Sewer System Management Plan

2025 SSMP Update

City of La Habra

Orange County, California
July 4, 2025

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Acronyms

Acronym	Definition
BMP	Best Management Practice
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CMC	City's Municipal Code
FOG	Fats, Oils, and Grease
GIS	Geographic Information Systems
gpd	Gallons per day
LRO	Legally Responsible Official
mgd	Million gallons per day
MRP	Monitoring and Reporting Program
MS4	Municipal Separate Storm Sewer System
NASSCO	National Association of Sanitary Sewer Companies
OES	State Office of Emergency Services
O&M	Operations and Maintenance
PACP	Pipeline Assessment Certification Program
PM	Preventative Maintenance
RWQCB	Regional Water Quality Control Board
SERP	Spill Emergency Response Plan
SO&M	Sewer Operations and Maintenance
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements

1 Goal and Introduction

Chapter 1 of this SSMP addresses the requirements included in Attachment D-1 of the Order. The requirements state:

***Goal**: The goal of the SSMP is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.*

1.1 Regulatory Context

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted Order No. 2006-003-DWQ (2006 Order) which established General Waste Discharge Requirements (WDRs) for all publicly owned/operated sanitary sewer collection systems within the State of California. The WDRs require that owners and operators of sewer collection systems: 1) report sanitary sewer spills in the California Integrated Water Quality System (CIWQS), an electronic reporting system developed by the SWRCB, and 2) develop and implement a Sewer System Management Plan (SSMP) with the goal of reducing sanitary sewer spills. In short, the SSMP is a document that details how a specific sewer collection system is operated, maintained, repaired, and funded.

On July 30, 2013, SWRCB adopted Order No. WQ 2013-0058-EXEC amending the monitoring and reporting procedures listed in the original Order (Amendments).

On December 6, 2022 the SWRCB adopted Order No. WQ 2022-0103-DWQ (2022 Order or General Order) which updated the requirements of the 2006 WDR and 2013 MRP. The General Order requires updates to the SSMP every six (6) years after the required due date of the permittee's last Plan update, and an internal audit of the SSMP at a minimum frequency of once every three years. Subsequently, this 2025 SSMP update will address the findings of the most recent City of La Habra (the City) audits that were conducted in 2022and 2025.

The SSMP developed by the City is organized into 11 chapters to parallel the requirements included in the WDRs. Each section or subsection of each chapter addresses the individual elements of the SSMP.

Hence, the City of La Habra has prepared this updated Sewer System Management Plan (SSMP) pursuant to the SWRCB December 6, 2022 General Order.

1.2 SSMP Goals and System Management Objectives

The goal of this SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the City's sanitary sewer collection system. This will help significantly reduce or eliminate preventable sewer spills, as well as mitigate any spills that do occur. Having a robust SSMP also ensures that the response measures are in place and that all feasible steps to mitigate the impacts of spills, when they occur, are taken – to protect public health and the environment. A thorough SSMP also ensures that all reporting procedures are in place to notify the appropriate regulatory and health authorities of spills within the required time frames, and in the case of a spill event, all mitigation measures and corrective actions are documented, and necessary procedural updates are made in a timely manner.

The City of La Habra recognizes the importance of protecting ocean water quality by preventing sewer spills and has supplemented its existing sewer system maintenance practices with the General Waste Discharge Requirements (WDRs).

The following specific performance indicator goals have also been identified:

- Conduct a system-wide video inspection of all manholes and gravity mains every six years;
- Inspect 100% of all Interceptors annually;
- Clean 100% of all gravity sewer mains every two years.

1.3 SSMP Update Schedule

Continuous Sewer System Management Plan (SSMP) updates and audits are needed to evaluate the implementation and effectiveness of the City's SSMP in preventing spills, its compliance with the General Order, to identify SSMP's deficiencies in addressing ongoing spills and discharges to waters of the State, and to find needed modifications to the SSMP to correct deficiencies.

The authorized onsite Utilities Manager for the City of La Habra is Brian Jones. SSMP must be updated every 6 years and must include any significant program changes, be adopted by City Council, and uploaded to California Integrated Water Quality System (CIWQS). The City's Water/Sewer Division is responsible for the operation and maintenance of the City's approximately 125 miles of gravity sewer line, including 2,680 manholes and cleanouts, with roughly 13,505 laterals connected to it. The City shares a collaborative relationship with the Orange County Sanitation District (OC San) when it comes to wastewater management. OC San is responsible for collecting, treating, disposing, and recycling wastewater for a large portion of central and northwest Orange County, including La Habra. While the City maintains its own sewer system, it works in conjunction with OC San for specific projects, such as sewer rehabilitation, sewer repairs and upgrades to ensure the integrity of their infrastructure.

La Habra's last SSMP was revised and adopted by City Council in December 2019. With 2022 General Order in place, all internal SSMP audits need to be completed every 3 years and uploaded to CIWQS. The 2022 Order states that the internal audit has to be appropriately scaled to the size of the system and the number of spills. The City's sewer system operators must be involved in completing the audit and at a minimum, the audit must:

- Evaluate the implementation and effectiveness of the City's Sewer System Management Plan in preventing spills.
- Evaluate the City's compliance with the General Order.
- Identify Sewer System Management Plan deficiencies and address ongoing spills and discharges to waters of the State.
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.
- The City must submit a complete audit report that includes:
    - Audit findings and recommended corrective actions;
    - A statement that sewer system operators' input on the audit finding has been considered; and
    - A proposed schedule to address the identified deficiencies.

A detailed schedule and a list of required audit contents is denoted in section 10 of this SSMP. In accordance with the 2022 General Order, Table 1-1 below outlines the schedule for both the SSMP audits and the SSMP updates (re-certifications):

Table 1-1, City of La Habra SSMP Audit and Update Schedule

Previous SSMP Audit Due Date	SSMP Update or Re-certification Due Date	1st Upcoming SSMP Audit Due Date*	2nd Upcoming SSMP Audit Due Date*	Next SSMP Update or Re-certification Due Date
8/02/2024	8/02/2025	8/02/2027	8/02/2030	8/02/2031

* Audit reports are due six months after the audit due date.

As the City collaborates with the OC San, it positively benefits from any OC San initiatives for sewer spill prevention, such as sewer rehabilitation projects, public education and outreach, to name a few. However, the City is solely responsible for maintaining its sewer system, including addressing sewer blockages and maintaining sewer pipes.

1.4 Sewer System Asset Overview

The agency Sewer System Management Plan must provide a description of the agency-owned assets and service area including but not limited to:

- *Location, including county(ies).*
- *Service area boundary (see specific requirements contained in Specifications 5.14 and Attachment E1, requiring an electronic Sanitary Sewer System Service Area Boundary Map submitted to CIWQS).*
- *Population and community served.*
- *System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons.*
- *Structures diverting stormwater to the sewer system.*
- *Data management systems.*
- *Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals.*
- *Estimated number or percentage of residential, commercial, and industrial service connections.*
- *Unique service boundary conditions and challenge(s).*
- *Reference to the Enrollee's up to-date map of its sanitary sewer system, as required in Section 4.1 (Updated map of Sanitary Sewer System) of the General Order.*

The existing City sanitary sewer system map can be found in Appendix A. La Habra manages approximately 125 miles of gravity sewer line. Coverage does not include service laterals from private connections. La Habra's Water/Sewer Division uses InfraMap by iWater to track work activities against

assets. The sewer pipes, ranging from 6 to 24 inches in diameter, are predominantly of vitrified clay pipe (VCP) material.

As the City's 2020 Urban Water Management Plan mentions, La Habra's land uses are comprised of:

- Single family residential – 48%
- Multi-family residential – 14.1%
- Commercial – 10.8%
- Industrial – 7.1%
- Institutional/Governmental – 10.3%
- Open space and parks – 8.4%
- Other – 1.1% (e.g., Undevelopable or Protected Land, Water, and Vacant)
- No land use designations – 0.2%

1.5 SSMP Overview

The City of La Habra SSMP complies with the General Order and meets the following General Order objectives:

a) *Properly fund, manage, operate and maintain, with adequately trained staffs and/or contractors possessing adequate knowledge, skills, and abilities as demonstrated through a validated certification program at all times, all parts of the collection system owned and/or operated by the discharger.*

b) *Provide adequate capacity to convey base flows and peak flows, including flows during wet weather events, to the minimum design criteria as defined in the discharger's System Evaluation and Capacity Assurance Plan (a required component of the SSMP), for all parts of the collection system owned and/or operated by the discharger.*

c) *Take all feasible steps to stop and mitigate the impact of spills in the collection system owned and/or operated by the discharger.*

The City achieves these objectives through the implementation of comprehensive sewer infrastructure asset management program that is documented in the following 11 SSMP elements:

1. Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits

11. Communication Program

When appropriate, the SSMP references other program documentation for greater detail.

2 Organization

Chapter 2 of this SSMP addresses the requirements included in Attachment D-2 of the Order. The requirements state:

***Organization**: The SSMP must identify:*

(a) The name of the Legally Responsible Official as required in Section 5.1 of the Order;

(b) The position titles, email addresses, and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific SSMP elements;

(c) Organizational lines of authority; and

(d) The chain of communication for reporting spills from receipt of a complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies if applicable (for example, Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

2.1 Overview

The City serves a population of just over 63,000 people. The City's Department of Public Works, specifically its Water/Sewer Division, manages the sanitary sewer collection system. The collection system consists of about 125 miles of gravity sewer lines, including 2,680 manholes and cleanouts, with roughly 13,505 laterals connected to it. The City's local sewer pipes discharge into the Orange County Sanitation District's (OC San's) facilities for further conveyance, treatment, recycling and disposal.

The City has four (4) budgeted management position(s) directly involved in sewer system responsibilities. These positions are as follows: Director of Public Works, Utilities Manager, Utilities Supervisor and Sewer Services Tech V. The field operation and maintenance services are fulfilled by utilizing Sewer Division's staff.

The distribution of the City administrative personnel and additional services are depicted in the City's and Public Works organization charts, presented in Figures 2-1 and 2-2, and described in Section 2.3.2 of this document. These personnel, assisted by key support services noted in Section 2.3.3, administer the sewer service charges based on several codes and ordinances, carry out annexation proceedings for new territories, form and dissolve service zones, maintain facility record plans, and administer preventive maintenance and sewer construction programs. In collaboration with OC San's personnel, they also administer the City's sewer collection system operation, provide engineering evaluation of proposed and existing sewer facilities, administer preventive maintenance and sewer construction programs, and oversee the maintenance of sewer collection system facilities and related records and plans.

2.2 Authorized Representatives

La Habra's City Manager or City Engineer in concert with Utilities Manager and the Division's designated staff are the authorized representatives responsible for the execution of compliance actions required under the WDRs. This includes, but is not limited to, execution and certification of all reports and correspondence as required under the Order. Once adopted by the City Council, this updated SSMP will be certified by the Director of Public Works or the Utilities Manager as La Habra's Legally Responsible Officials (LROs), uploaded to the CIWQS Sanitary Sewer System Database pursuant to General Order 2022-0103-DWQ and posted on the City's website.

2.3 Organization Chart and Responsibilities

The organization charts showing the structure and relationship of the City's administrative, management, and field positions relative to Sewer Operation and Maintenance (SO&M) are presented in Figures 2-1, 2-2, and Table 2-1, respectively, and the descriptions of responsibilities and support are presented in Sections 2.3.2 and 2.3.3. The names and titles of all staff within the Sewer Division can be found on the Sewer Division organization chart maintained by the Public Works Department. The telephone numbers for all staff are kept in a centralized City directory that is accessible to all staff through the Public Works Department. The City provides sufficient staffing to properly operate, maintain and manage all parts of the City sanitary sewer system.

2.3.1 Charts Depicting Staff Responsibilities

Figure 2-1, City of La Habra Organization Chart

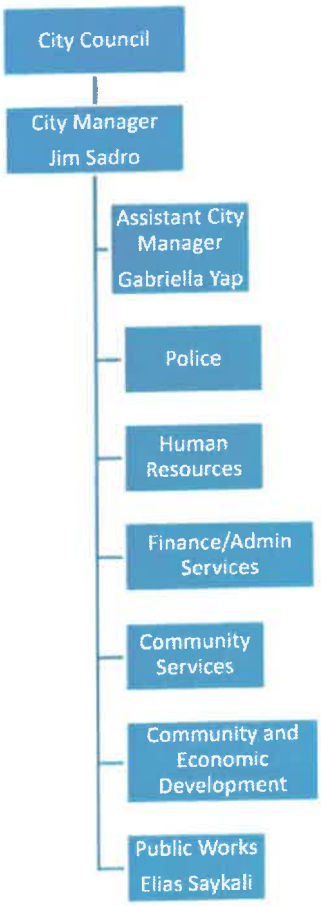


Figure 2-2, City of La Habra Public Works Organization Chart & Orange County Sanitation District collaboration

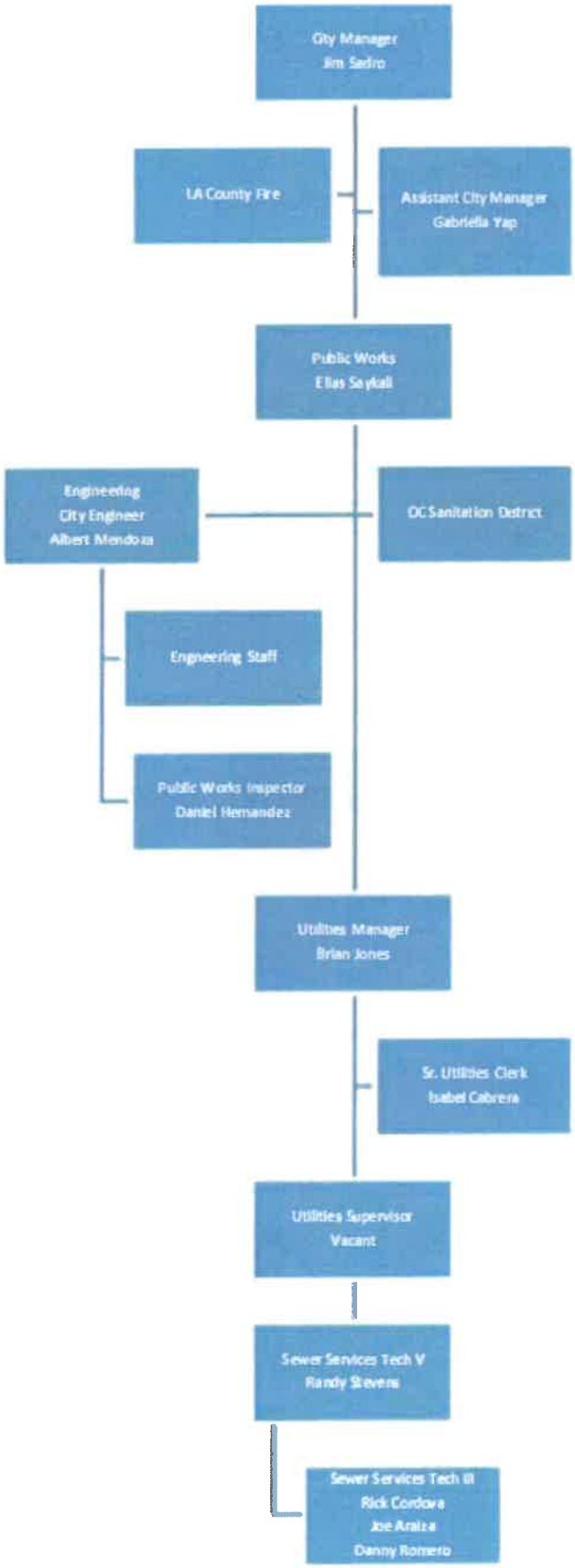


Table 2-1, City of La Habra and Orange County Sanitation District Names, Positions and Phone Numbers as they relate to this SSMP

City of La Habra contacts		
Jim Sadro	City Manager	(562)383-4010
Gabriella Yap	Assistant City Manager	(562)383-4012
Elias Saykali	Director of Public Works	(562)383-4170
Albert Mendoza	City Engineer	(562)383-4153
Brian Jones	Utilities Manager	(562)383-4170
Vacant	Utilities Supervisor	(562)383-4170
Randy Stephens	Sewer Services Tech V	(562)383-4170
Rick Cordova	Sewer Services Tech III	(562)383-4170
Joe Araiza	Sewer Services Tech III	(562)383-4170
Danny Romero	Sewer Services Tech III	(562)383-4170

Orange County Sanitation District contacts			
Environmental Impact Reports	Kevin Hadden	Engineering	(714)593-7462
Sewer Connections	Adrian Siew	Engineering	(714)593-7164
Sewer Inspections	Bill Gilbert	Engineering	(714)593-7844
Media Relations	Jennifer Cabral	Communications	(714)593-7581
No Drugs Down the Drain Program		Communications	(714)593-7581
Tours/Speaker's Bureau	Cheryl Scott	Communications	(714)593-7420
Construction Hotline		Construction Management	(714)378-2965
Air Quality Program	Tom Meregillano	Environmental Services	(714)593-7475
Discharge Requirements and Prohibitions	Jason Daniel	Environmental Services	(714)593-7013
Fats, Oils, Grease Program - Residential	Mike Zedek	Environmental Services	(714)593-7443
Industrial Discharge Requirrements, Self-Monitoring	Jason Daniel	Environmental Services	(714)593-7013
Laboratory General/Beach Water Quality	Sam Choi	Environmental Services	(714)593-7479
Ocean Discharge Permit	Lan Wilborg	Environmental Services	(714)593-7450
Ocean Monitoring Program	Danny Tang	Environmental Services	(714)593-7427
Out-of-Business Notification	Jason Daniel	Environmental Services	(714)593-7013
Radiator Shops Permitting	Mike Zedek	Environmental Services	(714)593-7443
Santa Ana Watershed Project Authority	Mike Zedek	Environmental Services	(714)593-7443
Wastehauler Program Permits/Trucks	Johnathon Powell	Environmental Services	(714)593-7420

2.3.2 Description of Responsibilities

The City of La Habra's government operates under a Council-Manager form of government, with the City Council serving as the legislative and policymaking body. The City Manager is appointed by the Council and is the chief executive officer, overseeing day-to-day operations. The description of responsibilities or roles of each position, especially as related to sewer spills and this SSMP, are as follows:

- City Council – The City Council has final authority over all aspects of the City. The City Council generally delegates the day-to-day functions of the City to the City Manager. The City Council is responsible for establishing new and amending existing laws and regulations governing the operations of the City's sewer system.

