



DISCHARGE END VIEW



SIDE SECTION VIEW



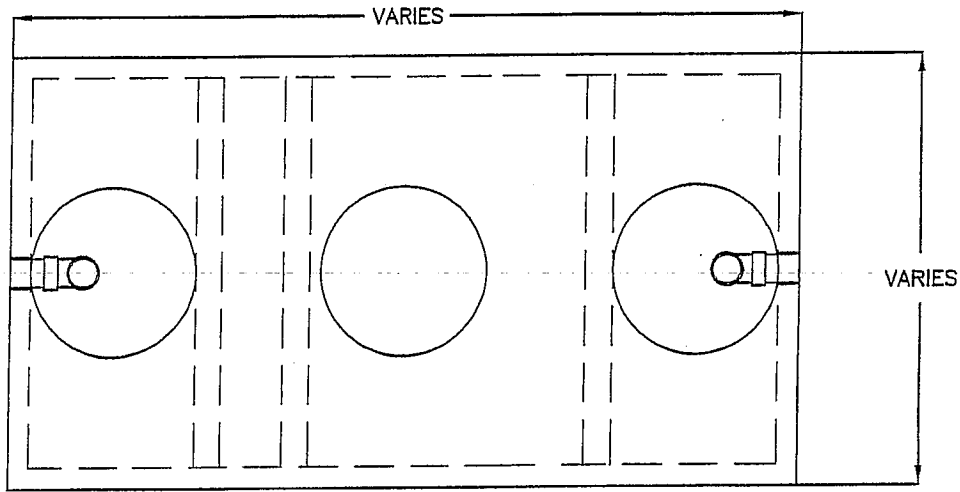
TYPICAL LAYOUT

NOTES

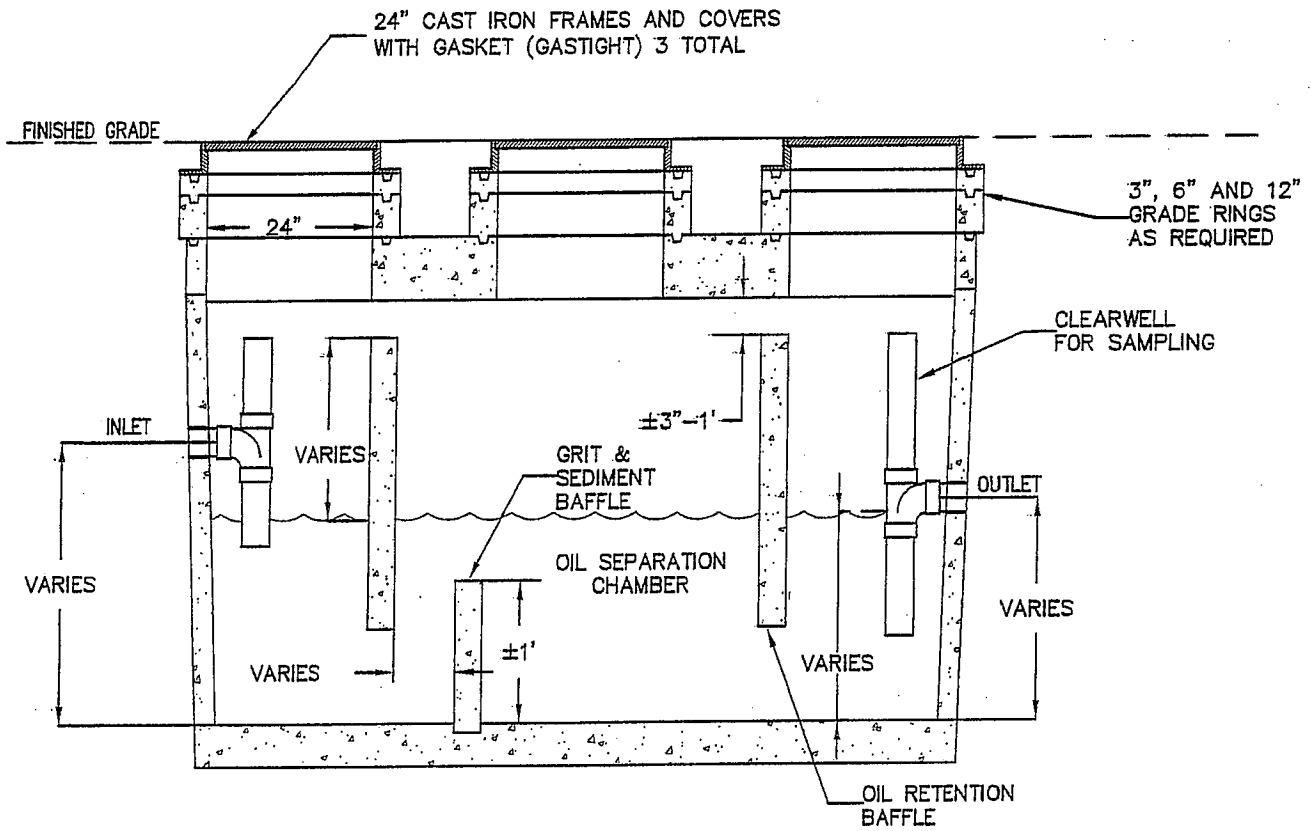
- A. INSTALL HYDROMECHANICAL GREASE INTERCEPTORS AS CLOSE AS PRACTICAL TO FIXTURES BEING SERVED.
- B. INTERCEPTOR COVER SHALL BE RATED TO WITHSTAND ANTICIPATED LOADING.
- C. AN APPROVED FLOW CONTROL DEVICE SHALL BE PLACED UPSTREAM OF INTERCEPTOR INLET. THE FLOW CONTROL DEVICE MUST HAVE AN AIR INTAKE INSTALLED IN COMPLIANCE WITH THE CA. PLUMBING CODE 2007 OR MOST RECENT EDITION.
- D. THE WASTE LINE MUST BE VENTED IN COMPLIANCE WITH THE CA. PLUMBING CODE 2007 OR MOST RECENT EDITION.
- E. NO TOILETS, URINALS, AND OTHER SIMILAR FIXTURES SHALL DRAIN THROUGH THE INTERCEPTOR.
- F. DISHWASHERS AND FOOD DISPOSAL UNITS SHALL NOT DRAIN THROUGH THE INTERCEPTOR WITHOUT PRIOR APPROVAL FROM THE DISTRICT MANAGER.
- G. SIZE THE INTERCEPTOR PER TABLE 10-2 OF 2007 CA. PLUMBING CODE OR MOST RECENT EDITION.
- H. MINIMUM INTERCEPTOR SIZE: 20 GPM INTERMITTENT FLOW RATE AND 40 LBS GREASE RETENTION CAPACITY.
- I. INTERCEPTOR SHALL BE LISTED BY IAMPO PS 80-2003b AND CERTIFIED BY PDI G-101-85.
- J. HYRDOMECHANICAL INTERCEPTORS SHALL BE ZURN Z1170, Z1172, OR ROCKFORD G SERIES, GPS SERIES, CAMPLAS ENDURA, OR APPROVED EQUAL.

