

City of Healdsburg

Sewer System Spill Response Plan



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March 2009

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Spill Notification and Response Procedures

A spill, as defined by the State Water Quality Resources Control Board, is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. A spill also includes unauthorized discharge to land that poses a public health threat.

In the event of an actual or potential spill, overflow, or bypass in the sewer collection system or at the treatment facility, the following spill notification and response procedures should be followed.

The person taking the report of the event (usually the Police Dispatcher, Community Development Center (CDC) or Public Works Department office staff), is to:

1. Collect and record the following critical data:

- Caller's name and contact information.
- Location of the spill. What is occurring? How long have they observed it (what time did it start)? Do they know how it happened? How did they notice it?
- Is the spill running into a creek, river, storm drain, or other surface water?

2. Notify and provide the reported information to the following people immediately.

Notification shall first be made by telephone (on-call cellular telephone first, then home or work - depending on the time of day, day of the week, etc). The first person notified is the Public Works First Responder (defined as the first person on scene). If no response is received within five (5) minutes of initial call, then call the next on call person (there are three people on call at all times) or call the Supervisor or Foreman. All required contact phone numbers can be found in the Public Works contact list (please see attached).

There are three Public Works on-call employees: one Utility Worker, one Utility Operator – Water, and one Utility Operator- Wastewater. One of these employees can be reached 24-hours per day through their City cell phone. If unable to contact any of the on-call staff, contact:

- Utility Maintenance Foreman, Wastewater Foreman and/or Water Foreman

or

- Public Works Maintenance Supervisor

If the caller indicates that surface waters (i.e. creek, storm drain inlet, storm drain, river etc) are threatened, or if the spill or overflow has reach surface waters or that private property has been damaged; the First Responder shall verify this once upon arriving on-site. The Foreman and/or Maintenance Supervisor must be notified immediately by the First Responder. The Foreman or Maintenance Supervisor will notify the Public Works Director if needed.

3. In the event that additional assistance is needed to handle the event, the other on-call Public Works personnel shall be notified as requested by the First Responder. All additional responding employees are to provide assistance as directed by First Responder or Foreman/ Maintenance Supervisor, as applicable.

Responding Personnel

In the event of a spill, the **First Responder** shall:

1. Assess the situation and call for additional personnel and equipment to respond as necessary. If the spill volume or other circumstances surrounding the spill are determined to be from a source other than the City's public utility system (i.e. hazardous materials etc), the Police Dispatcher shall be informed so that the Healdsburg Fire Department can be called to respond and control the event, which shall be turned over to the Fire Department upon their arrival.
2. Assemble a team of Public Works personnel that will take appropriate actions, such as securing additional equipment, clearing the line blockage, containment, cleanup, and mitigation of the spill. Vehicle and pedestrian traffic shall be re-directed around the spill area by public safety officers, and/or traffic barricades and cones.
3. Notify a Foreman or the Maintenance Supervisor immediately if surface waters are impacted or private property is damaged by the event. The Foreman or Maintenance Supervisor will contact the Public Works Director if needed.
4. Investigate and note blockage and/or spill details, including location(s), cause, duration, flow rate and volume of spill. Provide this information to Foreman or the Maintenance Supervisor.
5. Document the spill site with pictures, and document any unusual conditions that have caused or contributed to the spill.
6. As soon as possible, but not later than 2-hours after becoming aware of the unauthorized discharge, contact the Office of Emergency Services (OES), who will provide a control number for the spill for future reference. OES- 800-852-7550 (24-hour number).
7. As soon as possible but not later than 2-hours of becoming aware of the unauthorized discharge, contact the County Environmental Health Division, (707-565-6565) during working hours, or REDCOM (707-568-5992) after work hours.
8. As soon as possible but not later than 2-hours after becoming aware of the unauthorized discharge, contact the Regional Water Quality Control Board must be contacted (707-576-2220, after hours pager 707-323-4945.)
9. As soon as possible but not later than 24-hours after becoming aware of the unauthorized discharge contact the Regional Water Quality Control Board (RWQCB) by telephone or notify the assigned caseworker by email that all appropriate parties have been notified.
10. Within 5- business days of the event, submit a written report to the RWQCB with the information described in Table 3 and the Spill Response Form.