- City Manager – The City Manager is responsible for the overall management and application of all legal policy directives that relate to the City's activities, including the operation and maintenance of the City's sewer system.

- Director of Public Works – The Director of Public Works directs the accomplishment of statutory and policy criteria within the scope of the City Council's policy and legal requirements, directs its execution and evaluates work accomplished within this position's areas of responsibility, including the SO&M Program. Also, the Director of Public Works manages the planning, budgeting and design for the construction of a new sewer collection system, and rehabilitation of the existing sewer collection system. This position also facilitates all sewer collection system operation and maintenance activities. The Director of Public Works is also responsible for the day-to-day management and operation oversight of the City's sewer collection system.

- City Engineer – The City Engineer directs engineering and management activities relating to studies, designs, investigations, and the preparation of reports, budget, and contractual agreements with private firms for technical services projects. This position also performs special studies, investigations, and reports concerning sewer infrastructure.

- Senior Civil Engineer – The Senior Civil Engineer performs a wide range of professional and complex civil engineering work in redesign, construction, management and maintenance of public works projects; acts as the City Engineer in his/her absence; and performs other duties as assigned.

- Utilities Manager – The Utilities Manager is identified as the responsible or authorized representative of the City, as described in General Order. This position has oversight of all contracted maintenance and repair services for the City's sewer facilities. It is also responsible for overseeing the sewer spill reporting process.

- Sewer Services Tech V – The Sewer Services Tech V receives the spill reports from the Sewer Service Worker Tech III and prepares a draft report for Manager's review and approval. Consideration is given to volume calculations, vacuum and wash down operations, cause of the spill, timeliness of response, etc. After discussions/reviews are complete, the report is finalized and submitted on-line to the California Integrated Water Quality System (CIWQS).

- Sr. Utilities Clerk – The Intermediate Clerk assists in the preparation of reports, budgets, and other correspondence; and coordinates and facilitates City and contract personnel in addressing local citizen issues relative to sewer service.

Normal procedure has always been for the City to report all spills to the Orange County Health Care

Agency (OCHCA) and the Regional Water Quality Control Board (RWQCB) regardless of the size and whether or not the spill reaches the waters of the State. The City continues its belief in keeping the reporting agencies and the public fully informed. As a first priority during a sewer spill, City staff and field crews notify the appropriate agencies by phone that a spill has occurred instead of depending on the report as a means of notification.

2.3.3 City Divisions/Departments and Other Agencies

Other Divisions or Departments within the City and specific contracted services are currently and will continue to be responsible for carrying out some of the compliance actions called for by the WDRs for the City. The key support units and their responsibilities are described below:

- Administrative Services Division – responsible for printing and mailing of public education and outreach program materials, along with accounting services.
- Risk Management Division and a third-party administrator – perform review of any escalated sewer spill-related claims and litigations against the City.
- Building and Safety Division – responsible for reviewing various building permit applications, their relationship to public easements and facilities, and issuing permits for sewer connections. Also, it is responsible for the enforcement of Plumbing Codes involving proper connection and discharge into the public sewer system and the property owner's maintenance of their respective sewer laterals between the structure served and the public mainline sewer.
- City Code Enforcement Division – responsible for the enforcement of Health and Safety Codes regarding waste disposal and may be contacted by concerned citizens to report potential sewer spills to the City. Code Enforcement staff works to educate citizens in the hopes of achieving voluntary compliance and is able to resolve most concerns by working together with La Habra's community partners. The Division also works closely with the City Attorney's Office on more serious matters that were not successfully resolved at the administrative level.
- Engineering Division – responsible for preparing plans and specifications for sewer construction and rehabilitation projects, administration of contracts for accomplishing such projects, and emergency sewer repair projects. This Division is also responsible for subdivision or development project plan checks to ensure compliance with the City's standards for construction of new sewer collection systems. Plan check sewer capacity studies to size proposed sewer lines and set requirements to ensure adequate capacity in existing systems. The Engineering Division also prepares easement documents or identifies and procures access rights for public sewer facilities located within private properties.
- Water/Sewer Division – is responsible for procuring equipment and as-needed contract services for emergency sewer repair projects; responsible for operational maintenance services of the City's sewer collection system, including cleaning, closed-circuit television (CCTV) inspections, manhole inspections, and repairs. It works closely with a contractor providing FOG inspection services within the City and engages with the City's Code Enforcement Division, OC San, OCHCA on as-necessary basis. This Division is also responsible for procuring materials and supplies needed for the day-to-day operation and maintenance activities, training of personnel, and for investigation of sewer spill-related claims.
- OC San – provides point source control inspections of industrial waste and commercial waste and grease generating facilities, and investigation of cases of illicit discharge of chemicals, debris, etc., into the public sewer system.

- OCHCA – is notified and involved in cases of sewer spill events for enforcement of California Health and Safety Codes, primarily through its Environmental Health Division and Public Health Services.
- Los Angeles County Fire Department – responsible for assisting with protecting the public in the event of a sewer spill that expands into high-use public travel ways and/or those that reach storm drains or water courses and spread the effect of public risk to health and safety impacts.
- La Habra Police Department – responsible for operating the Emergency Operation Center for the entire City, including handling after-hour service calls reporting sewer spills, and forwarding those reports to the City's Sewer standby crew.

2.4 Chain of Communication for Spill Reporting

The City's Spill Emergency Response Plan (SERP) provides the chain of communication for reporting sewer spills from receipt of a complaint or other reliable information source to reporting to appropriate regulatory agencies. SERP provides procedures for effective communication and reporting of spills, including the person responsible for reporting spills into the State Water Board's CIWQS database. The City's contact directory for communicating with both internal and external parties involved in responding and reporting a sewer spill event is shown in Table 2-2.

Chapter 6 of this SSMP goes into more in-depth discussion of SERP, which is also included in Appendix B. The Spill Emergency Response Plan includes a flowchart and notification table providing clear step-by-step procedures for communication and reporting. SERP has been also distributed to the maintenance staff to make sure that they are familiar with the sewer spill response procedures and know the appropriate agencies to contact (RWQCB, OES, as well as other applicable agencies).

Other than clearly describing the chain of communication for reporting and responding to sewer spills, SERP also provides the names and contact information for positions charged with implementing specific portions of the SSMP. The City maintains organizational charts with the names and telephone numbers for all management, administrative and maintenance positions. These charts clearly identify the lines of authority for these positions, while the City's SERP contains the names and contact information for all positions charged with implementing specific portions of the SSMP.

Table 2-2, City's Contact Directory for Sewer Spill Responding and Reporting

Sewer Spill Responding and Reporting			
Jim Sadro	City Manager	(562)383-4010	
Elisa Saykali	Director of Public Works	(626)512-8449	
Albert Mendoza	City Engineer	(562)665-9788	
Brian Jones	Utilities Manager	(909)576-3057	
	Utilities Supervisor		
	Sewer Duty Operator	(562)449-5184	
La Habra Police Department	24-hour Dispatch	(562)383-4300	911
LA County Fire Department	24-hour Dispatch	(562)868-0411	911
Orange County Public Works		(714)667-8800	(714)955-0200
Orange County Sanitation District		(714)962-2411	
Orange County Health Care Agency		(714)433-6000	(714)628-7008
Santa Ana Regional Water Quality Control Board		(951)782-4130	
State Office of Emergency Services		(800)852-7550	
CalTrans		(949)936-3600	

3 Legal Authority

Chapter 3 of this SSMP addresses the requirements included in Attachment D-3 of the Order. The requirements state:

***Legal Authority**: The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements, and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:*

(a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration/inflow (I/I), unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

(b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

(c) Require that sewer system components and connections be properly designed and constructed;

(d) Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

(e) Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

(f) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.1 Overview

The City's legal authority to own and operate a sanitary sewer system is derived from its incorporation as a City. In compliance with the WDRs, this Chapter highlights the City's legal authority to: (1) prevent illicit discharges into the sanitary sewer system; (2) require that sewers and connections be properly designed and constructed; (3) ensure access for maintenance, inspection, or repairs; (4) limit the discharges of FOG and other debris that may cause blockages; and (5) enforce any violation of sewer ordinances or City's Municipal Code. The legal authorities for the specific areas stipulated in the WDRs are covered in various sections of the Municipal Code.

The La Habra is also regulated by several agencies of the United States Government and the State of California, pursuant to the provisions of Federal and State Law. Key Federal and State requirements include:

- Federal Water Pollution Control Act, commonly known as the Clean Water Act (33 U.S.C. Section 1251 et seq);
- California Porter Cologne Water Quality Act (California Water Code section 13000 et seq.);
- California Health & Safety Code sections 25100 to 25250;
- Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.); and

- California Government Code, Sections 54739-54740.

These laws provide the City the authority to regulate and/or prohibit, by the adoption of an ordinance, and by issuance of control mechanisms, the discharge of any waste, directly or indirectly, to the City sewerage facilities. Said authority includes the right to establish limits, conditions, and prohibitions; to establish flow rates or prohibit flows discharged to the City sewerage facilities; to require the development of compliance schedules for the installation of equipment systems and materials by all users; and to take all actions necessary to enforce its authority, whether within or outside the City boundaries, including those users that are tributary to the City or within areas for which the City has contracted to provide sewerage services.

Through a series of Ordinances and Resolutions adopted by the City Council and internally developed Plans and Requirements, the City possesses the necessary legal authority required by Section D-3 Legal Authority of Order No. 2022-0103_DWQ:

1) The City prevents illicit discharges into its sanitary sewer system (including, but not limited to, I/I, stormwater, chemical dumping, and unauthorized debris) through the City Municipal Code, Chapter 13, Section 13.10.050 *Restrictions of deposit in sewer*.

2) The City of La Habra currently enforces Orange County Sanitation District regulations prohibiting the discharge of rainfall to the sewer system. This is done through the City's existing development approval process. No connections from any potential source of runoff are allowed to the City's sanitary sewer system.

3) The City of La Habra has the legal authority to collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure.

4) The City of La Habra has Standard Plans and Drawings for the construction of sanitary sewers, which ensure the sewer lines and connections are properly designed and constructed. The City's Specifications for construction, by reference, incorporate the Standard Specifications for Public Works Contracts (Green Book), which helps insure proper design and construction of sewer facilities.

5) The City of La Habra has a full time Construction Engineering Division responsible for oversight of City construction projects. A staff of full-time engineers and an inspector are responsible for ensuring all City projects, including sanitary sewer improvements, are constructed in compliance with approved plans and specifications.

6) The City of La Habra recognizes the significant impacts to sewer collection system operation caused by fats, oils and grease (FOG). In November of 2004, the City adopted a comprehensive FOG control ordinance (Ordinance 1647). This ordinance establishes the legal authority required to implement a complete FOG control program within the City. This ordinance was attached in appendices of previous SSMP and is resonated in La Habra's Chapter 13.11 of the Municipal Code which covers Fats, Oils and Grease Control Regulations applicable to Food Services Establishments.

7) The City of La Habra sewer ordinances are currently enforced under Administrative Citation provisions of the Municipal Code. City Inspectors have citation authority to enforce sewer ordinance provisions. City Inspectors may also work with the Code Enforcement staff to influence compliance.

4 Operation and Maintenance Program

Chapter 4 of this SSMP addresses the requirements included in Attachment D-4 of the Order. The requirements state:

***Operation and Maintenance Program**: The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:*

(a) Maintain an up-to-date map of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water board Staff access to the map(s). The map(s) must show all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities within the sewer system service area boundaries;

(b) Describe a scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include: inspection and maintenance activities, high-frequency inspections and maintenance of known problem areas, (including areas with tree root problems), and regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes. The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup or failure.

(c) Provide in-house and external training on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover: the requirements of the General Order, the Enrollee's Spill Emergency Response Plan and practice drills, skilled estimation of spill volume for field operators, and electronic CIWQS reporting procedures for staff submitting data; and

(d) Provide sewer system equipment and replacement part inventories, including identification of critical replacement and spare parts.

4.1 Updated Map of Sanitary Sewer System

The City utilizes a Sewer Atlas that shows the location of all sewer mains and manholes either on paper or electronically through iWater's infraMap. La Habra does not have any pressure pipelines/force mains in its sewer system. infraMap software is a cloud-based maintenance management system, similar to Geographic Information System (GIS), that allows seamless data collection and digital record keeping for historical purposes. The Sewer Division uses infraMap on daily basis for operations purposes. infraMap stores and provides access to scanned as-built plans/maps of the City's wastewater collection system, which provides City crews with the ability to reference these as-builts from anywhere. infraMap software is used to maintain and manage collection system maps and key system attribute data, such as system locations and alignment, pipe material,

size, etc. This mapping software is deployed to collection system Operation and Maintenance (O&M) staff using field tablets, depicting the physical location of all gravity sewer mains, manholes and valves. This mobile system provides up-to-date system maps as well as historic system information such as construction plans, asset age, known defects, and maintenance frequencies. Where mapping errors or omissions are identified by field crews, the system provides the ability to capture and relay the corrections to the City's engineers and/or iWater's technicians for their review and, where appropriate, revisions to the software database. Appendix C, provides an example of the City of La Habra Sewer Atlas Sheet, which is one of the many scanned Atlas sheets that were incorporated into infraMap's database for a composite rendering of the City's sewer system. La Habra's sewer system maps can be accessed by contacting the City.

4.1.1 Storm Drain System

The locations of all the storm water conveyance facilities are available to field crews on separate maps prepared by the Engineering Division, on a paper Atlas. City sewer maintenance staff members recognize the important relationships between the sewer and storm drain systems, and their link to the receiving waters. Hence, during spill events, the staff understands the importance of capturing a spill before it has entered the storm drain system. While not responsible for the O&M of the storm drain system, City's sewer O&M staff are trained to understand the storm drainage network to supplement spill response actions.

4.2 Preventive Operation and Maintenance Activities

The City's Sewer System Operations and Maintenance (O&M) Program consists of critical proactive, preventive and corrective measures for the City's gravity sewer system. The details of the City's O&M Program are summarized below with further detail and specific procedures set forth in the City's Sewer System O&M Manual.

Routine preventive operation and maintenance activities by staff includes 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 includes a system to document scheduled and conducted activities, such as work orders.

The City of La Habra cleans the majority of its collection system, consisting of approximately 125 miles of sewer main, on a 24-month cycle. However, the City does collect field observations and data during routine maintenance activities, which factor into maintenance frequencies. The utilization and analysis of field data allows the City to optimize maintenance activities throughout the sewer system. This process can result in more sections of gravity pipelines being cleaned less frequently than the traditional 24-month cycle. The City's problem gravity mains, known as enhanced maintenance areas, are cleaned on a quarterly interval or at a frequency based on experience and attribute information as outlined in the City of La Habra O&M Program. Enhanced maintenance areas include, but are not limited to, inverted siphons that run under flood control channels or commercial areas with multiple restaurants. A list of existing siphons, along with a map showing City's hot spots and siphons can be found in La Habra's Sewer Master Plan.

The City is not responsible for the maintenance of private sewer laterals. Property owners are responsible for the maintenance, operation, cleaning, repair and reconstruction of sewer laterals on their private property. Customers own the lateral from the point of connection to the City's sewer main. However, the City does have an assistance program for structural issues within the public right-of-way. To participate in this program the customer must submit a video of the lateral,

which is then evaluated by the City staff to make a determination as to the extent of the repairs/maintenance.

4.3 Rehabilitation and Replacement Program

The City's O&M Program also encompasses the 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 includes regular visual and CCTV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. The City uses WinCan software to record and code CCTV inspections. La Habra also uses InfraMap by iWater to track work activities against assets. An example of a CCTV inspection report can be found in Appendix D.

Rehabilitation and replacement program focuses on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Naturally, as these sewer lines age, structural problems, such as cracks, joint separation, root intrusion, etc., will develop. To ensure that these problems are properly mitigated, the WDRs require that the City has a program in place to minimize and correct these issues and that the program is well funded. Hence, the rehabilitation and replacement plan is incorporated into the City's capital improvement plan (CIP) that addresses proper management and protection of the infrastructure assets. The plan includes a time schedule for implementing short and long-term plans plus a schedule for developing the funds needed for the CIP.

La Habra continuously evaluates its sewer rates to make sure that the revenues generated enable the City to cover the costs of system operations and maintenance. A new sewer rate was implemented on January 1, 2025. The City is currently preparing another evaluation of the rates with Raftelis Financial Consultants for implementation in January 2026. These service fee increases ensure longevity and effectiveness of the sewer system, and continuation of uninterrupted essential municipal services.

In addition, since 2002, the City of La Habra also collaborates with OC San on sewer pipe rehabilitation projects. La Habra also plans to research and potentially implement an AI assessment technology to help improve sharing of condition assessment data among City staff members and to streamline decision-making and communication processes.

The following documents also support the City's Operation and Maintenance Program and are available from the City's Sewer Division. Due to the size of these documents, they have not been attached as appendices.

- City of La Habra, Sewer Master Plan - Final Report, July 2005, AKM
- City of La Habra Video Inspection Reports

4.4 Training

City maintenance staff is encouraged to obtain California Water Environment Agency (CWEA) training and certification. Several staff members have received certification through this program. In addition, the City's O&M Program encompasses training on a regular basis for staff in sanitary sewer system operations and maintenance.

The City's sewer construction projects are awarded to competitively selected contractors with well trained and qualified personnel for any given project. The designed plans and specifications for City

sewer construction projects contain detailed instructions on the City's permitting requirements, standards, and policies that must be adhered to by contractors doing work within the City.