HYDROMECHANICAL GREASE INTERCEPTOR

7-24-09
 STD. DWG. NO.
XXX



TOP VIEW



SIDE SECTION VIEW

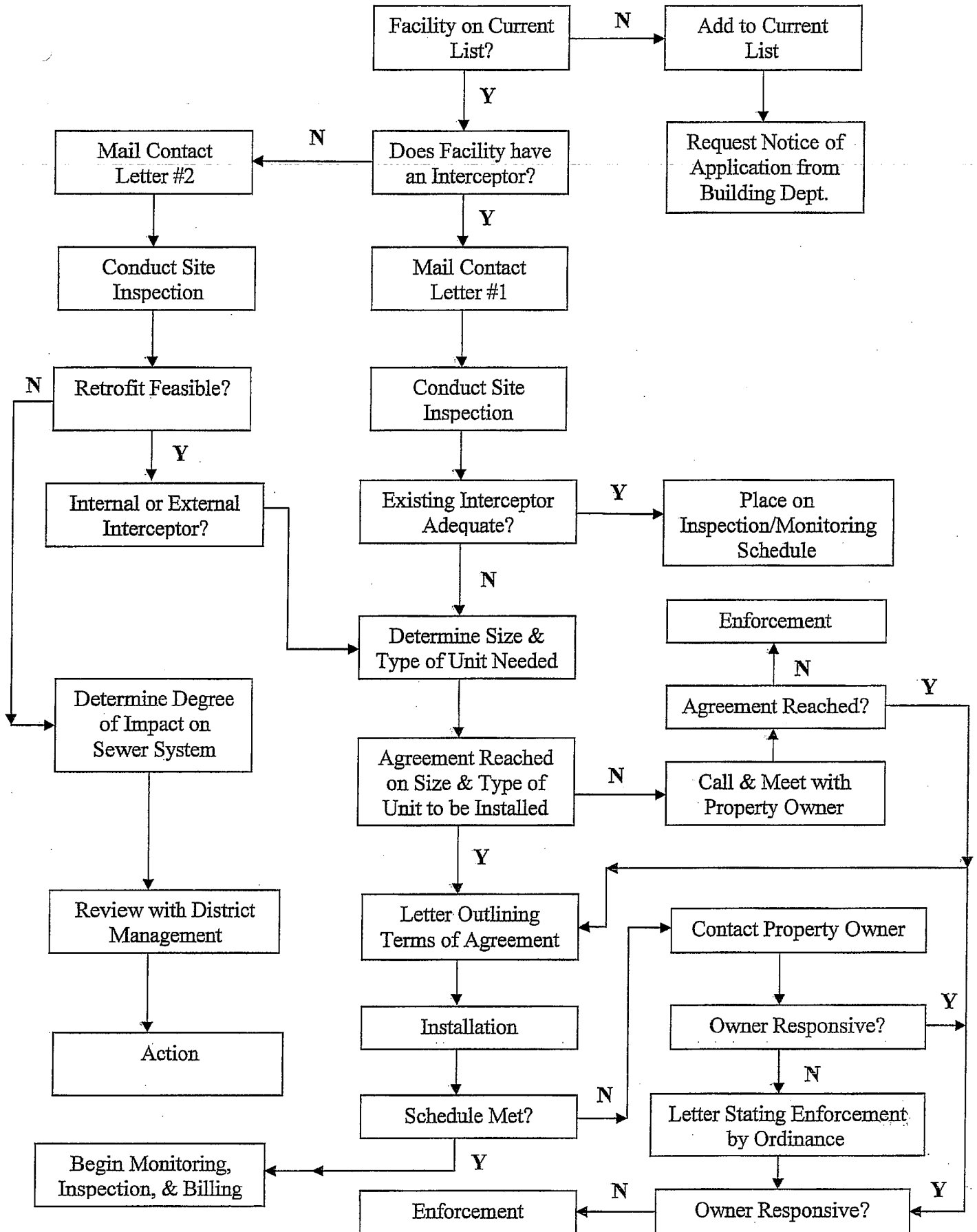
NOTES

- A. LID SHALL BE DESIGNED FOR TRAFFIC LOADING.
- B. INTERCEPTOR SHALL BE LOCATED BETWEEN FLOOR DRAINS AND SANITARY SEWER.
- C. SIZE INTERCEPTOR PER SEC.1017 OF 2007 CA. PLUMBING CODE OR MOST RECENT EDITION. MIN SIZE: 300 GAL.
- D. INTERCEPTOR SHALL BE CERTIFIED BY AMERICAN PETROLEUM INSTITUTE (API).
- E. COALESCING PLATES SHALL NOT BE USED WITHOUT PRIOR APPROVAL OF THE DISTRICT MANAGER.
- F. DEGREASERS, ANTIFREEZE, EMULSIFIERS, FUELS, AND SOLVENTS SHALL NOT BE DISCHARGED TO THE INTERCEPTOR.
- G. INTERCEPTORS SHALL BE MANUFACTURED BY OLDCASTLE PRECAST OR APPROVED EQUAL.

Appendix B

Flow Chart

APPENDIX B: FLOW CHART



Appendix C

Inspection Forms

Grease Interceptor Inspection and Data Report

Source Control Division – FOG Program

Permit No.:		Inspection Date:																						
Facility Name:		Inspector:																						
Address:		Contact onsite:																						
Contact Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Arrive:	Depart:																					
Grease Interceptor Information																								
Location:																								
Visual Observations/Deficiencies:																								
Interceptor Layer Levels		Photo – First Stage Measurement																						
<p>The diagram shows a vertical cross-section of a grease interceptor. At the top is a thin layer labeled 'FOG Layer'. Below it is a larger layer labeled 'Water Layer'. At the bottom is a dark, textured layer labeled 'Settled Solids Layer'. To the left of the diagram is a vertical scale with three measurement points: 'Total Hydraulic Depth (A)' at the top, 'Water Layer (WL) Level (B)' in the middle, and 'Settled Solids (SS) Level (C)' at the bottom. Each point has a corresponding box to its right for recording the depth in inches.</p>		Complete File Name Below by inserting 8 digit date of inspection (exp. 293-04242005-F)																						
		2005-F																						
		Photo – Last Stage Measurement																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Measurements</th> <th>First Stage</th> <th>Last Stage</th> </tr> </thead> <tbody> <tr> <td>(A) Total Hydraulic Depth</td> <td style="text-align: center;">in</td> <td style="text-align: center;">in</td> </tr> <tr> <td>(B) FOG Layer</td> <td style="text-align: center;">in</td> <td style="text-align: center;">in</td> </tr> <tr> <td>(C) Settled Solids Layer</td> <td style="text-align: center;">in</td> <td style="text-align: center;">in</td> </tr> <tr> <td>Accumulated FOG + Solids AFS = A - B + C</td> <td style="text-align: center;">in</td> <td style="text-align: center;">in</td> </tr> <tr> <td>% Accumulated FOG + Solids %AFS = (AFS / A) x 100</td> <td style="text-align: center;">%</td> <td style="text-align: center;">%</td> </tr> <tr> <td>QA/QC Reviewed by:</td> <td colspan="2">Date:</td> </tr> </tbody> </table>		Measurements	First Stage	Last Stage	(A) Total Hydraulic Depth	in	in	(B) FOG Layer	in	in	(C) Settled Solids Layer	in	in	Accumulated FOG + Solids AFS = A - B + C	in	in	% Accumulated FOG + Solids %AFS = (AFS / A) x 100	%	%	QA/QC Reviewed by:	Date:		Complete File Name Below by inserting 8 digit date of inspection (exp. 293-04242005-L)	
		Measurements	First Stage	Last Stage																				
(A) Total Hydraulic Depth	in	in																						
(B) FOG Layer	in	in																						
(C) Settled Solids Layer	in	in																						
Accumulated FOG + Solids AFS = A - B + C	in	in																						
% Accumulated FOG + Solids %AFS = (AFS / A) x 100	%	%																						
QA/QC Reviewed by:	Date:																							
		2005-L																						