4.5 Equipment Inventory

The City of La Habra has purchased two Vactor trucks so that City workers can respond directly to spills without calling a contractor. This has helped expedite the response to spills and ensure that spills are contained and cleaned up in the shortest time possible. City sewer maintenance staff is trained in-house to properly clean and maintain the sewer collection system, as well as respond to spill emergencies.

Overall, the City owns and maintains two combination vacuum/hydrojetting (Vactor) trucks and has a four-person crew within the Sewer Division for their operation. In addition to these four workers, the City cross trains another two-worker crew to operate the Vactor trucks as well.

An inventory of pipe and equipment is stored at the City's Corporate Yard in order for the maintenance crews to make repairs to small sewer mains. The City maintains a Call-Out Vehicle with all necessary back-up inventories, including plugs. Furthermore, the City has a back-up pump in its inventory for by-pass purposes. In addition, La Habra has an emergency Contractor that can be used as a support in case of an urgent situation.

All equipment and replacement part inventories, including identification of critical replacement parts, are contained within the City's O&M Program as well.

5 Design and Performance Provisions

Chapter 5 of this SSMP addresses the requirements included in Attachment D-5 of the Order. The requirements state:

Design and Performance Provisions:

(a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of Attachment D or the General Order, the procedures must include component-specific evaluation of the design criteria.

(b) Procedures and standards for inspecting and testing the newly constructed and newly installed, repaired and rehabilitated sewer system pipelines pumps, and other equipment and appurtenances.

5.1 Updated Design Criteria, Construction Standards and Specifications

The City requires that all new sanitary sewer systems and appurtenances, as well as the rehabilitation and repair of existing sewer facilities, be designed and constructed in accordance with the City's Standard Plans. The City has adopted the American Public Works Association Standard Specifications for Public Works Construction ("Greenbook") as its standard specification for sewer projects. The Greenbook procedures, standards and specifications for inspecting and testing the installation of new sewers, and for pipeline rehabilitation are used as the standard for City projects.

The City maintains Design and Performance Provisions which meet the requirements of 2022 General Order:

1) The City's Standard Plans and Specifications (Green Book) contain design and construction standards and specifications for the installation of new sanitary sewer systems, and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer infrastructure.
2) Inspection and testing of new construction and rehabilitation of existing sewer facilities is accomplished by trained City Inspectors. These Inspectors ensure that all sewer projects are completed in accordance with the City's Standards and Specifications.
3) The City also uses cured-in-place pipe lining technology where these methods are cost effective and practical to supplement traditional replacement and rehabilitation methods.

5.2 Procedures and Standards for Inspecting and Testing System Improvements

The City's established standards contain procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other appurtenances. Inspection and testing of new construction are accomplished by trained City's Department of Public Works construction inspectors. These inspectors ensure that all sewer projects are completed in accordance with the City's standards. Appendix E showcases La Habra's Standard Details as they pertain to the City's collections system.

Additionally, the following documents also support the City's Design and Performance Provisions, and are available from the City's Water/Sewer Division. Due to the size of these documents, they have not been attached as appendices.

- Standard Specifications for Public Works Construction, Latest Edition adopted by The Greenbook Committee of Public Works Standards, Inc.
- Standard Plans for Public Works, 2024 Edition as promulgated by the "Greenbook" Committee of Public Works Standards, Inc.

6 Spill Emergency Response Plan

Chapter 6 of this SSMP addresses the requirements included in Attachment D-6 of the Order. The requirements state:

***Spill Emergency Response Plan**: Each Enrollee shall develop and implement a Spill Emergency Response Plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:*

(a) Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

(b) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

(c) Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

(d) Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

(e) Address emergency system operations, traffic control and other necessary response activities;

(f) Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

(g) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

(h) Remove sewage from the drainage conveyance system;

(i) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

(j) Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

(k) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

(l) Conduct post-spill assessments of spill response activities;

(m) Document and report spill events as required in the General Order; and

(n) Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.1 Procedures and Standards

The City has outlined specific measures to protect public health and the environment in its *Spill Emergency Response Plan (SERP*, as seen in Appendix B). These procedures contain a plan for responding and reporting to spills which includes, but is not limited to, the following:

1) The City's *Spill Emergency Response Plan (SERP)* outlines the proper spill notification procedures, thereby ensuring that primary responders and regulatory agencies are informed of all spills in a timely manner.

2) The City complies with the notification, monitoring and reporting requirements of the 2022 waste discharge requirements (WDR), State law and regulations, and applicable Regional Water Board Orders.

3) City policy is to respond to all spills within the City whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State, all in accordance with the WDR.

4) The City's *SERP* contains a program to ensure an appropriate response to all types of spills.

5) The City's SERP outlines the procedures which ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all spills that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP) and WDR Order. In addition, agencies to be notified include the Orange County Health Care Agency (OCHCA), and the California State Office of Emergency Services (OES), if necessary. These procedures also identify the officials who will receive immediate notification.

6) The City conducts internal training sessions to ensure familiarity with these procedures and prepare staff for a spill event, from initial notification to spill report documentation, including any necessary emergency activities, such as traffic control. In addition, City staff attend the OC San spill simulation training seminars whenever they are conducted by OC San.

7) La Habra's sewer maintenance staff are trained to implement pre-planned coordination and collaboration with storm drain agencies, other utility agencies, and other departments prior to, during, and after a spill event. Specifically, staff are trained in the placement of traffic control and can respond to all but the most extreme emergencies. If a spill necessitates extensive traffic and or crowd control, the City's Police Department is contacted. Officers are trained in traffic and crowd control during emergency situations. These procedures are also addressed in the City's SERP; and

8) The SERP ensures that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the State and to minimize or correct any adverse impact on the environment resulting from the spills.

9) Spill events are documented in accordance with the WDR. The City relies on the Orange County Health Care Agency (OCHCA) for monitoring water quality and posting beach closures. All spills are reported immediately to the OCHCA office.

The WDR Order has specific procedures for the 4 Categories of Sewer Spills:

- Category 1: a spill of any volume of sewage from or caused by a sanitary sewer system that results in a discharge to a surface water, or a drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

- Category 2: a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system failure or blockage, that spills out of a lateral and does not discharge to a surface water.

- Category 3: a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system failure or blockage, that spills out of a lateral and does not discharge to a surface water.

- Category 4: a spill of less than 50 gallons, from or caused by a sanitary sewer system failure or blockage, that spills out of a lateral and does not discharge to a surface water.

The City has procedures for conducting water quality sampling and preparing a Spill Report for any Category 1 and Category 2 spills. Per WDR requirements, the City shall submit a draft Spill Report to the online CIWQS database within 3 business days of the City's knowledge of a Category 1 spill; and the City shall submit a Certified Spill Report to the CIWQS within 15 calendar days. The City shall report and certify all Category 3 and Category 4 spills to the online CIWQS database within 30 calendar days after the end of the month in which spills occurred. The City also has procedures for conducting water quality sampling and preparing a Spill Technical Report for any Category 1 spill in which 50,000 gallons or greater are spilled to surface waters. For spills of this volume, the City shall submit a Spill Technical Report to the CIWQS database within 45 calendar days of the spill end date.

La Habra reviews and assesses the effectiveness of its SERP annually, and updates the Plan as needed.

The City's main contact number during business hours is (562) 383-4000. This phone number is a main point of contact for various services within the City and can serve as a main way for residents to reach out for any FOG related informational materials or for reporting any potential sewer spills. The sewer division has an after-hours emergency responder. The initial call goes to La Habra Police Department, that will get in touch with the after-hours personnel.

7 Sewer Pipe Blockage Control Program

Chapter 7 of this SSMP addresses the requirements included in Attachment D-7 of the Order. The requirements state:

***Sewer Pipe Blockage Control Program**: Each Enrollee shall evaluate its service area to determine whether a sewer pipe blockage control program is needed. If an Enrollee determines that a sewer pipe blockage control program is not needed, the Enrollee must provide justification for why it is not needed. The procedures must include at a minimum:*

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances;

(b) A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;

(c) The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;

(d) 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;

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;

(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and

(g) Implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above.

7.1 FOG Program Overview

To reduce the amount of Fats, Oils and Grease (FOG) discharged into the City's sanitary sewer system, the City has developed its FOG Control Program. This Program addresses mandatory SSMP provisions outlined in the General Order. The City's FOG Control Program helps reduce the amount of FOG discharged into the sanitary sewer system, by including:

1) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area and a list of acceptable disposal facilities.

2) Legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.

3) Requirements to install grease removal devices, design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.

4) Authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the FOG ordinance.

5) Identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.

6) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.

7) Implementation of a plan and schedule for a public education outreach program that promotes proper disposal of FOG.

The City has identified all Food Service Establishments (FSE) within its service area as part of their monitoring and surveillance program, as per *City of La Habra Ordinance No. 1647*. Accordingly, these FSE's must submit building plans in order to receive sewer service. This process includes an interceptor sizing component and operation and maintenance requirements, which in turn include the City's maintenance requirements, best management practices (BMPs) requirements, record keeping and reporting requirements. A list of all FSE's is maintained by the City in an FSE Access database and includes all grease removal equipment and documentation.

The City has identified the sections of its sanitary sewer system subject to high levels of FOG, and has developed an Operation and Maintenance Program which includes a higher frequency (typically quarterly) cleaning schedule for each of these sections.

In summary, the City maintains a FOG Control Program which meets the requirements of the General Order:

- City Staff and the City's FOG Program consultant meets with FSE owners during inspections, and as needed, to discuss the City's FOG Control Program and proper grease control device maintenance. The City has developed formal literature to be disseminated during these meetings, such as educational materials that include "dos and don'ts" to help reduce FOG discharges, kitchen BMPs in three languages, training and interceptor maintenance logs, and informational charts.
- The City requires that each FSE maintains a plan and schedule for the disposal of FOG generated by its activities. The Waste Hauling Document Forms can be found within the FOG Control Program Manual.
- In December of 2004, the City of La Habra implemented a FOG Control Program that includes all of the required WDR elements. A copy of the FOG Control Program Manual was submitted to the Regional Board in January, 2005. The FOG Control Program Manual is incorporated, by reference, into the SSMP. All elements of the FOG Control Program are currently being implemented by a combination of City staff and consultants. The City's FOG Ordinance (*Ordinance No. 1647*) provides legal authority necessary to enforce the FOG program.
- The City's requirements to install grease removal devices are discussed in section 4.3 - *FOG Wastewater Discharge Requirements* of the City of La Habra's *Fats, Oils, and Grease (FOG) Control Program Manual*. This section, and related sections in the FOG Control Program Manual, also describe the requirements for design standards for removal devices, maintenance requirements, BMP requirements, and record keeping and reporting requirements.
- The City has legal authority to inspect grease producing facilities, as established in *Ordinance No. 1647* and the FOG Control Program Manual, and enforces any violation of the sewer

ordinance in accordance with City's requirements. The City has sufficient staff to provide inspections of each grease removal device in its service area at least once a year.

- The City has identified sections of its sanitary sewer system subject to high levels of FOG in its Digital Sewer Atlas. Accordingly, the City's Operation and Maintenance Program includes a higher frequency (typically quarterly) cleaning schedule for each of these sections. These measures have prevented FOG related sewer spills from occurring.
- The City of La Habra has created an "enhanced maintenance area" database as a part of the Sewer System Infrastructure Management System. These areas along with siphons are cleaned on a quarterly basis, depending on the severity of the problem.
- The City has developed and implemented source control measures for all sources of FOG discharged to the sanitary sewer system in accordance with *Ordinance No. 1647*.

Additionally, the following documents also support the City's FOG Control Program, and are available from the City's Sewer Division. Due to the size of these documents, they have not been attached as appendices.

- The City of La Habra, inclusion by reference, Standard Specifications for Public Works Construction (Green Book)
- City of La Habra Fats, Oils and Grease (FOG) Control Program Manual

8 System Evaluation, Capacity Assurance and Capital Improvements

Chapter 8 of this SSMP addresses the requirements included in Attachment D-8 of the Order. The requirements state:

***System Evaluation, Capacity Assurance and Capital Improvements**: Each Enrollee must include procedures and activities for:*

(a) Routine evaluation and assessment of system conditions;

(b) Capacity assessment and design criteria

(c) Prioritization of corrective actions; and

(d) A Capital Improvement Plan (CIP).

***System Evaluation and Condition Assessment**: The Plan must include procedures to:*

(a) Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

(b) Identify and justify the amount (percentage) of its system for its condition to be assessed each year

(c) Prioritize the condition assessment of system areas that: hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues or other system deficiencies, are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas, and/or are within the vicinity of a receiving water with a bacterial-related impairment on the Clean Water Act section 303(d) List;

(d) Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;

(e) Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can be reasonably expected to discharge into a water of the State;

(f) Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and

(g) Identify system assets vulnerable to direct and indirect impacts of climate change, including sea level rise, flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

***Capacity Assessment and Design Criteria**: The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:*

(a) Dry-weather peak flow conditions that cause or contribute to spill events

(b) The appropriate design storm(s) or wet-weather events that cause or contribute to spill events;

(c) The capacity of key system elements; and

(d) Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must cover:

(a) Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;

(b) Capacity of flood-prone systems subject to increased infiltration and inflow (I/I), under normal local and regional storm conditions;

(c) Capacity of systems subject to increased I/I due to larger and/or higher-intensity storm events as a result of climate change;

(d) Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;

(e) Capacity of major system elements to accommodate dry-weather peak flow conditions, and updated design storm and wet-weather events; and

(f) Necessary redundancy in pumping and storage capabilities.

***Prioritization of Corrective Action**: The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must also consider the severity of the consequences of potential spills.*

***Capital Improvement Plan (CIP)**: The CIP must include the following items:*

(a) Project schedules including completion dates for all portions of the CIP;

(b) Internal/external project funding sources for each project; and

(c) Joint coordination between O&M staff, and engineering staff/consultants during planning, design, and construction of CIP projects; and interagency coordination with other impacted utility agencies.

The City's Sewer Master Plan encompasses all components detailed in the following subsections to meet the requirements outlined above and in the General Order.

This section documents the procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- Capital improvement planning.

8.1 System Evaluation and Condition Assessment

The City has prepared and implemented a Capital Improvement Program (CIP) that will provide adequate hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design for storm or wet weather events. The City's Sewer Master Plan encompasses the following components:

1) Evaluation – actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to sewer spills. The evaluation provides estimates of peak flows (including flows from the sewer spills 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.

2) Design Criteria – where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria.

3) Capacity Enhancement Measures – the steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP includes an implementation schedule and identifies sources of funding.

4) Schedule – the City has developed a schedule for all portions of the CIP developed in (1)-(3) above. This schedule is reviewed and updated consistent with the SSMP review and update requirements as described in General Order.

8.1.1 Best Practices and New Technology

The City of La Habra uses CCTV as the primary tool for condition assessment of pipelines which is in accordance with industry's standards for small diameter sewer lines. Use of CCTV is the industry's best practice for sewer pipeline condition assessment given the City's pipe size range (6-inch to 24-inch) that it sees in its system.

8.1.2 Amount of System Condition Assessment

La Habra performs CCTV inspections at a rate of approximately 20-25 miles of sewer infrastructure each year throughout its service area. Newer pipe segments found to be in good condition during prior CCTV inspections will have a low priority in the next inspection cycle. In addition, the City inspects all manholes every other year or more frequently, if possible.

8.2 Capacity Assessment and Design Criteria

The Sewer Master Plan Update and Infiltration and Inflow Study analyzed the capacity of larger City sewers for peak flow conditions under both dry and wet weather conditions. Deficient sewer line segments are identified for prioritization in the Capital Improvement Program (CIP). The Sewer System Master Plan includes a list of recommended projects to address existing and future capacity deficiencies.

The Sewer Master Plan Update also identifies the design criteria necessary to ensure sufficient capacity, as well as preserve the estimated lifecycle of wastewater infrastructure. Any design that is not encompassed by the City Standards shall be sufficiently reviewed to ensure proper design and construction of the facility.

8.3 Prioritization of Corrective Actions

There are several steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The findings of condition assessments and capacity assessments are used to prioritize corrective actions. The CIP also

considers the severity of the consequences of potential spills when prioritizing projects. Examples of CIP enhancements may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP includes an implementation schedule and identifies sources of funding.

8.4 Capital Improvement Plan

The City has established a Capital Improvement Program (CIP) to address projected hydraulic deficiencies. The CIP is included in the City of La Habra Sewer Master Plan, and includes projected cost estimates, alternatives analyses and project prioritization. The City's Utility Authority Sewer Fund describes how the City proposes to continue to pay for the CIP, by noting fund balances, funding sources and fund uses.

The Sewer Master Plan Update contains a list of each project identified as necessary to increase the capacity of portions of the system. The projects are being addressed based upon their priorities. The City plans to review and update its CIPs accordingly during the next Sewer Master Plan Update. The City balances the rehabilitation projects on a year-to-year basis and aims to improve the operating efficiency and life expectancy of the entire sewer system. Sewer service rates are periodically reviewed and adjusted to address identified CIP needs.

9 Monitoring, Measurement and Program Modifications

Chapter 9 of this SSMP addresses the requirements included in Attachment D-9 of the General Order. The requirements state:

***Monitoring, Measurement, and Program Modifications**: The Enrollee shall:*

(a) Maintain relevant information, including audit findings to establish and prioritize appropriate SSMP activities;

(b) Monitor the implementation and, measure the effectiveness of each element of the SSMP;

(c) Assess the success of the preventative operation and maintenance program;

(d) Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and

(e) Identify and illustrate spill trends, including spill frequency, locations, and estimated volumes.

The SSMP elements are discussed regularly at staff meetings with the Utilities Manager and division staff, including consultants. Additional meetings to assess the effectiveness of individual elements are held as needed. Major studies, such as the Sewer Master Plan Update and Infiltration and Inflow (I/I) Study, are also used to measure the effectiveness of the SSMP and make revisions as appropriate.