Twain Harte Community Services District

P. O. Box 649 Twain Harte, CA 95383

Phone (209) 586-3172 Fax (209) 586-0424

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Business Name: _____ Inspection Date: _____
 Service Address: _____ Phone: _____
 Owner's Name: _____ Contact Made With: _____
 Mailing Address: _____ Type of Business: _____
 City, State, Zip: _____ THCS Account #: _____ Permit No.: _____

Is grease interceptor required? Yes No (If No, why?)
 Is there a grease interceptor? Yes No
 Location of interceptor: External Internal
 Is there a need for additional interceptors? Yes No
 Does interceptor need service? Yes No
 Does dishwasher flow through interceptor? Yes No
 Condition of interceptor: _____
 Type of maintenance: Pumped Additives Used Is there a Tallow Barrel for grease? Yes No
 Is maintenance performed: In house By contract Other _____
 Name of company doing service: _____ Phone: _____
 Date of last service: _____
 Frequency of service: Weekly Bi-Weekly Monthly Quarterly Semi-Annually Other _____
 Recordkeeping: Yes No Sufficient Insufficient
 Maintenance Log issued? Yes No
 Is facility in compliance? Yes No
 Follow-up inspection required? Yes No Follow-up inspection date: _____

(15 days Service, 30 days Install)

Remarks: _____

Inspected By: _____ Date: _____

Facility contact signature: _____ Date: _____

FOLLOW-UP INSPECTION REPORT

In compliance? Yes No (If No, issue disconnection notice) Date: _____

Remarks: _____

Inspected by: _____

In compliance on disconnect date? Yes No (If No, disconnect) Was Service Disconnected?: Yes No

Remarks: _____

Inspected by: _____ Date: _____

Note: Annual inspections are required after the initial inspection.

A copy of this report will be sent to Tuolumne County Environmental Health Department.

Appendix D

Form Letters



Twain Harte Community Services District
P. O. Box 649 Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424
www.twainhartecsd.com

Request for Information

Date: _____
To: _____

Re: Fats, Oils and Grease (FOG) Control

As operators of the sewer collection system, THCSO has been experiencing an increase in the frequency of plugs in our collection system pipelines, as well as grease reaching the regional sewer treatment plant. To alleviate these problems we are revising our Fats, Oils and Grease (FOG) Control Program, which will allow us to monitor grease interceptors on a more frequent basis. The changes in the program will bring us into compliance with new regulatory requirements issued by the State Water Resources Control Board. For this purpose we would appreciate the following information from you:

Name of Business: _____

Existing Grease Trap/Interceptor: Yes _____ No _____

Person Responsible for Maintenance of Interceptor (if applicable): _____

Phone Number: _____

Hours of Operation: _____

Describe Location of Interceptor (if applicable): _____

Thank you for your assistance.

Sincerely,

Fog Control Program Coordinator



Twain Harte Community Services District
P. O. Box 649 Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424
www.twainhartecsd.com

First Notice of Grease Accumulation

Date: _____
To: _____

Re: Fats, Oils and Grease (FOG) Control

Your grease interceptor was inspected by THCSO staff on _____ and was found to be in need of cleaning due to accumulation of large quantities of grease. Not only can this cause sewage to back-up into your business, but it may also allow grease to pass into the Regional Sewer System. Should grease from your business plug the public sewer mains, you may be held liable for the expenses involved in cleaning that line.

In order for your grease interceptor to function correctly, it is necessary to remove accumulations of grease on a regular basis. Attached is a list of licensed waste haulers for your reference. A good cleaning job should include pumping of all of the interceptor compartments, as well as cleaning out the bottom sediments and leaving the general area clean. In the future, a regularly scheduled cleanout service is recommended. If you are currently on a cleanout schedule, it is suggested that you increase the frequency of these cleanouts. We will inspect your grease interceptor within the next few weeks. If you have any questions, please feel free to contact the district.

Thank you for your assistance.

Sincerely,

Fog Control Program Coordinator



Twain Harte Community Services District
P. O. Box 649 Twain Harte, CA 95383
Phone (209) 586-3172 Fax (209) 586-0424
www.twainhartecsd.com

Follow-Up Notice

Date: _____
To: _____

Re: Fats, Oils and Grease (FOG) Control

On _____, you were instructed to clean your grease interceptor. The unit was found to be ineffective due to excess accumulation of grease.

On _____, the unit was inspected again and still had not been cleaned.

Per section 2.08.4.k of the District's Wastewater Ordinance:

If, upon inspection by the District, a grease interceptor is found to be absent or ineffective as solely determined by the District Manager, the owner/user shall be required to make immediate repairs or corrections within thirty (30) days after receiving written notification of deficiency from the District. If the grease interceptor requires pumping and servicing, as determined by the inspector, the owner/user shall be required to have the interceptor pumped by a licensed hauler within ten days after receiving notification by the inspector. Failure to make such repairs or corrections shall result in disconnection from the public sewer, and if the District supplies water service to the premises, such service shall be shut off.

Please contact the District if you have any questions.

Sincerely,

Fog Control Program Coordinator

Appendix E

Maintenance Log

Appendix F

Variances and Waivers

TWAIN HARTE COMMUNITY SERVICES DISTRICT

P.O. BOX 649 • TWAIN HARTE, CA 95383
(209) 586-3172 • FAX (209) 586-0424
www.twainhartecsd.com

Grease Interceptor Installation Conditional Variance for Installation Restrictions

I, _____
(Business Representative's Name Printed)

Representing _____
(Business Name and Address Printed)

certify that the facility named above cannot install a grease interceptor because at least one the following conditions apply (please check appropriate box). Supporting documentation must be submitted with the application and plans.

- Inadequate slope
- Inadequate space

I certify that at no time shall any fats, oil, grease, or solids be discharged to the community sewer collection system in quantities that impair wastewater flow. I agree to put into effect the District's Best Management Practices. If at any time the business listed above is found to discharge fats, oil, grease, or solids in quantities that impair wastewater flow, I understand that I must implement an alternative grease removal method(s) acceptable to THCS and the regulating Health Department. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The Grease Interceptor waiver is not transferable. The person signing this waiver warrants that it has or has obtained the necessary consent and authority to execute this waiver and to make this waiver binding upon itself.

SIGNED: _____ DATE: _____

CONTACT PHONE NUMBER: _____

Please Do Not Write Below This Line

APPROVAL : _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR APPROVAL: _____

REJECTED: _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR REJECTION: _____

DATE: _____ CONTACT NO.: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

P.O. BOX 649 • TWAIN HARTE, CA 95383
(209) 586-3172 • FAX (209) 586-0424
www.twainhartecsd.com

Grease Interceptor Pumping Frequency Conditional Waiver

I, _____
(Business Representative's Name Printed)

Representing _____
(Business Name and Address Printed)

certify that at no time shall any fats, oil, grease, or solids be discharged to the community sewer collection system in quantities that impair wastewater flow. I also certify that the food handling operations taking place at the above named business and address do not generate fats, oil and grease in quantities to require interceptor pumping at the frequency required in the District's Fats, Oils, and Grease (FOG) Control Program. I understand that the above named business will pump at a schedule that allows all conditions in the FOG Control Program to be met at all times. If at any time non-compliance with conditions defined in the FOG Control Program occurs, the above named business will immediately resume the minimum pumping frequencies established in the FOG Control Program. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The Grease Interceptor waiver is not transferable. The person signing this waiver warrants that it has or has obtained the necessary consent and authority to execute this waiver and to make this waiver binding upon itself.

SIGNED: _____ DATE: _____

CONTACT PHONE NUMBER: _____

Please Do Not Write Below This Line

APPROVAL : _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR APPROVAL: _____

REJECTED: _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR REJECTION: _____

DATE: _____ CONTACT NO.: _____

TWAIN HARTE COMMUNITY SERVICES DISTRICT

P.O. BOX 649 • TWAIN HARTE, CA 95383
(209) 586-3172 • FAX (209) 586-0424
www.twainhartecsd.com

Grease Interceptor Installation Conditional Waiver

I, _____
(Business Representative's Name Printed)

Representing _____
(Business Name and Address Printed)

certify that the business named above does not require a grease interceptor installation because it meets the definitions set forth in Chapter 2 Sections 2.01-2.12 of the District's Wastewater Ordinance. If at any time non-compliance is detected with the Wastewater Ordinance Sections listed above, I understand that I must install, within ninety (90) days of receipt of notification by THCSO, a grease interceptor of sufficient size and design to be acceptable to THCSO, the collection system owner and the regulating Health Department. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The Grease Interceptor waiver is not transferable. The person signing this waiver warrants that it has or has obtained the necessary consent and authority to execute this waiver and to make this waiver binding upon itself.