The City tracks the location and cause of all sewer spills, blockages, including enhanced maintenance areas. The City maintains data on all cleaning activities, which details the size, material and location of each pipe cleaned, as well as the equipment utilized, and any relevant remarks observed during the cleaning.

City field staff observes all gravity mains and manholes during routine cleaning and conduct localized CCTV inspections when their observations warrant further investigation. During both the system-wide and localized CCTV inspections, each pipe is given a score based on the National Association of Sewer Service Companies' (NASSCO) pipeline rating system. Sewer Division staff that perform CCTV inspections are all NASSCO Pipeline Assessment Certification Program (PACP) and Manhole Assessment Certification Program (MACP) trained and licensed to perform such inspections. These ratings, as well as the observed condition of each pipeline, allow the City to identify gravity mains that are at risk of collapse or prone to more frequent blockages due to pipe defects.

The City identifies all food preparation and service locations within the City's limits as part of their monitoring and surveillance program. A list of all such customers is maintained by the City's FOG control consultant and its Sewer Division in the City's FSE database.

All interceptors are inspected at least once a year by the City's Inspectors or the City's FOG control consultant in accordance with the City's FOG Control Program Manual.

In order to monitor the implementation and measure the effectiveness of the SSMP, the City tracks several performance indicators, including:

- Number and location of spills over the past 12 months, distinguishing between dry weather overflows and wet weather overflows;
- Volume distribution of sewer spills (e.g. number of spills that are < 100 gallons, 100 to 999 gallons, 1,000 to 9,999 gallons, > 10,000 gallons);
- Number of gravity grease interceptors inspected over the past 12 months;
- Miles of gravity mains cleaned over the past 12 months.

Every three years, the City performs an internal audit of its SSMP and the SSMP program implementation. The evaluation of the City's SSMP Program effectiveness is based on such key performance indicators as the total number of sewer spills, response time, reduction in repeated incidents of sewer spills at the same location, reduction in number of sewer spills that are caused by sewer-capacity related problems, and any other effectiveness parameters established by the SWRCB.

The SSMP and its elements are updated in accordance with the results of the monitoring described above. Overall, the City maintains its Monitoring, Measurement and Program Modifications parameters which meet the requirements of the General Order:

1) The City tracks the location and cause of all sewer spills and blockages. The City maintains a log of all cleaning activity, which details the size, material and location of each pipe cleaned. The City identifies all food preparation and service locations within the City limits as part of their monitoring and surveillance program. A list of all such locations is maintained by the City's FOG control consultant. All interceptors are inspected at least once a year by the City or the City's FOG control consultant. Each inspection is logged in accordance with the City's FOG Control Program Manual.

2) The City monitors the implementation of the SSMP, and measures the effectiveness of each element of the SSMP by developing and tracking performance indicators on an annual basis;

3) By tracking performance indicators, the City is able to assess the success of their preventative maintenance program;

5) The City holds regular meetings to discuss elements of the SSMP and will assign staff to update program elements as appropriate;

6) The City tracks the frequency, location and volume of all sanitary sewer spills.

For more information, please refer to a sample of the City's *Video Inspection Report*, Appendix D.

Additionally, the following document also supports the City's FOG Control Program, and is available from the City's Sewer Division. Due to the size of this document, it has not been included in appendices.

- City of La Habra Fats, Oils and Grease (FOG) Control Program Manual.

10 Internal SSMP Audits

Chapter 10 of this SSMP addresses the requirements included in Attachment D-10 of the Order. The requirements state:

SSMP Program Audits: *The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of the General Order.*

10.1 Program Audits and Updates

The City of La Habra is required to conduct periodic internal audits, appropriate to the size of the system and the number of sewer spills. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This report must be also submitted to the online CIWQS Sanitary Sewer System Database by six (6) months after the end of each 3-year audit period. The audit focuses on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified in General Order. In addition, the audit will use data collected as part of Section 9 – Monitoring, Measurement, and Program Modifications and performance indicators to identify and correct SSMP deficiencies in the Audit Report and provide steps to correct them. Audit Reports are available upon request.

The internal audits include, but are not limited to the following:

- A review of this SSMP document to ensure compliance with the regulations established in the State Water Resources Control Board's Order No. 2022-0103-DWQ.;
- A review of any supporting documents listed in this SSMP;
- SSMP implementation efforts over the past three (3) years;
- A description of additions and improvements made to the sanitary sewer collections system during the past three (3) years;
- A description of additions and improvements planned for the upcoming three (3) years;
- A list of deficiencies, if identified, and a plan to correct the identified deficiencies. Per Attachment E1 of the WDR Order, if an SSMP audit is not conducted as required, the Enrollee shall:
    - Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
    - Notify its corresponding Regional Water Board of the jurisdiction for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with the General Order. The Enrollee shall:

- Submit the late Audit as required in the General Order; and
- Comply with the subsequent Audit requirements and due dates corresponding with the original audit cycle.

10.2 Internal Audit Schedule

While SSMP audits occur every three years, in accordance with the General Order requirements, the City needs to update and recertify its SSMP every six years. Audits must be conducted during the audit period and must include Sewer System Management Plan Audit Reports and other pertinent information. Audit Reports are due within six (6) months after the end of the three (3) year audit period. The audit focuses on evaluating the effectiveness of the SSMP and records of the City's compliance actions during the audit period. Audit Reports must be submitted into the online CIWQS Sanitary Sewer Database no later than November 2 of the following calendar year. Key collection system performance indicators include a number and type of sewer spills, completed CCTV and line cleaning footages, spill trends, and employee safety.

The SSMP audit and update schedule for the City of La Habra is presented in Table 1-1. All Audit Reports are due into the CIWQS database six (6) months after the end of the audit period.

The most recent report of the audit will be available electronically and in hard copy upon request. The most recent audit report is also kept on file in the Utilities Manager'soffice.

11 Communication Program

Chapter 11 of this SSMP addresses the requirements included in Attachment D-11 of the Order. The requirements state:

***Communication Program**: The Enrollee shall include procedures to communicate with:*

The public for:

(a) Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
(b) The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.

Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:

(a) System operation, maintenance, and capital improvement-related activities.

The City's Communication Program addresses the mandatory SSMP provision outlined in General Order.

The City communicates on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system provides the public with an opportunity to give input to the City as the program is developed and implemented. The City also created a plan of communication with systems that are tributary and/or satellite to the City's sanitary sewer system.

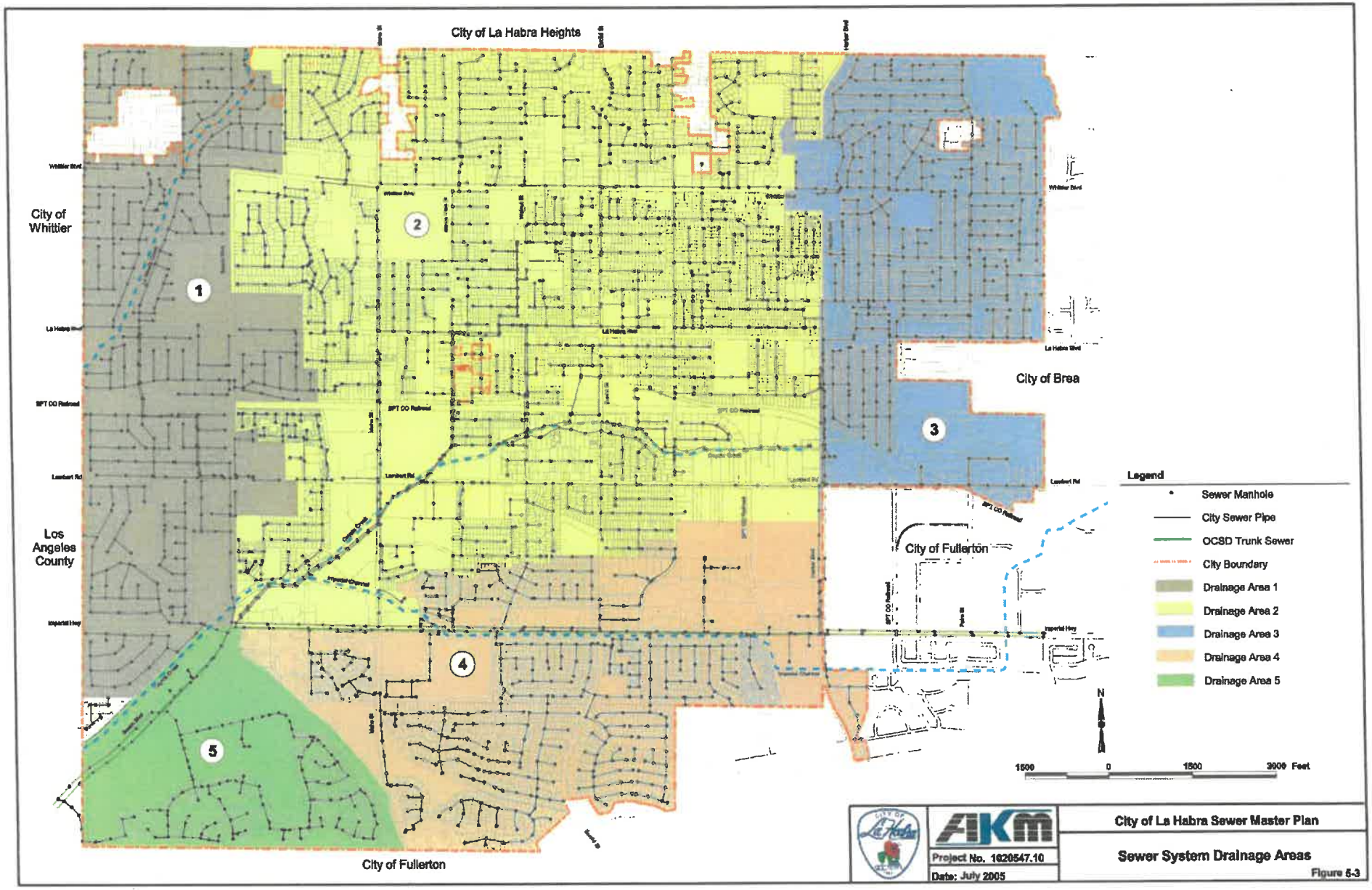
The Director of Public Works or Utilities Manager provide all stakeholders and interested parties with status updates on the implementation of the components of the SSMP and also consider comments made by interested parties. Additionally, the City's website (www.lahabraca.gov) presents information about on-going efforts, general information, as well as meeting agendas and minutes. The City utilizes media, such as letters, newsletters, brochures, notices in newspapers, social media and the City's website, for conveying this information.

In addition, food services establishment (FSE) communication and outreach is timed around FSE inspections by either the City's contractor or the City's staff. FSE owners and/or managers on duty are provided educational materials when FOG inspectors visit to check grease traps or interceptors and see if any violations are observed when it comes to kitchen best management practices (BMPs).

The City's Public Works department phone number, (562) 383-4170, is also made available for the public to call in the event of a break or collapse of the sewer lateral beyond the residential property line or for general assistance to contain a spill.

Appendix A:

City of La Habra Sanitary Sewer System Map


City of La Habra Heights
City of Whittier
Los Angeles County
City of Brea
City of Fullerton
City of Fullerton
1
2
3
4
5
Legend
Sewer Manhole
City Sewer Pipe
OCSD Trunk Sewer
City Boundary
Drainage Area 1
Drainage Area 2
Drainage Area 3
Drainage Area 4
Drainage Area 5
N
1500
0
1500
3000 Feet
City of La Habra Sewer Master Plan
Project No. 1620547.10
Date: July 2005
Sewer System Drainage Areas
Figure 5-3

Appendix B:

Sanitary Sewer Spill Emergency Response Plan (SERP), Last Updated December 2019

SEWER SYSTEM MANAGEMENT PLAN
SANITARY SEWER OVERFLOW
EMERGENCY RESPONSE PLAN

PREPARED BY
CITY OF LA HABRA

PREPARED FOR
STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-003-DWQ
GENERAL WASTE DISCHARGE REQUIREMENTS

Revised 2019

The City of La Habra is pleased to submit the Sewer System Management Plan (SSMP) Sanitary Sewer Overflow Emergency Response Plan (SSOERP) in accordance with time schedule detailed in Order No. 2006-0003-DQW (Sewer GWDR), Section D (13). The SSOERP generally follows the chronological stepwise procedures for receiving information on a possible sewer spill, dispatching response staff, performing required field work and reporting on these activities. This document satisfies the requirements of Section D (13)(iii) of the Order.

Note: The SSOERP does not fully encapsulate all relevant standards, procedures, and requirements within this document. Doing so would create redundancy and confusion with existing procedures and programs. Therefore, the SSOERP refers to existing documents which describe the details of the actual procedures to be followed in various steps. This allows for easy reference and simple modification of the more minor stand alone elements of the plan. Any revision of these elements will remain in conformance with the requirements of the SSOERP, which was written to comply with the Sewer G WDR.

SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN TABLE OF CONTENTS

I. AUTHORITY

A. The State Water Resources Control Board (SWRCB) issued Order NO. 2006-2003-DWQ , "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs) to the City of La Habra and other collection agencies on May 2, 2006. The intent of this permit is to insure that collection agencies within the State provide adequate and appropriate system capacity, adequate maintenance and operation, emergency sewer spill response, and legal authority, to reduce or eliminate discharges of sewage to the waters of the state.

B. The City of La Habra owns and operates the sanitary sewer collection system within the City limits. As the "operator" of the sewer systems, the City of La Habra has the right and responsibility to properly fund and maintain the system, and respond to spills as prescribed in the Sewer WDR.

C. In the case of spills caused by private entities, La Habra Municipal Code (LHMC) provides the legal authority to enforce on related violations. Applicable sections include the following:

- LHMC Chapter 13.24.020, which prohibits the discharge of pollutants including fecal coliform, fecal streptococcus or enterococcus.

- LHMC Chapter 13.24.020, which prohibits any discharge of pollutants "from public or private property to (1) the storm water drainage systems; (2) any upstream flow, which is tributary to the storm water drainage system; (3) any groundwater, river, stream, creek, wash or dry weather arroyo, wetlands area, marsh, coastal slough, or (4) any coastal harbor, bay, or the Pacific Ocean."

The City of La Habra is responsible for utilizing the aforementioned Municipal Codes to control and prevent future spills from occurring from private property. This responsibility is prescribed in part in the Enforcement Consistency Guide developed by the County of Orange and required by Order No. R8-2002-0010 (commonly known as the MS4 NPDES Permit). Additionally, the City of La Habra is required, in the Legal Authority Section [D.13 (iii)] of the Sewer WDR, to develop and implement the legal authority to "Limit fats and greases and other debris that may cause blockages in the sewage collection system".

II. GENERAL

The Sanitary Sewer Overflow Emergency Response Plan (SSOERP) is designed to ensure that every report of a sewer overflow is immediately dispatched to the appropriate crews so the report can be confirmed and the effects of the overflow can be negated or minimized with respect to impacts to public health and the beneficial uses of waters of the state. The SSOERP further includes provisions to ensure safety pursuant to the directions provided by Orange County Health Care Agency (OCHCA), and Occupational Health and Safety Agency (OSHA) and that notification and reporting is made to the appropriate local, state and federal authorities [RWQCB, OCHA, California Office of Emergency Services (Cal OES).

A. Objectives

The primary objectives of the SSOERP are to protect public health the environment and the beneficial uses of the receiving waters, satisfy conditions of the Sewer Waste Discharge requirements, and minimize liability in potential enforcement actions or third party lawsuits involving the City of La Habra.

Additional objectives of the SSOERP are as follows:

- Provide appropriate customer service;
- Protect and collection system personnel;
- Protect the collection system and all appurtenances;
- Protect private and public property beyond the collection system and
- Provide clearly documented policies, procedures and guidelines for City staff to reference and follow.

This plan shall not supersede existing emergency plans or standard operating procedures (SOPs) unless directed by the Public Works Director, the Water and Sewer Manager and shall, in most cases, refer to these plans and will work in conjunction rather than conflict with them. The existing plans referenced have been reviewed and are consistent with the objectives of this plan.

B. Organization of Plan

The key elements of the SSOERP are addressed individually as follows:

Section III. Notification Procedures, Call Routing and Dispatch
Section IV. Overflow Containment, Correction and Clean-up
Section V. Reporting and Monitoring
Section VI. Follow-up Procedures

Section VII. Update, Training, and Distribution of Plan
Section VIII. Definitions

C. Sanitary Sewer Overflow Tracking

Four mechanisms will be employed to track sewer overflows. These are listed as follows:

Initial Report This report is the initial summary of information typically received from citizens or City staff. Receipt of a report initiates dispatch of City Crews. The procedures for report taking and information distribution are compiled in Section III of the SSOERP.
Three Day Report A draft report for Category 1 and Category 2 SSOs (required by WQ-2013-0058-EXEC) is completed and submitted to the CIWQS online SSO Database within three (3) business days of the City of La Habra becoming aware of the SSO. Information on the completion, distribution and tracking of these reports can be found in Section V of the SSOERP.
Final Report. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS online SSO Database within 15 calendar days of the end date of the SSO. The monthly report is submitted via the online SSO system. Information on the completion, distribution and tracking of these reports can be found in Section V of the SSOERP.
Report on Trends This report (required by section 13(ix) of the Sewer GWDR) is intended to identify and illustrate trends in overflows, such as frequency, location and volume.

III. NOTIFICATION PROCEDURES, CALL ROUTING AND DISPATCH

This chapter establishes the procedure for the City of La Habra to communicate internally and externally, mobilize, respond to and correct or repair any condition, which may cause or contribute to an unpermitted discharge of sewage. There is a response to each reported spill caused by public or private facilities, which occur on public or private property. This plan considers a wide range of potential system failures that could create an overflow to surface waters, onto land, into groundwater, or into buildings.

A. Receipt of Information Regarding a Sewer Overflow

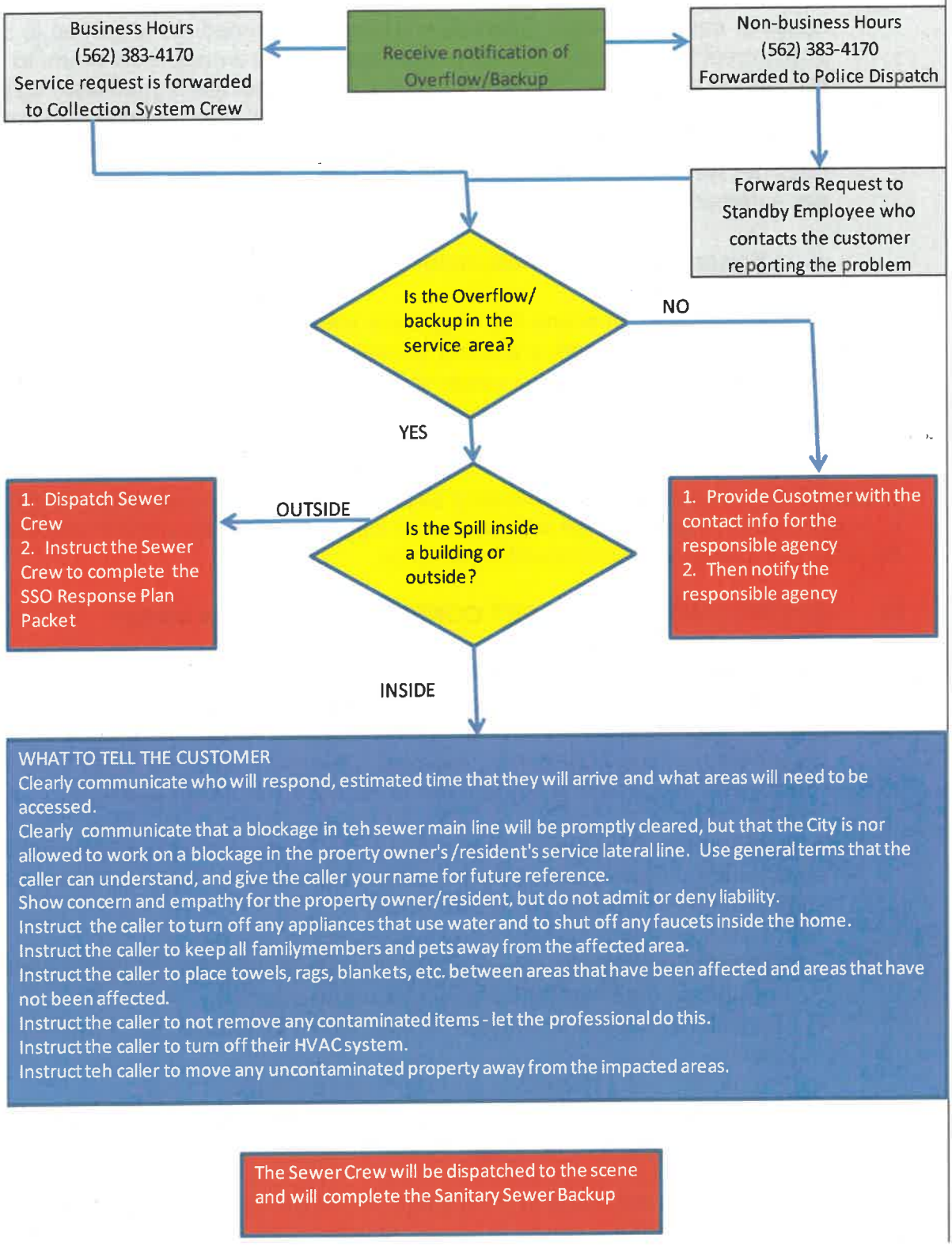
An overflow may be detected by La Habra employees or by others (i.e. business owners, residents, etc.). The Water and Sewer Maintenance Division of the Public Works Department is responsible for accepting all phone calls regarding possible sewer overflows during business hours, and is responsible for responding to these notifications 24 hours a day. After hours, a notification system is established with other City Departments which immediately directs any reports to the 24 hour on call "Duty Person" for Water and Sewer, who dispatches the crews, makes notifications to regulatory agencies and compiles reports on the spill. The attached organization chart shows the personnel

available to respond to a sanitary sewer overflow and indicates the chain of command. The details of these procedures are summarized in stepwise procedures below.

- Notification is received at the City, typically either from a private citizen, business owners or other City Staff
- All "frontline" personnel working during business hours either forward the call to Water and Sewer or gather the proper information from the caller, for forwarding to Water and Sewer.
- After hours dispatch personnel gather the proper information from callers and forward this information to the Water and Sewer Duty Person.

The following is an overview of receiving a sewage overflow or backup report:

Review of Receiving a Sewage Overflow or Backup Report



B. Dispatch of Appropriate Crews to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes a Sewer Overflow will trigger an immediate response to isolate and correct the problem. Crews and equipment are available 24 hours to respond to any Sewer Overflow locations. Personnel are immediately dispatched to any site of a reported Sewer Overflow. Additional maintenance personnel as well as contractors and "Mutual Aid Agencies" are on call 24 hours per day and 7 days per week, should assistance be needed. The details of these procedures are summarized in the stepwise procedure below.

- A Sewer Spill Incident Responder (IR, defined in Section VIII) is dispatched immediately.
- Upon arriving on scene the IR gathers information immediately available and determines if the spill is actually coming from the sewer.
- Once determined to be a sewer spill, every spill, private or public, within the City of La Habra is treated in the same manner, described in the following section.

Note: All work described in the following section as well as the rest of the SSOERP is to be conducted in accordance with approved safety procedures and it is emphasized to the staff that safety is of paramount importance.

IV. OVERFLOW CONTAINMENT CORRECTION AND CLEAN-UP

Sewer Overflows may result from blocked or restricted sewers, pipe failures, or by exceeding the capacity of the system, among other natural and man-made causes. City of La Habra staff is on alert for these situations and the Water and Sewer Maintenance Division is prepared, 24 hours a day and 7 days per week, to receive and respond in a timely manner to reports of sewer overflows.

The objectives of these response procedures are to protect public health and the environment. The details of the procedures to achieve these objectives are summarized in stepwise procedure below.

- Sanitary Sewer Spills are immediately contained to the greatest extent possible with all available equipment and resources.
- If additional support is required or mutual aid is needed, these requests are made.
- Perimeters are established and signs are posted as needed.
- During the containment process or at the earliest opportunity, notifications to regulatory agencies are made by the IR or the Water and Sewer Maintenance Supervisor.
- If the spill is the result of a blockage, break or deficiency in a public sewer line, every effort is made to either clear the blockage or begin emergency repair efforts.

- If the spill is the result of a blockage break or deficiency in a private sewer line, the responsible party is contacted immediately and containment continues until the blockage is cleared or the private party assumes all containment responsibilities.
- At the first opportunity or following clearing of the blockage or reasonable permanent containment (i.e. bypass, or holding tank), clean-up procedures put in place.
- During clean-up procedures, or at an earlier stage if possible, currently accepted downstream containment/cleanup procedures are employed.

In most circumstances, the City of La Habra will handle all response actions with City Staff, and services of current sewer cleaning contractor. However, situations may arise which, due to their magnitude or unusual nature, require additional crews or equipment. This is particularly true of situations where sewer pipes are broken or have failed in some way, and a contractor is needed to affect emergency repairs. Mutual aid is available from neighboring cities through a "handshake agreement" and Orange County Sanitation District through a written statement to this effect.

V. REPORTING

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the City of La Habra shall, as soon as possible, but not later than two (2) hours after (A) the City of La Habra has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.

2. To satisfy notification requirements for each applicable SSO, the City of La Habra shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:

i. Name of person notifying Cal OES and direct return phone number.
ii. Estimated SSO volume discharged (gallons).

iii. If ongoing, estimated SSO discharge rate (gallons per minute).

iv. SSO Incident Description:

a. Brief narrative.

b. On-scene point of contact for additional information (name and cell phone number).

c. Date and time City of La Habra became aware of the SSO.

d. Name of sanitary sewer system agency causing the SSO.

e. SSO cause (if known).

v. Indication of whether the SSO has been contained.

vi. Indication of whether surface water is impacted.

vii. Name of surface water impacted by the SSO, if applicable.

viii. Indication of whether a drinking water supply is or may be impacted by the SSO.

ix. Any other known SSO impacts.

x. SSO incident location (address, city, state, and zip code).

3. Following the initial notification to Cal OES and until such time that the City of La Habra certifies the SSO report in the CIWQS Online SSO Database, the City of La Habra shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. PLSDs: The City of La Habra is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the City of La Habra becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** The City of La Habra shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the City of La Habra shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. **SSO Categories**

i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an City of La Habra's sanitary sewer system failure or flow condition that:

a. Reach surface water and/or reach a drainage channel tributary to a surface water; or

b. Reach a 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).

ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an City of La Habra'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.

iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from a City of La Habra's sanitary sewer system failure or flow condition.

4. **Sanitary Sewer Overflow Reporting to CIWQS – Timeframes**

i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:

a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the City of La Habra becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.

b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.

iii. **"No Spill" Certification** – If there are no SSOs during the calendar month, the City of La Habra shall either 1) certify, within 30 calendar days after the end of each calendar month, a "No Spill" certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, "No Spill" certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the City of La Habra reported a PLSD, the City of La Habra shall still certify a "No Spill" certification statement for that month.

iv. **Amended SSO Reports** – The City of La Habra may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the City of La Habra may contact the SSO Program Manager to request to amend an SSO report if the City of La Habra also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The City of La Habra shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

i. **Causes and Circumstances of the SSO:**

a. Complete and detailed explanation of how and when the SSO was discovered.

b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).

c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.

d. Detailed description of the cause(s) of the SSO.

e. Copies of original field crew records used to document the SSO.

f. Historical maintenance records for the failure location.

ii. **City of La Habra's Response to SSO:**

a. Chronological narrative description of all actions taken by the City of La Habra to terminate the spill.

b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.

b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the City of La Habra's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

i. The City of La Habra is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the City of La Habra is also encouraged to file a spill report as required by Health and Safety Code section

5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

ii. If a PLSD is recorded in the CIWQS Online SSO Database, the City of La Habra must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the City of La Habra), if known. Certification of PLSD reports by the City of La Habra is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the City of La Habra must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the City of La Habra must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

The City of La Habra shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all City of La Habras must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of the City of La Habra contact person who can answer specific questions about the SSO being reported.

2. SSO Location Name.

3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance

point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.

4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.

5. Whether or not the SSO reached a municipal separate storm drain system.

6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.

7. Estimate of the SSO volume, inclusive of all discharge point(s).

8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.

9. Estimate of the SSO volume recovered (if applicable).

10. Number of SSO appearance point(s).

11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.

12. SSO start date and time.

13. Date and time the City of La Habra was notified of, or self-discovered, the SSO.

14. Estimated operator arrival time.

15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.

16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :

1. Description of SSO destination(s).

2. SSO end date and time.

3. SSO causes (mainline blockage, roots, etc.).

4. SSO failure point (main, lateral, etc.).

5. Whether or not the spill was associated with a storm event.

6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.

7. Description of spill response activities.

8. Spill response completion date.

9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.

11. Whether or not health warnings were posted as a result of the SSO.

12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.

13. Name of surface water(s) impacted.

14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.

15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.

16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.

17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:

1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude the City of La Habra from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the City of La Habra's sanitary sewer system. The City of La Habra shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The City of La Habra shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the City of La Habra's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the City of La Habra shall comply with the following procedure:

a. Submit an **electronic** copy of the City of La Habra's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the City of La Habra shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.

2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).

3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.

4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.

5. Within 48 hours of the City of La Habra becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:

   i. Ammonia

   ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the City of La Habra for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The City of La Habra shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an City of La Habra's sanitary sewer system contractor(s).

2. SSO Records: The City of La Habra shall maintain records for each SSO event, including but not limited to:

i. Complaint records documenting how the City of La Habra responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:

a. Date, time, and method of notification.

b. Date and time the complainant or informant first noticed the SSO.

c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.

d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.

e. Final resolution of the complaint.

ii. Records documenting steps and/or remedial actions undertaken by City of La Habra, using all available information, to comply with section D.7 of the SSS WDRs.

iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.

3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

i. Supervisory Control and Data Acquisition (SCADA) systems

ii. Alarm system(s)

iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be

certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An City of La Habra may have more than one LRO.

2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Data Submitter (DS): Any City of La Habra employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the City of La Habra if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The City of La Habra shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the City of La Habra to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

VI. FOLLOW-UP PROCEDURES

Following the spill response, clean up, and reporting, often times additional actions must be taken to ensure similar spills do not occur in the future. These actions can include but are not limited to the following:

- Issuance of Notice of Violation to private property owner
- Issuance of Compliance Order to private property owner
- Issuance of Cease and Desist Violations Order to private property owner
- Coordination of enforcement action with other agencies (OCHCA, RWQCB)
- Civil and or Criminal prosecution
- Televising of Sanitary Sewer Main
- Increased cleaning frequency of segment of Sanitary Sewer Main
- Repair of Sanitary Sewer Main
- Realignment and/or Reconstruction of Sanitary Sewer Main
- Monitoring and Testing

One or more of these actions may be applicable in each situation and must be evaluated on a case by case basis.
Also, applicable to this chapter are the following guidelines for media notification. Currently City policy is that only designated representatives are permitted to provide information to members of the media or their representatives.

VII. UPDATE, DISTRIBUTION AND TRAINING

A. Update of SSOERP and Companion Documents

Annual reviews shall be made to the SSOERP. More frequent reviews shall be performed as warranted. If an element of this plan or related documents or appendices are revised this would initiate a review. If the change initiates an alteration of the SSOERP (the determination is based on the significance of the impact to the SSOERP), the revision shall be made under the direction of the Water and Sewer Manager and, with the approval of the Director of Public Works, shall be distributed. If the revision(s) necessary are to the companion documents, a simple review of this impact to the SSOERP shall be performed and this revision shall be drafted and distributed within one month of the revision, which initiated the alteration to the SSOERP.

In addition to the periodic reviews, a standard annual review shall be made to ensure the SSOERP and related documents are current, correct and applicable. Any changes shall be made within one month of this review, which shall occur on the anniversary date of the initial distribution.

B. Distribution of SSOERP and Companion Documents

Upon completion of the first final SSOERP and with subsequent revisions, the Water and Sewer Manager shall distribute hard copies, within a week of the approval of the revised document, to those individuals holding the positions listed below:

- Director of Public Works
- Street Maintenance Supervisor
- Posted with Sewer GWDR in crew quarters*

Additionally the SSOERP shall be incorporated into the SSMP and the date of the SSMP shall be revised to reflect the update.

C. Availability to the Public

The City of La Habra shall make the SSMP, and hence the SSOERP, "available to any member of the public upon request in writing." Requests for the SSMP shall be directed to and only distributed by the Water and Sewer Manager.

D. Training

This section prescribed the frequency, content and positions responsible for fulfilling the training requirements of the SSOERP.

1. Incident Responders

Training on the SSOERP shall be provided to any staff member holding a position, which may fill the role of IR or directly supervises one or more of these staff members. The training shall be conducted by the Water and Sewer Manager or his/her designee. The trainer shall have an intimate knowledge of not only the SSOERP but also the City of La Habra and its staff, resources, field conditions, policies and procedures as they apply to sewer system maintenance and emergency response. The topics covered shall include

- Overview of the Sewer GWDR and intent of SSMP
- Overview of the function and need for the SSOERP
- Review of each section of the SSOERP
- Review of related documents and their procedures (Reporting requirements, Safety Procedures, etc.)
- Discussion and Focus on any shortfalls of the IR or crews in execution of the required actions and procedures in the SSOERP
- Discussion and documentation of any shortcomings in the SSOERP

Training shall be provided annually and – except for the initial training which will be held within one month following the completion of the SSOERP – shall precede the review and update of the SSMP by one month to provide time to review and incorporated changes based on this input.

1. Sewer Maintenance Field Crews

Field staff shall also be trained on an annual basis on proper response procedures (containment, reporting, safety procedures). Again this training shall precede the review and update of the SSMP by one month to provide time to review and incorporate changes based on staff input. New sanitation staff are trained on an individual basis within one month of starting work. The Water and Sewer Manager or his/her designee shall provide this training.

The general training for field staff required by Section D.8. of the Sewer GWDR requiring "operator be adequately trained and possess adequate knowledge skills and abilities " will be developed as part of the SSMP. This will focus more on the routine maintenance activities and equipment used in exercising daily or typical duties.

VIII. DEFINITIONS

Sanitary Sewer Overflow –Any overflow, spill, release discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. Sanitary sewer overflows include: (i) overflows or releases of untreated or partially treated wastewater that reach waters of the United States; (ii) overflows of 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.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, etc., or other conveyance, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publically owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharge into these temporary storage facilities are not considered SSO's.