SIGNED: _____ DATE: _____

CONTACT PHONE NUMBER: _____

Please Do Not Write Below This Line

APPROVAL : _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR APPROVAL: _____

REJECTED: _____ (AGENCY REP)
PRINT SIGNATURE

REASON FOR REJECTION: _____

DATE: _____ CONTACT NO.: _____

Appendix G

Best Management Practices

BEST MANAGEMENT PRACTICES (BMPs) FOR FOOD RELATED FATS, OILS AND GREASE

BMP's	REASON FOR	BENEFITS
Train all staff on BMPs.	People are more willing to support an effort if they understand its basis.	Trained staff will be more likely to implement BMPs and work to reduce grease discharges to the sewer.
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	Reminders help minimize grease discharge to the sewer or grease removal device.
Check grease interceptor solids depth routinely. The combined thickness of the floating grease and the bottom solids should not be more than 25% of the total interceptor depth.	Grease interceptor will not meet performance standards when solids and floating grease levels exceed 25%.	This will keep grease interceptor working at peak performance.
Collect and recycle waste cooking oil.	These actions reduce grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
"Dry wipe" pots, pans, and kitchen equipment, before cleaning.	"Dry wiping" will reduce the grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Maintain a routine grease trap cleaning schedule.	If grease traps are not routinely cleaned, they do not work properly and do not prevent grease from entering the sewer. If the grease trap is not providing adequate protection, a grease interceptor may be required.	This reduces amount of grease entering the drain and protects sewers from grease blockages and overflows.
Use absorbent paper under fryer baskets.	This reduces the amount of grease during cleanup.	This reduces amount of grease entering the drain and protects sewers from grease blockages and overflows.
Use absorbents such as cat litter or paper towels to pick up oil and grease spills before mopping.	Decreases the amount of grease that will be put down the drain.	This reduces amount of grease entering the drain and protects sewers from grease blockages and overflows.
Do not use emulsifiers or solvents other than typical dishwashing detergents.	Emulsifiers and solvents will break down grease causing a problem in the sewer downstream.	Allows for proper removal of grease.

Appendix H

List of Licensed Haulers and Recyclers

APPENDIX H
LICENSED GREASE HAULERS and RECYCLERS

1. Darling International P.O.
Box 1608
Turlock, CA 95381
1-800-245-1999
2. El Dorado Septic Service P.O.
Box 488
Soulsbyville, CA 95372
209-536-1925
3. Foothill Sanitary Septic Pumping P.O.
Box 702
Copperopolis, CA 95228
209-785-6163
4. San Jose Tallow Co. P.O.
Box 610116 San Jose, CA
95161 209-862-3494
5. California Wastewater Management P.O.
Box 188410
Sacramento, CA 95618
1-800-987-4541

Twain Harte Community Services District does not endorse or recommend any specific company.

Free Collection Receptacle

Waste Management Transfer Station
19309 Industrial Drive
Sonora, CA 95370
209-536-1719
Hours: 8am — 4:45pm

Appendix I

Facility List

APPENDIX 9-A: SSMP AUDIT TEMPLATE

Twain Harte Community Services District SSMP Program Audit

Date of SSMP Program Audit:	mm/dd/yyyy
Date of Last SSMP Program Audit:	mm/dd/yyyy
Audit Team:	INSERT NAMES

1 Introduction

The purpose of this SSMP Audit is to review and identify areas of strength and deficiencies in the management, operation and maintenance of the Twain Harte Community Services District (District) sanitary sewer collection system for **YYYY - YYYY**. The objective of the SSMP is to implement measures to eliminate sanitary sewer system overflows. This review is separated into two sections: Monitoring and Measurement, and SSMP Compliance and Effectiveness. This review is completed as part of the monitoring measurement, program modifications and audit process as described in SSMP Sections 9 and 10, respectively.

Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDRs, Order No. 2006-0003-DWQ adopted May 2, 2006) require that program audits be conducted every two (2) years. The audit will be completed by Staff in consultation with the Operations Manager. The scope of the audit will cover each of the major sections of the SSMP including:

- Describing any deficiencies in the SSMP and formulating steps to correct those deficiencies;
- Identifying system improvements made during the past audit cycle;
- Identifying system improvements planned for the upcoming audit cycle;
- Identifying any significant changes to elements or components of the SSMP;
- Identifying any significant changes to referenced compliance and supporting documents; and,
- Evaluating the effectiveness of the SSMP.

2 Monitoring and Measurement

This section evaluates whether appropriate data are being collected and in a readily accessible form so that SSMP program audits may be conducted. Program audits will measure the effectiveness of the SSMP program components and allow for periodic updates to the program. The data collected will also serve as a useful tool in setting staff priorities. Table 1 is used to evaluate if the District is continuing to collect the data needed to monitor the sewer system as well as continue progress towards improving their record and data management systems.

Table 1: Self-Assessment of Monitoring and Measurement Activities

	Yes	No	N/A
1. Does your agency have a formalized tracking system for collecting system-, operational-, and performance related-parameters? benchmarks?			
2. Is the tracking system electronically (computer) based?			
3. Does your agency have a Computerized Maintenance Management System (CMMS)?			
4. Are new programs developed with clear goals, measures and anticipated outcomes that can be measured and compared?			
5. Does your agency have a system administrator; an individual that is tasked with ensuring the tracking system is up to date and complete?			
6. Are there QA/QC procedures to ensure that information is as accurate as possible?			
7. Are all individuals that work within the tracking system trained on how to use the system properly?			
8. Are reports generated on a regular basis from the tracking system? If so, what reports and how are they used?			
9. Are policy and fiscal decisions based upon information and data contained within these reports?			
10. Is the tracking system set up in such a manner that people are required to work within the tracking system platform?			
11. Is the tracking system integrated with a mapping system?			
12. Is the tracking system linked to a document management system?			
13. Does your agency track all Sewer System Overflows (SSOs)?			
14. Does your agency track SSO causes?			
15. Does your agency track blockage?			
16. Does your agency track the location of blockages?			
17. Does your agency track work orders?			
18. Does your agency track response times?			
19. Does your agency track maintenance schedules?			
20. Are preventative maintenance schedules reviewed and revised on a regular basis?			
21. Does your agency track hotspots?			

2.1 System Performance Evaluation

This section includes collecting and summarizing the necessary data to evaluate the performance of the sewer collection system based on the following key performance indicator of Number of SSOs [Per year; Dry weather; Per year by cause; Appearance Point; Corrective Action taken] as summarized in Table 2, Table 3, and Table 4 for years **YYYY - YYYY**.

Table 2: SSO Classification and Volume

Year	SSO Classification Category*			Total SSOs	Dry Weather SSO	Total Spill Volume (gal)	Total Recovered (gal)	Total Volume to Reach Surface Waters (gal)
	1	2	3					

*SSO Classifications:

- Category 1: Discharges of untreated or partially treated wastewater of any volume resulting from the District’s sanitary sewer system failure or flow condition that:
 - Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.
- Category 2: Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3: All other discharges of untreated or partially treated wastewater resulting from the District’s sanitary sewer system failure or flow condition.
- Private Lateral Sewage Discharges (PSLD): Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the District’s sanitary sewer system or from other private sewer assets.

Table 3: SSO Classification and Causes

SSO Cause	Year	SSO Classification*			Total SSOs
		Category 1	Category 2	Category 3	
Debris					
Grease					

SSO Cause	Year	SSO Classification*			Total SSOs
		Category 1	Category 2	Category 3	
Root Intrusion					
Vandalism					

*SSO Classifications:

- Category 1: Discharges of untreated or partially treated wastewater of any volume resulting from the District’s sanitary sewer system failure or flow condition that:
 - Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.
- Category 2: Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3: All other discharges of untreated or partially treated wastewater resulting from the District’s sanitary sewer system failure or flow condition.
- Private Lateral Sewage Discharges (PSLD): Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the District’s sanitary sewer system or from other private sewer assets.

2.2 Summary and Recommendations

Provide narrative explanation with respect to monitoring and measurement activities. Is the District meeting its documentation and maintenance goals; what were actual vs. scheduled? Is the District seeing any correlation with reduction in SSOs or increase in corrective action activities? Provide explanation for trends (i.e. reduction in linear feet of CCTV due to reduction in staffing, equipment failure or out to maintenance, etc.).

3 SSMP Compliance and Effectiveness

According to the WDRs, SSMPs are required to be updated once every five years and internal audits are to be conducted every two years. This section evaluates whether the Elements of the District's SSMP maintains compliance with the with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDRs, Order No. 2006-0003-DWQ adopted May 2, 2006), and recommends updates to the SSMP if the requirement is not currently fulfilled.

Table 5 is used to facilitate the review of the SSMP compliance, implementation, effectiveness, and corrective actions to address deficiencies in compliance, implementation, or effectiveness.

Provide a description of additions and improvements made to the sanitary sewer collection system; also a narrative explanation as to how these were discovered (during preventative maintenance, SSO, complaint, etc.) or if they were planned CIP projects. This will be beneficial for SSMP effectiveness evaluation.

3.1 Summary and Recommendations

Questions to address if applicable in table:

1. Corrective actions planned before your next SSMP Internal Program Audit to address the top 10 SSO causes experienced since your last SSMP Internal Program Audit
2. Describe top three challenges the District faces and corresponding initiative(s) to be implemented before your next SSMP Internal Program Audit to better operate, maintain and manage the sanitary sewer system

Describe challenges and the plan's effectiveness at communication with the public on development, implementation and performance of its SSMP.