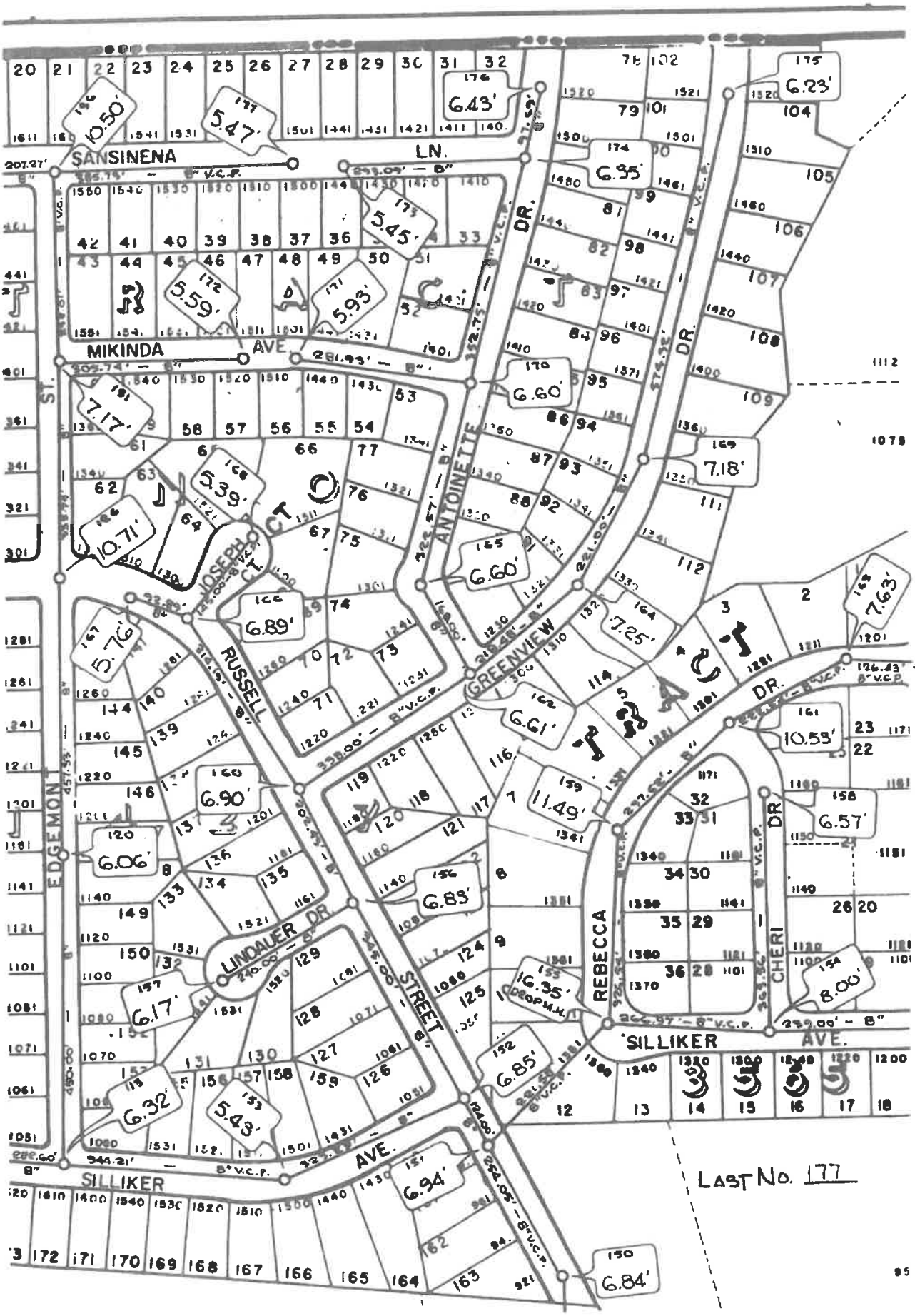
Incident Responder – The Incident Responder or IR is the individual at a sewer spill, in La Habra, who makes the initial assessment of an SSO and determines the level of response. This person is, at times, also responsible for directing the operations; gathering information and insuring the SSOERP and SSOP are adhered to.

Duty Person – The Duty Person is a rotation position within Water and Sewer Maintenance, which takes responsibility for 24-hour response to emergency situations involving water and sewer. This position is responsible for, among other things, dispatching sewer maintenance field staff to sewer spills, acting as IR, and compiling reports.

SSO Reporting System- Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is http://ciwqs.waterboards.ca.gov. This online database is maintained on a secure site and is controlled by unique usernames and passwords,

Appendix C:

A Sample of City of La Habra Sanitary Sewer System Atlas Sheet


SANSINENA LN.
MIKINDA AVE.
SILLIKER AVE.
EDGEMONT ST.
ANTOINETTE DR.
JOSEPH CT.
RUSSELL CT.
GREENVIEW DR.
LINDAUER DR.
REBECCA STREET
CHERI DR.
A-3
A-5
Last No. 177

B-4

A-4

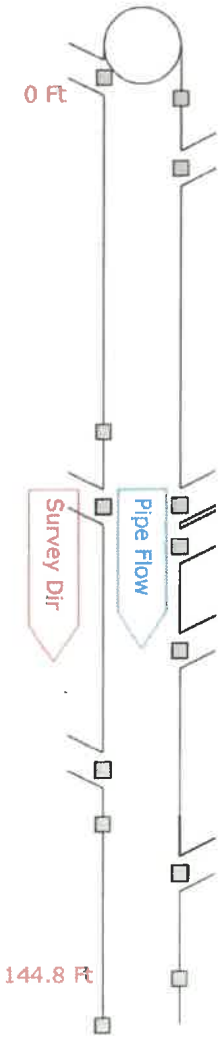
9/76

Appendix D:

A Sample of City of La Habra Video Inspection Report

Pipe Graphic Report of PSR SS179 for CITY OF LA HABRA

Setup	160	**Surveyor**	J. HARTOOG	**Certificate #**	03-3386
System Owner	CITY OF LA HABRA				
Drainage		**Survey Customer**	CITY OF LA HABRA		
P/O #		**Date**	2013/01/17	**Time**	14:20
Street	CYPRESS ST.				
City	CITY OF LA HABRA	**Further location details**	A9		
Up	A90016	**Rim to invert**		**Grade to invert**	
Rim to grade	Ft				
Down	A90017	**Rim to invert**		**Grade to invert**	
Rim to grade	Ft				
Use	Sanitary	**Direction**	Downstream	**Flow control**	
Media No	TRK 93				
Shape	Circular	**Height**	8	**Width**	8 ins
Preclean	J	**Date Cleaned**	2013/01/04		
Material	Vitrified Clay Pipe	**Joint length**	3.0	**Total length**	280.0 Ft
Length Surveyed	278.20				
Lining		**Year laid**		**Year rehabilitated**	
Weather	Dry				
Purpose	Routine Assessment	**Cat**			
Additional info	ZONE 1				
Structural	O & M	Constructional			
Miscellaneous	Hydralic				
Location	Light Highway				
Project	CITY OF LA HABRA GIS D-1 2013			**Work Order**	
Northing		**Easting**		**Elevation**	
Coordinate System				**GPS Accuracy**	



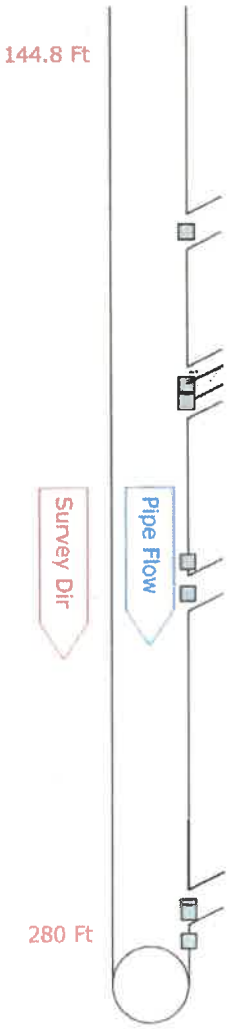
0.0 Ft	Start of Survey Manhole [A90016] Water Level 5%
4.7 Ft	Tap Factory Active 4.000 02 o'clock
7.9 Ft	Crack Multiple 10 to 04 o'clock ST: 3
18.2 Ft	Tap Factory Capped 4.000 10 o'clock
57.0 Ft	Crack Multiple 01 to 05 o'clock ST: 3
68.1 Ft	Tap Break-in Active 4.000 10 o'clock Tap Factory Active 4.000 02 o'clock
74.1 Ft	Tap Factory Capped 4.000 10 o'clock
89.5 Ft	Tap Factory Active 4.000 10 o'clock Joint Separated Medium ST: 1
107.0 Ft	Tap Factory Active 4.000 02 o'clock
115.0 Ft	Crack Multiple 01 to 05 o'clock ST: 3
122.5 Ft	Tap Factory Active 4.000 10 o'clock
138.0 Ft	Roots Fine Joint 07 to 08 o'clock OM: 1 Crack Multiple 07 to 11 o'clock ST: 3
144.8 Ft	Roots Fine Joint 03 to 05 o'clock OM: 1

PiPE INC

PipeLogix Inc.
Phone: 866-299-3150
Fax: 760-406-6023

Pipe Graphic Report of PSR SS179 for CITY OF LA HABRA

Setup	160	**Surveyor**	J. HARTOOG	**Certificate #**	03-3386
System Owner	CITY OF LA HABRA				
Drainage		**Survey Customer**	CITY OF LA HABRA		
P/O #		**Date**	2013/01/17	**Time**	14:20
Street	CYPRESS ST.				
City	CITY OF LA HABRA	**Further location details**	A9		
Up	A90016	**Rim to Invert**		**Grade to Invert**	
Rim to grade	Ft				
Down	A90017	**Rim to Invert**		**Grade to Invert**	
Rim to grade	Ft				
Use	Sanitary	**Direction**	Downstream	**Flow control**	
Media No	TRK 93				
Shape	Circular	**Height**	8	**Width**	8 ins
Preclean	J	**Date Cleaned**	2013/01/04		
Material	Vitrified Clay Pipe	**Joint length**	3.0	**Total length**	280.0 Ft
Length Surveyed	278.20				
Lining		**Year laid**		**Year rehabilitated**	
Weather	Dry				
Purpose	Routine Assessment	**Cat**			
Additional Info	ZONE 1				
Structural	O & M	Constructional			
Miscellaneous	Hydralic				
Location	Light Highway				
Project	CITY OF LA HABRA GIS D-1 2013			**Work Order**	
Northing		**Easting**		**Elevation**	
Coordinate System				**GPS Accuracy**	



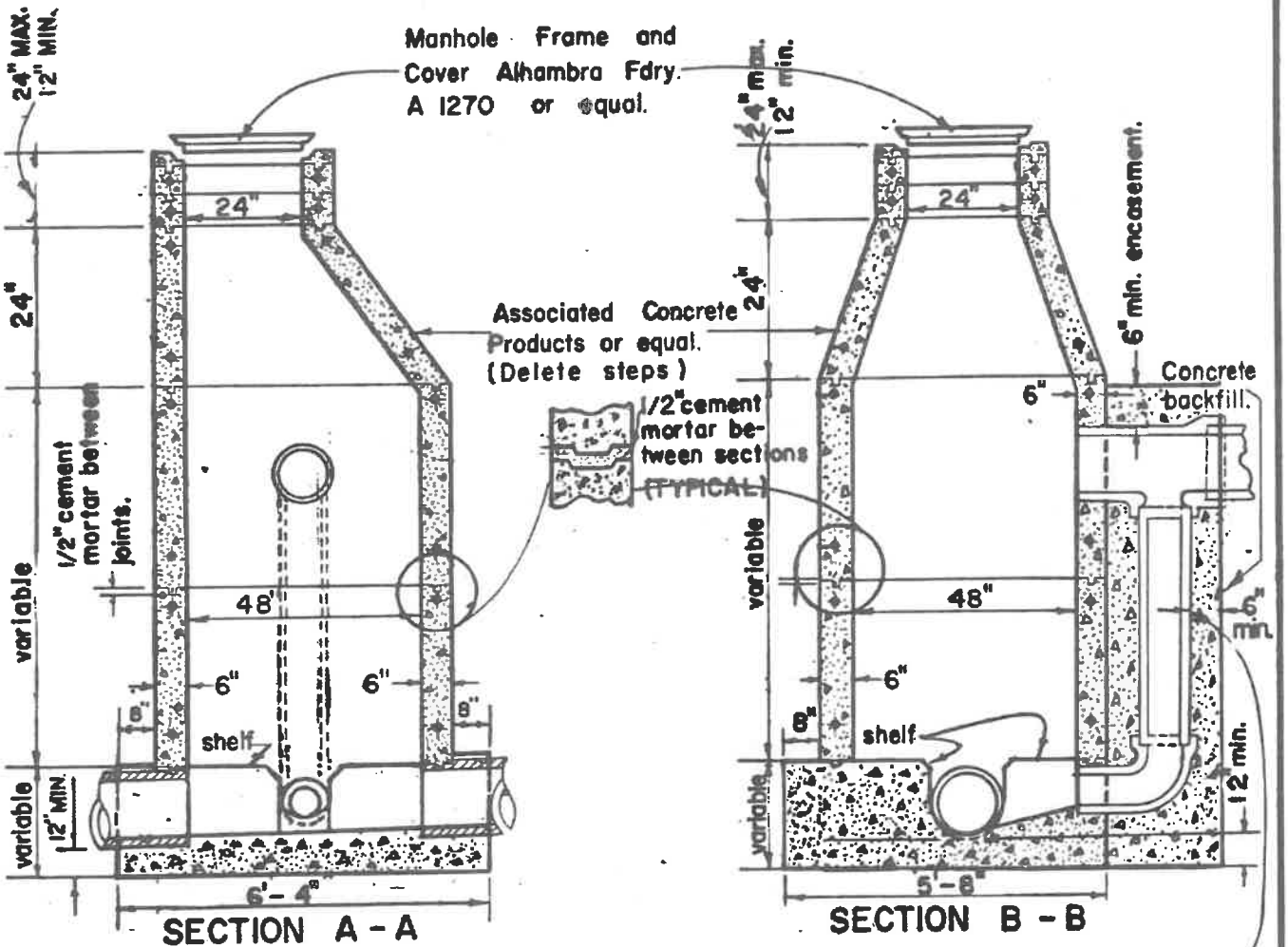
176.0 Ft	Tap Factory Capped 4.000 10 o'clock
195.3 Ft	Joint Offset Medium ST: 1
197.1 Ft	Tap Factory Active 4.000 09 o'clock
199.4 Ft	Tap Factory Active 4.000 10 o'clock
221.6 Ft	Roots Fine Joint 07 to 05 o'clock OM: 1
226.0 Ft	Tap Factory Capped 4.000 10 o'clock
269.3 Ft	Tap Factory Capped 4.000 10 o'clock
270.1 Ft	Fracture Multiple 07 to 05 o'clock ST: 4
274.0 Ft	Roots Fine Joint 07 o'clock OM: 1
278.2 Ft	Manhole [A90017] End of Survey

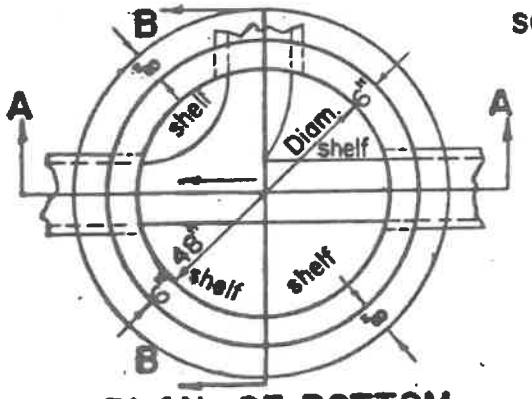
PIPE INC

PipeLogix Inc.
Phone: 866-299-3150
Fax: 760-406-6023

Appendix E:

Standard Details for Sanitary Sewers, Public Works Agency





PLAN OF BOTTOM

Concrete shall be class 520-C-2500 per Section 201 of Standard Specification for Public Works Construction.

NOTE
Manhole thickness may be 4" if reinforced with #4 wire hoop.

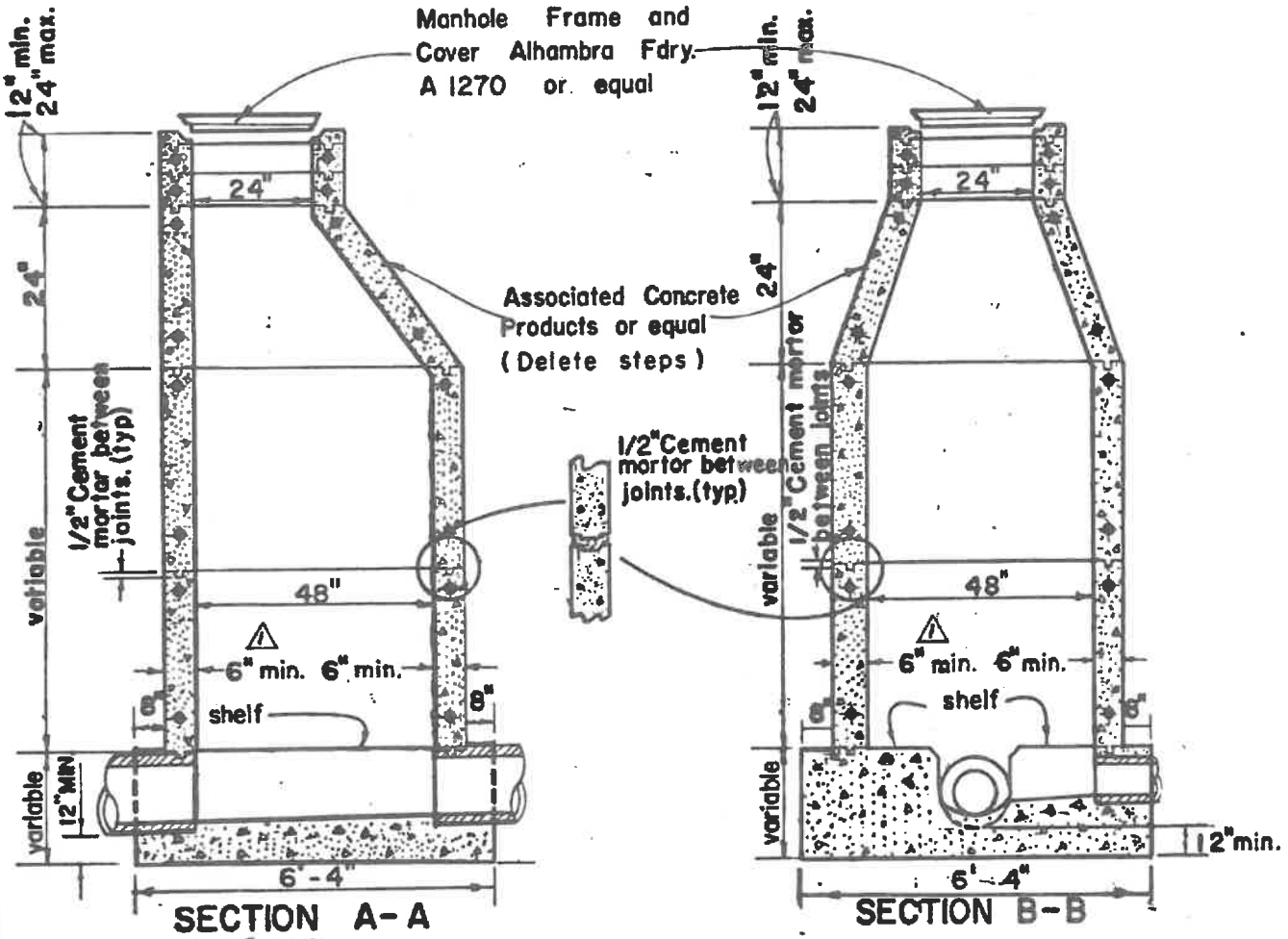
CITY OF LA HABRA

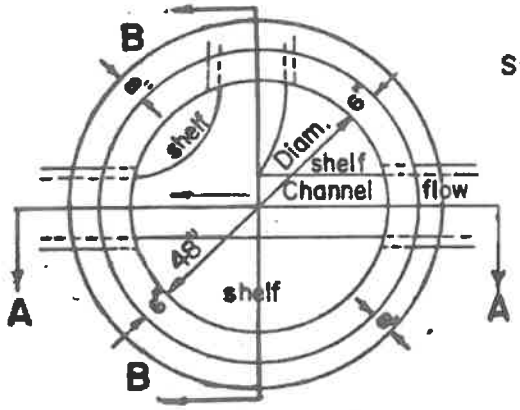
STANDARD CONCRETE DROP MANHOLE WITH ECCENTRIC CONE

APPROVED H.D. Stringer DATE _____

STANDARD DETAIL S-1

E.L.L - REV. 9/27/83





PLAN OF BOTTOM

SCALE: 1" = 3'

NOTE

Manhole thickness may be 4" if reinforced with #4 wire hoop,

Concrete shall be class 520-C-2500 Per Section 201 of Standard Specification for Public Works Construction.

Tie into Existing Sewer Manhole shall be accomplished by core drilling.

REV	DATE	DESCRIPTION	BY
②	5/16/72	Revised Concrete Mix	R.G. APD
⚠	5/16/72	Revised M.H. Thickness	R.G. APD

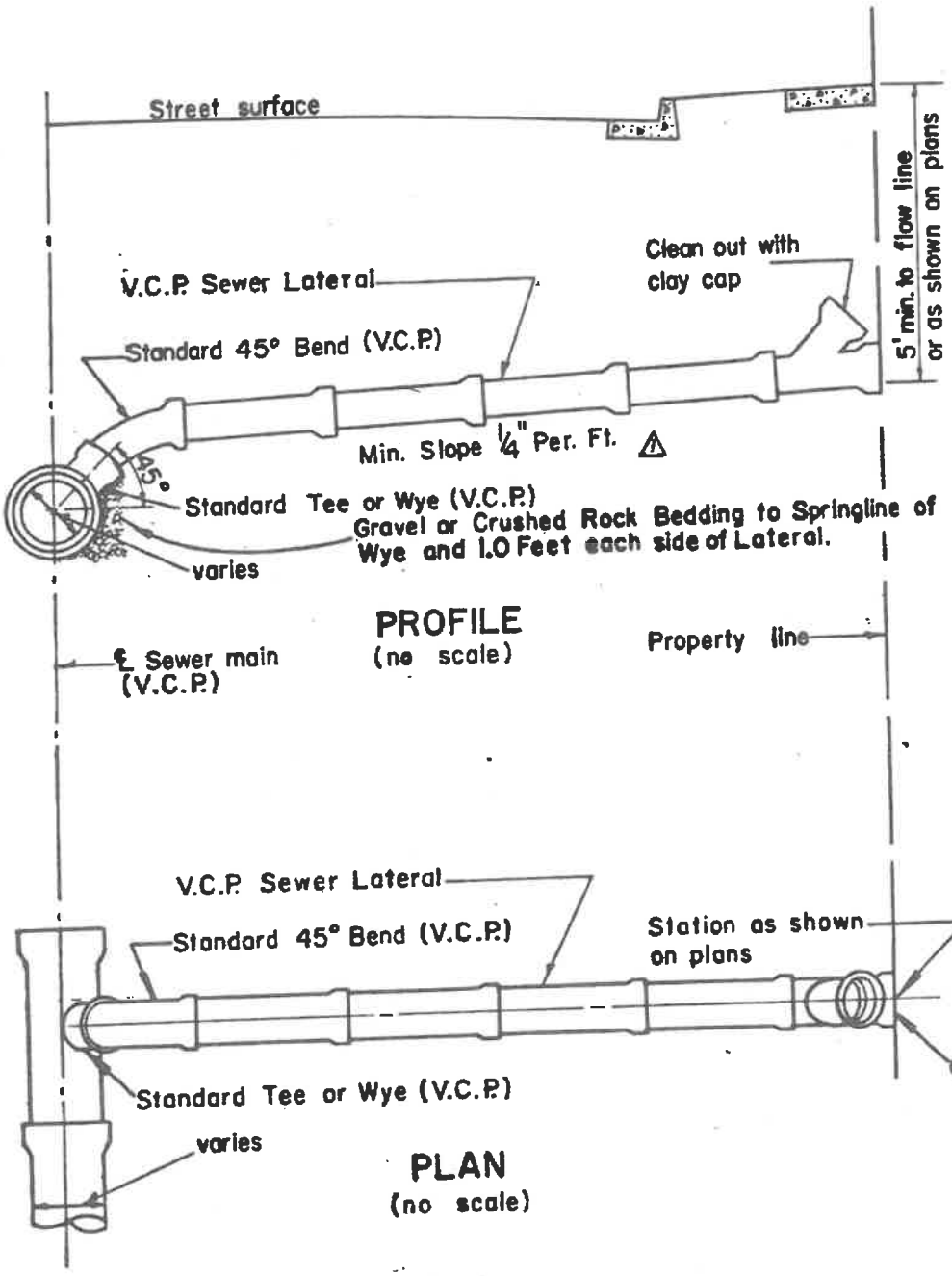
Rev. 12-16-83

CITY OF LA HABRA

STANDARD CONCRETE MANHOLE WITH ECCENTRIC CONE

APPROVED W. L. Stanley DATE 3-1-59

STANDARD DETAIL S-2



NOTE: USE 6" V.C.P. FOR ALL BUILDINGS UNLESS OTHERWISE DIRECTED BY CITY ENGINEER.

JOINTS TO BE WEDGE-LOC PER. A.S.T.M. C-425 TYPE I BAND SEAL, OR APPROVED EQUAL.

REV.	DATE	DESCRIPTION	BY / APD.
⚠	10-24-61	Added min slope & note	H.H.M.

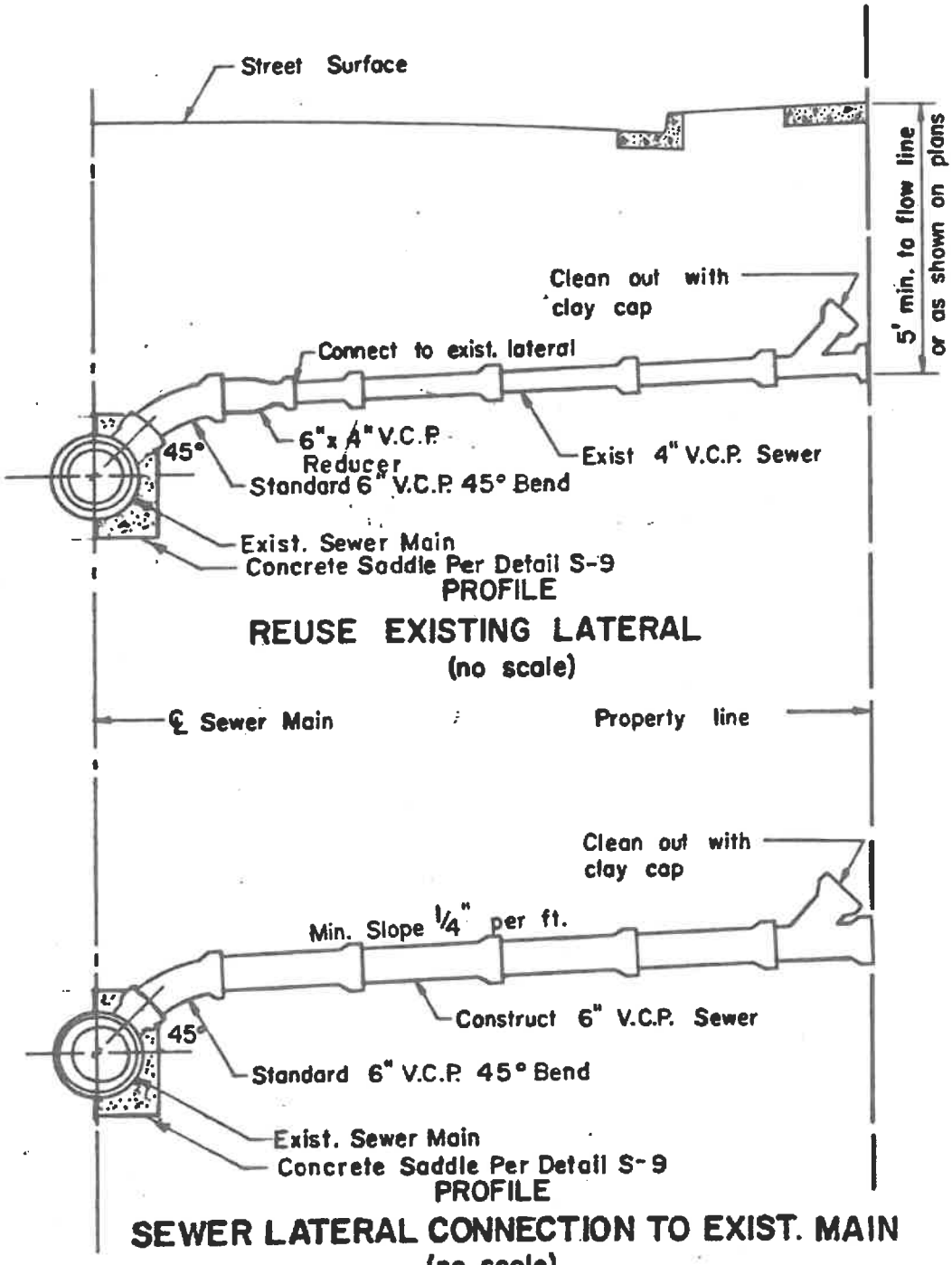
CITY OF LA HABRA

SEWER CONNECTION

APPROVED H.W. Stenjem DATE 3-11-59

STANDARD DETAIL S-3

REV. 2/21/86



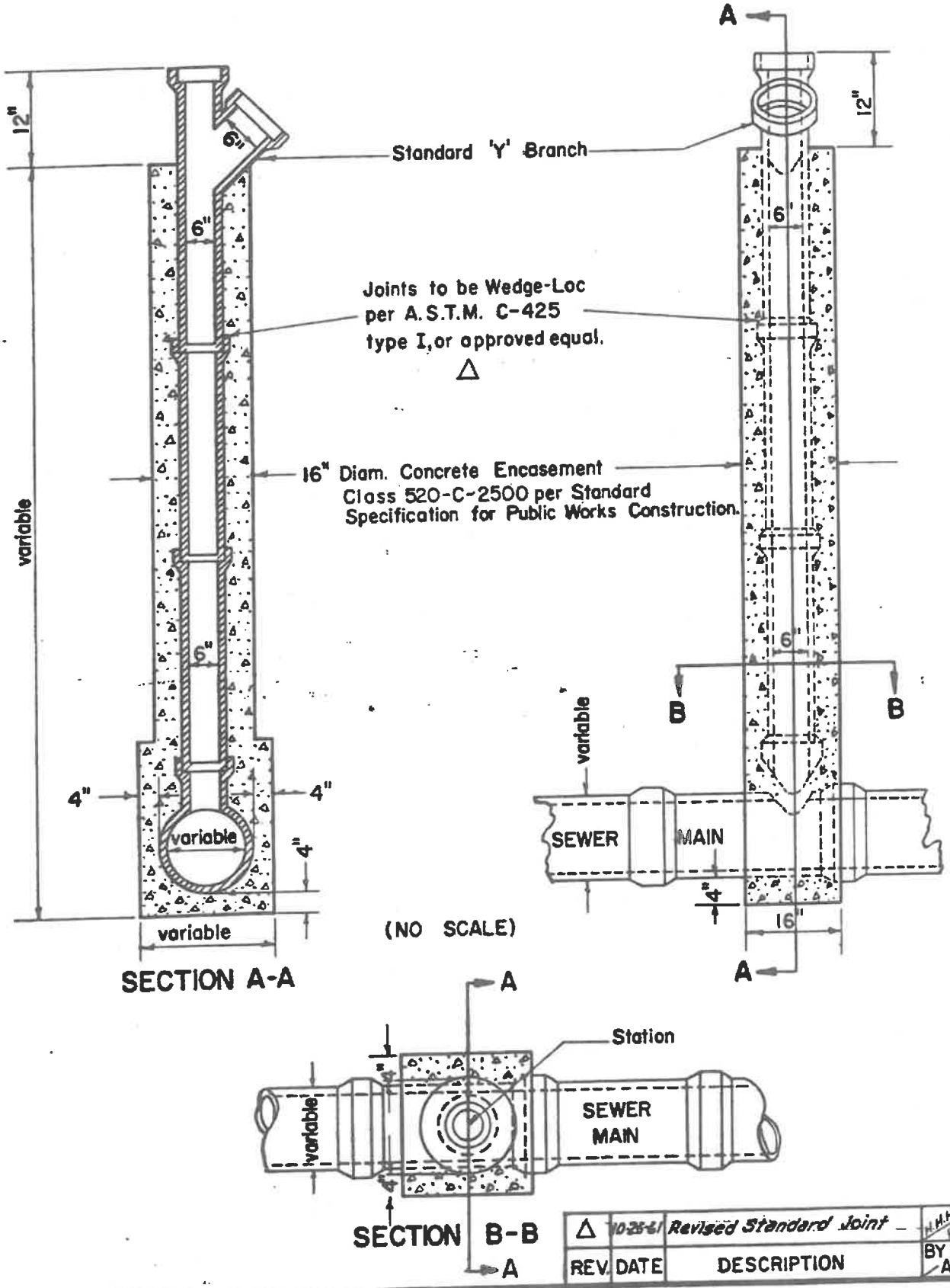
NOTE: JOINTS TO BE WEDGE-LOC PER A.S.T.M. C-425 TYPE I BAND SEAL OR APPROVED EQUAL

REV. 2/21/86

CITY OF LA HABRA

SEWER CONNECTION TO EXISTING MAIN

APPROVED Robert F. Beaudoin DATE Dec. 1, 1970 | STANDARD DETAIL S-3A

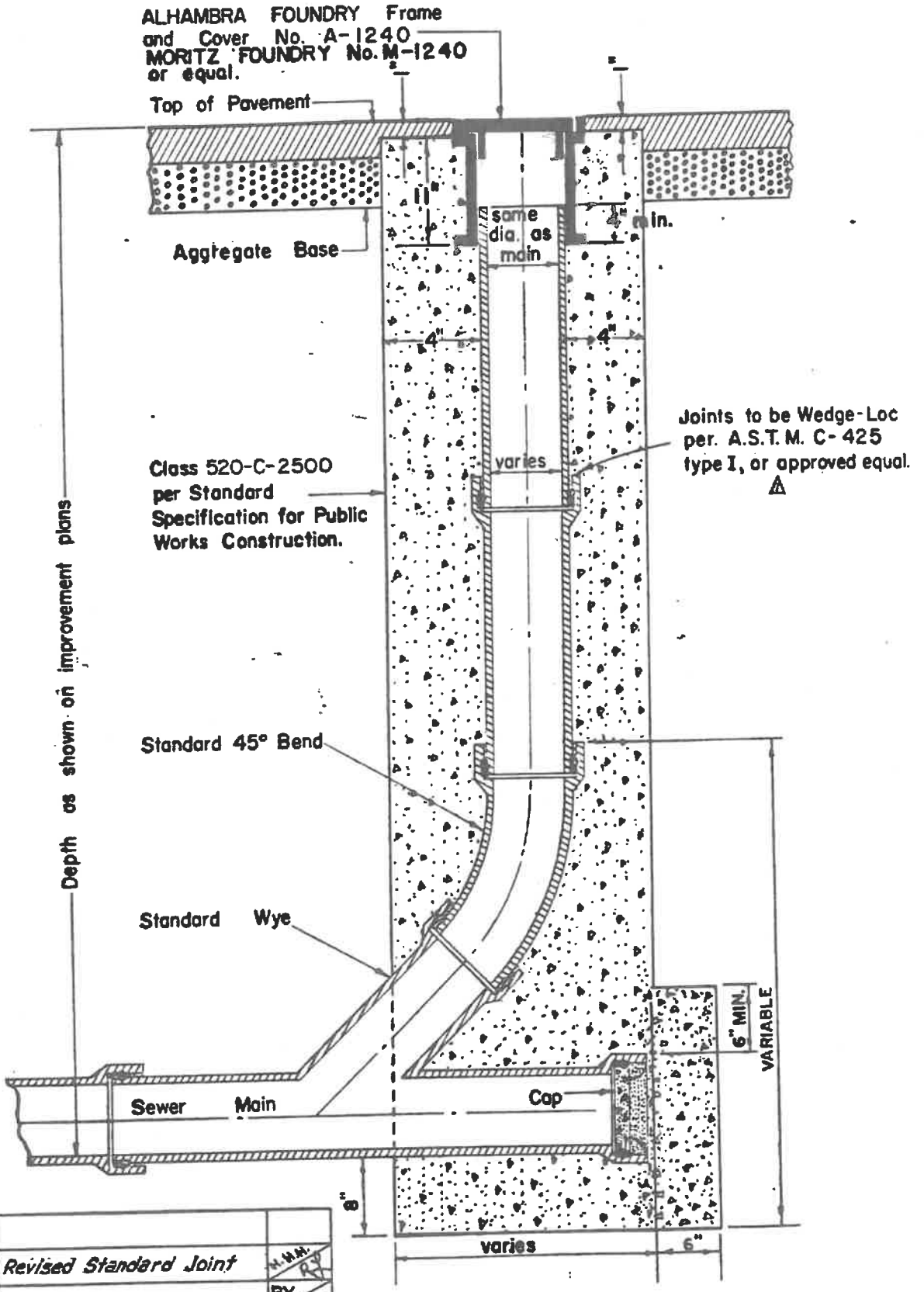


CITY OF LA HABRA

STANDARD SEWER CHIMNEY

APPROVED H. D. Stringer DATE 3-11-59

STANDARD DETAIL S-4



REV.	DATE	DESCRIPTION	BY
1	10-25-61	Revised Standard Joint	H.H.M. / APD.