Table 5: SSMP Compliance Self-Evaluation Form

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Goals	1	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur. [SSS WDR D.13.(i)]				
Organization	1	The name of the responsible or authorized representative [SSS WDR D.13.(ii)(a)]				
	2	The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation [SSS WDR D.13.(ii)(b)]				
	3	The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)). [SSS WDR D.13.(ii)(c)]				
Legal Authority	1	Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:				
	2	Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc...) [SSS WDR D.13.(iii)(a)]				
	3	Require that sewers and connections be properly designed and constructed [SSS WDR D.13.(iii)(b)]				
	4	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency [SSS WDR D.13.(iii)(c)]				
	5	Limit the discharge of fats, oils, and grease and other debris that may cause blockages [SSS WDR D.13.(iii)(d)]				
	6	Enforce any violation of its sewer ordinances [SSS WDR D.13.(iii)(e)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
O&M Program	1	Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities [SSS WDR D.13.(iv)(a)]				
	2	Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders [SSS WDR D.13.(iv)(b)]				
	3	Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan [SSS WDR D.13.(iv)(c)]				
	4	Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained [SSS WDR D.13.(iv)(d)]				
	5	Provide equipment and replacement part inventories, including identification of critical replacement parts. [SSS WDR D.13.(iv)(e)]				
Design and Performance Provisions	1	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems [SSS WDR D.13.(v)(a)]				
	2	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects [SSS WDR D.13.(v)(b)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Overflow ERP	1	Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner [SSS WDR D.13.(vi)(a)]				
	2	A program to ensure appropriate response to all overflows [SSS WDR D.13.(vi)(b)]				
	3	Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification [SSS WDR D.13.(vi)(c)]				
	4	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained [SSS WDR D.13.(vi)(d)]				
	5	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities [SSS WDR D.13.(vi)(e)]				
	6	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge [SSS WDR D.13.(vi)(f)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
FOG Control Program	1	D.13.(vii) Fats, Oils, and Grease (FOG) Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:				
	2	An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG [SSS WDR D.13.(vii)(a)]				
	3	A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area [SSS WDR D.13.(vii)(b)]				
	4	The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG [SSS WDR D.13.(vii)(c)]				
	5	Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements [SSS WDR D.13.(vii)(d)]				
	6	Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance [SSS WDR D.13.(vii)(e)]				
	7	An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section [SSS WDR D.13.(vii)(f)]				
	8	Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above [SSS WDR D.13.(vii)(g)]				
System Evaluation and Capacity	1	System Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include: [SSS WDR D.13.(viii)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
	2	Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of 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 [SSS WDR D.13.(viii)(a)]				
	3	Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in "a" above to establish appropriate design criteria [SSS WDR D.13.(viii)(b)]				
	4	Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding [SSS WDR D.13.(viii)(c)]				
	5	Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14 [SSS WDR D.13.(viii)(d)]				
Monitoring, Measurement and Program Modifications	1	Monitoring, Measurement, and Program Modifications: The Enrollee shall: [SSS WDR D.13.(ix)]				
	2	Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities [SSS WDR D.13.(ix)(a)]				
	3	Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP [SSS WDR D.13.(ix)(b)]				
	4	Assess the success of the preventative maintenance program [SSS WDR D.13.(ix)(c)]				
	5	Update program elements, as appropriate, based on monitoring or performance evaluations [SSS WDR D.13.(ix)(d)]				
	6	Identify and illustrate SSO trends, including: frequency, location, and volume [SSS WDR D.13.(ix)(e)]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
SSMP Program Audits	1	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them [SSS WDR D.13.(x)]				
Communications Program	1	The Enrollee 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 Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system [SSS WDR D.13.(xi)]				
Spill Categories and Definitions	1	Definitions for Category 1, Category 2, Category 3, and Private Lateral Sewage Discharge (PLSD) [Section A of MRP]				
Notification	1	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. [Section B of MRP]				

Element	No.	Requirement	SSMP Current/ In Compliance?	How SSMP Element is being implemented	Effectiveness of Implementing SSMP Element	Deficiencies and Corrective Actions
Reporting	1	<ul style="list-style-type: none"> -Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. -Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. -Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. - SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. -“No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. -Collection System Questionnaire: Update and certify every 12 months. [Section C of MRP] 				
Water Quality Monitoring	1	Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. [Section D of MRP]				
Record Keeping	1	-SSO event records. [Section E of MRP]				
	2	-Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. [Section E of MRP]				
	3	-Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. [Section E of MRP]				
	4	-Collection system telemetry records if relied upon to document and/or estimate SSO Volume. [Section E of MRP]				