CITY OF LA HABRA

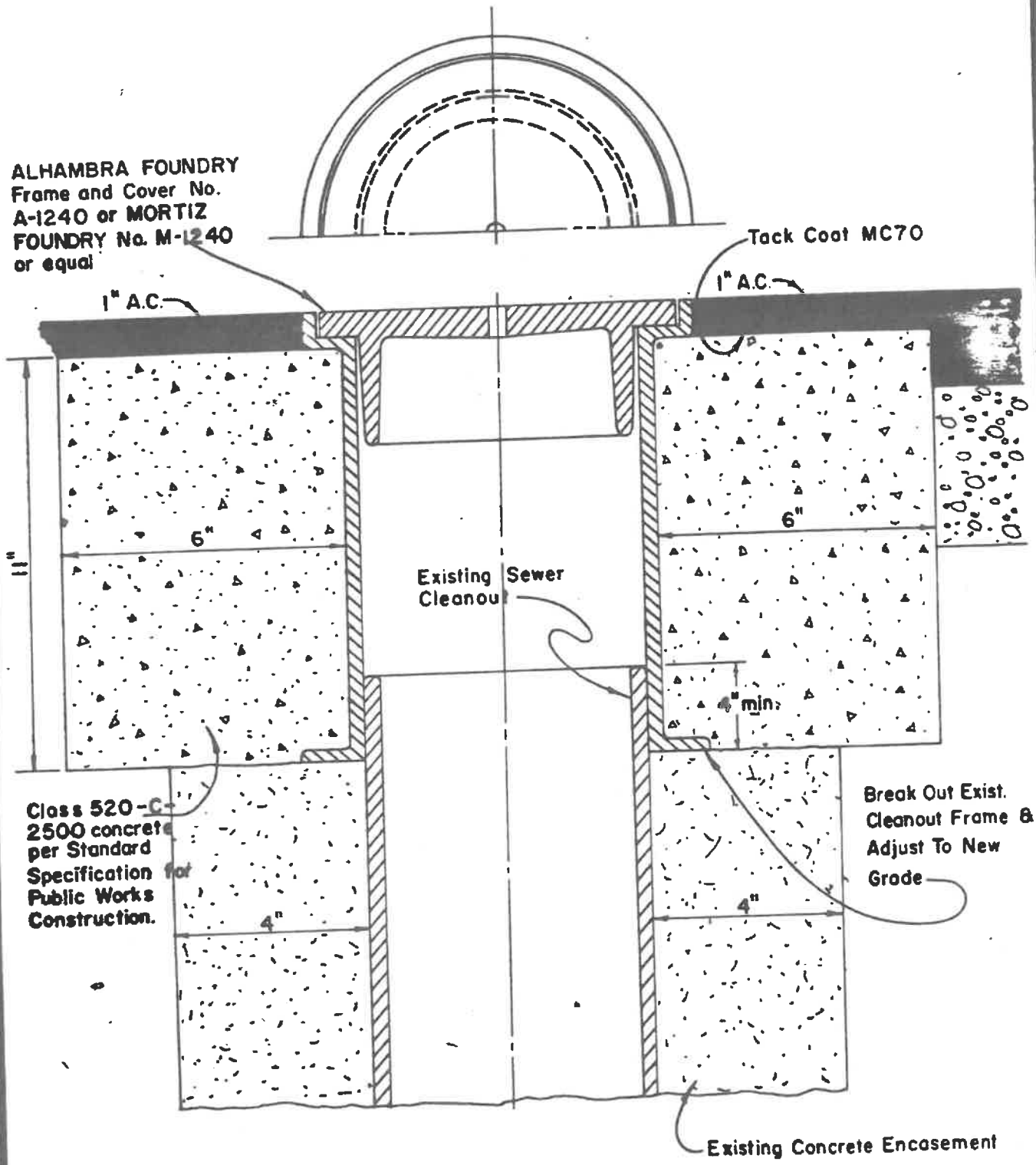
STANDARD SEWER MANHOLE & CLEAN-OUT

APPROVED H. A. Stringer DATE 3-11-59

STANDARD DETAIL S-5

REV. 5-11-78

1-63

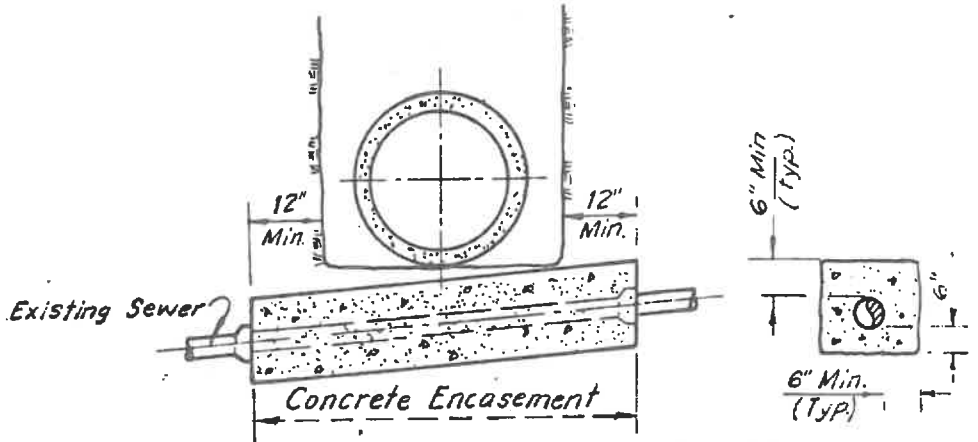


CITY OF LA HABRA

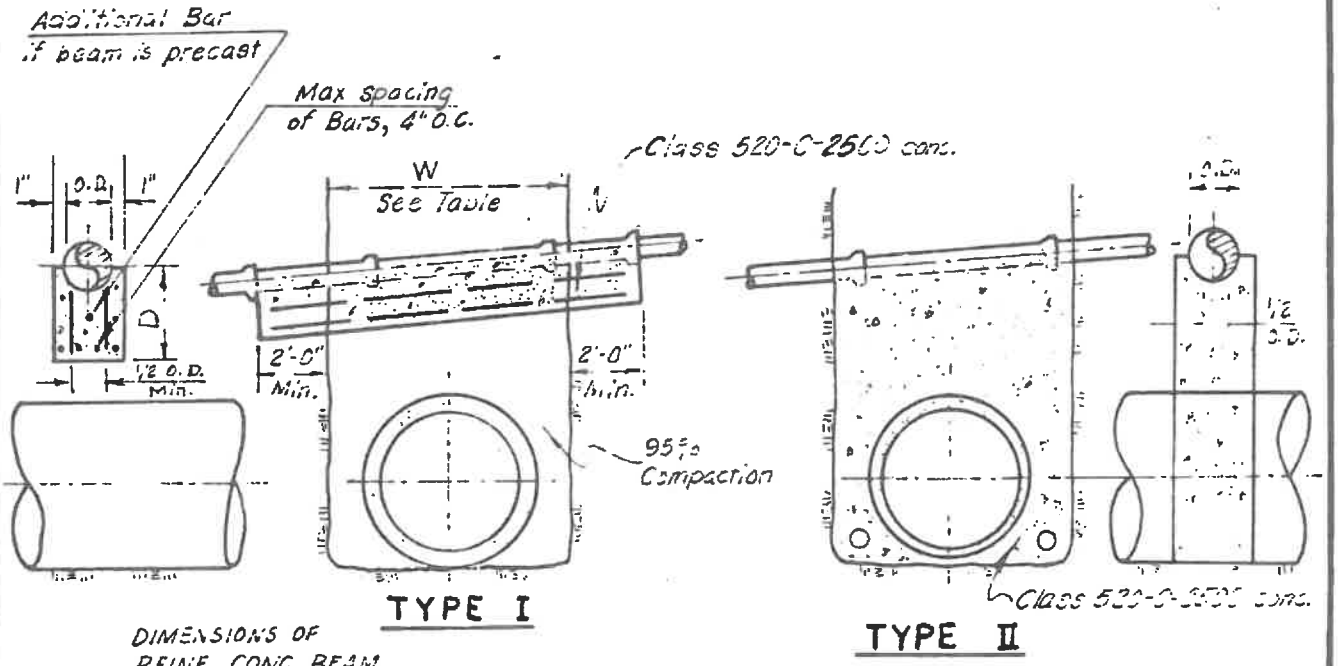
SEWER CLEANOUT ADJUSTMENT

APPROVED Robert Burnsdorf DATE 5-11-71

STANDARD DETAIL S-6



ENCASEMENT BENEATH STORM DRAIN



TYPE I

TYPE II

DIMENSIONS OF REINF. CONC. BEAM

N	Depth of Cover 0' to 8'-0"		8'-1" to 16'-0"	
	D	Bar No.	D	Bar No.
4'	8"	4	8"	4
5'	8"	4	9"	5
6'	8½"	5	10½"	5
7'	9"	5	11½"	6
8'	10"	5	12½"	6
9'	11"	6	13½"	6
10'	12"	6	15"	7

SUPPORT DETAILS OVER STORM DRAINS

NOTES:

1. TYPE I OR II MAY BE USED AT CONTRACTOR'S OPTION.
2. ALL CONCRECTE TO BE CLASS 520-C-2500 PER SECTION 201 OF STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION.
3. COMPACTION SHALL BE CERTIFIED PRIOR TO CONSTRUCTING CONCRETE SUPPORT TYPE I.

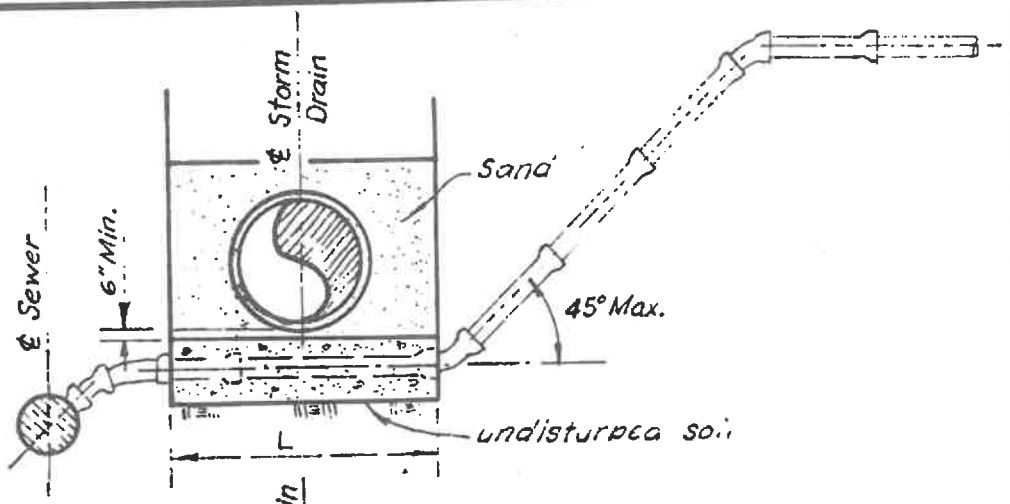
R-5-11-78

CITY OF LA HABRA

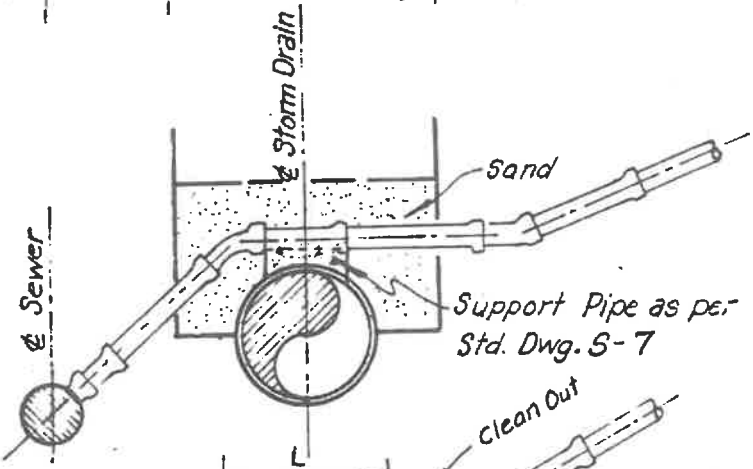
SEWER SUPPORT ACROSS TRENCHES

APPROVED K.L. Burnelons DATE 11-9-77 | STANDARD DETAIL S-7

TYPE I

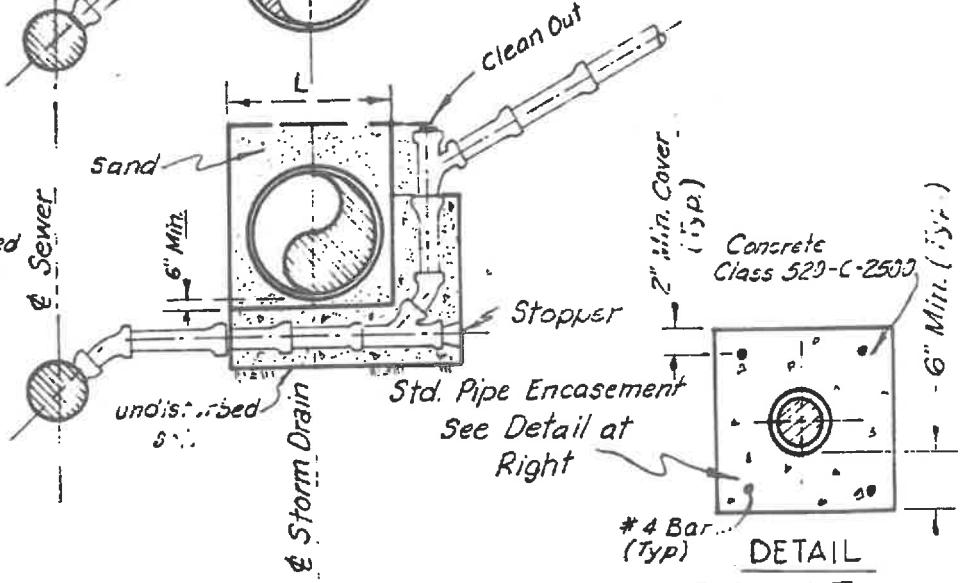


TYPE II



TYPE III

NOTE:
Type III only to be used when other methods are unworkable.



DETAIL
TYPE I & II

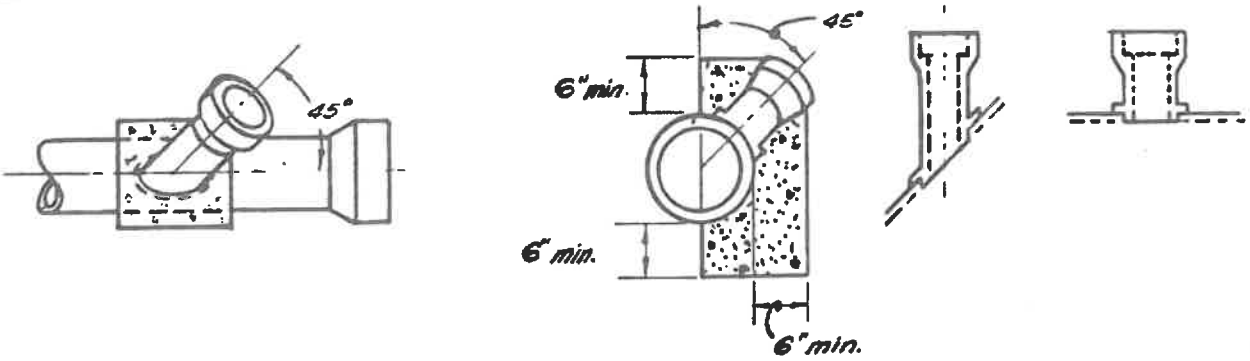
NOTES:

1. Minimum slope for sewer laterals shall be ¼" per ft.
2. L = width of storm drain trench plus extension at both sides to first pipe joint at or beyond trench.
3. Laterals to be 5 ft. minimum depth at property line.

CITY OF LA HABRA

SEWER HOUSE LATERAL AT UTILITY INTERSECTION

APPROVED R.L. Burnidge DATE 11-9-77 | STANDARD DETAIL S-8



SADDLE CONNECTION

NOTES:

Saddle Connection.

1. The sewer line shall be scored to the approximate shape of the collar wye or tee fitting. The Contractor shall either cut a neat opening, with a circular ceramic saw, of 6" or make a small hole not larger than ONE (1) inch in diameter in the center of the scored area with a pointed tool, similar to a mason's pick, and chip with a chisel or short handle hammer, in a spiral fashion to the scored line.
2. The Contractor shall secure the collar wye saddle to the sewer with an Epoxy Resin provided by the Pipe Manufacture.

3. The Contractor shall encase the saddle connection with class 520-C-2500 concrete after the connection is approved by the City.

4. The Contractor shall keep clay chips, dirt, epoxy, mortar and concrete out of the sewer saddle and shall perform a cleaning and balling of the reach saddled if directed to do so by the City.

5. The Contractor shall repair or replace any damaged pipe as directed by the City.

CITY OF LA HABRA

SEWER CONNECTION

APPROVED [signature] DATE 11-9-77	STANDARD DETAIL	S-9