Response Team

To protect receiving waters, the **response team** must:

- Stop the overflow/spill;
- Divert spill away from receiving waters/storm drains;
- Contain the overflow/spill;
- Clean up and mitigate the overflow/spill;
- Set up traffic control (if needed);
- Take pictures of incident, and if possible photograph the cause of the spill;
- Collect receiving water samples (see directions below) if receiving waters are contaminated or suspected to be contaminated
- Contact OES, RWQCB, County Environmental Health Division and the Foreman/Maintenance Supervisor, who will contact the Public Works Director if necessary;
- Contact the RWQCB case worker within 24-hours; and
- Video the line (if possible and necessary) within a week of the spill

Sampling: Spill kits are located at the PW O&M Warehouse and one at the Water Reclamation Facility. The spill kits contain specific directions for sampling. Samples should be taken immediately upstream and downstream of the spill, as well as from the spill itself.. The on-call Wastewater Operator is called to analyze the samples. The samples should be analyzed for the following constituents at each location: Biological Oxygen demand (BOD, 5-day), Total Suspended Solids (TSS), Ammonia (NH₃N), Nitrate (NO₃N), Total and Fecal coliform, pH, Dissolved Oxygen, and chlorine residual.

Note: Dissolved oxygen, pH, Cl₂ residual are analyzed by Public Works staff.

Responsibilities

The **First Responder** will arrive on scene, assess the situation, and determine if more personnel crews are needed to assist with the situation. Once other Public Works personnel arrive, if needed, the First Responder should assign tasks such as mitigation efforts, traffic control, sampling etc.

The First Responder will also:

- Immediately report any Sanitary Sewer Overflows (SSO) by telephone to OES, RWQCB & Environmental Health.
- Call the Foreman or Maintenance Supervisor, collect samples, and complete a spill response form and submit the form to their Foreman/Supervisor. The Foreman/Supervisor will submit the form to the RWQCB within 5-days of the event.

The **Foreman**, **Maintenance Supervisor**, and/or **Public Works Director**, will:

1. Ensure spill notification and response procedures are followed.
2. Investigate the spill in sufficient detail to determine the cause, extent, and required follow-up.
3. The following people will be notified:

City Management – The Public Works Director, will notify the City Manager, of any major collection system spill, a spill impacting surface waters or damaging private property, any chemical release, or any major discharge permit violation.

Redwood Empire Municipal Insurance Fund (REMIF) – If private property is damaged, the on-call REMIF personnel shall be notified as soon as possible by the Foreman, Supervisor or Public Works Director.

Others - If the incident involves a threat to public waterways, in addition to the mandatory notification to OES, RWQCB & County Environmental Health Division, the Foreman, Supervisor or Public Works Director will notify as appropriate:

- California Department of Fish and Game
- Department of Public Health
- Sonoma County Water Agency

Details of the Spill

Information to be provided verbally to OES & RWQCB includes:

- Name and contact information of caller
- Date, time the spill was discovered and specific location of SSO occurrence
- Estimated volume in gallons (total amount recovered and amount entering a surface water, rate of flow, and spill duration
- Whether or not the spill entered a surface water
- Cause of spill
- OES control number (provide to the RWQCB)
- Detailed description of cleanup actions taken and corrective action
- Responding agencies (Healdsburg Public Works, HFD, HPD etc)
- Whether or not samples were taken
- Information provided in verbal notification
- Other agencies notified by phone
- Disposal of contaminants (trash, WRF etc)

Please see that attached Table 3: Spill Response Form

Contact Phone Numbers

<u>Name/Radio</u>	<u>Work#</u>	<u>Home#</u>	<u>Cell#</u>
DeWayne Burgess/52	431-3392	479-6774	362-6147
Scott Byrn/69	431-3392	217-5493	327-9751
Terry Conway/40	431-3365	894-9122	480-6084
Brian Diamantini/49	473-4495	431-0246	799-2624
Victor Halverson/68	431-3342	433-9278	480-0482
David Hambly/45	431-3569	431-8918	217-2531
Charlie Jurecek/97	431-3345	433-3653	217-9205
Ryan Kirchner/44	431-3574	541-643-0901	217-8189
Leo Larkin/55	473-4458	836-8664	217-7153
Jaime Licea//58	431-3385	433-2699	293-0762
Rich McMahon/53	431-3435	217-2201	481-4347
Bob Millar/63	431-3349	537-1826	481-8532
Chris Monti/67	431-3574	894-0754	799-2623
Al Ochoa/61	473-4479	837-8837	217-6768
Allen Roseberry/ 54	431-3331	578-7460	696-3164
Rob Scates/47	473-4491	546-1099	236-0970
Dave Simonds/59	473-4484	538-2399	477-7163
Claire Simpson/65	431-3570	542-3438	696-3161
Suzanne Stephensen/60	431-3575	874-2537	484-6236
Eddie Uribe/50	431-3435	433-6878	481-4606
Jorge Valencia/57	473-4479	799-2692	362-0122
Greg Way/66	431-3342	544-3576	953-7276
Mike Kirn/95	431-3333	559-493-8829	559-493-8829

Foreman:

**Wastewater Utility Foreman-
Water Utility Foreman-
Maintenance Utility Foreman-**

**Brian Diamantini
Allen Roseberry
Jaime Licea**

Maintenance Supervisor-

Leo Larkin

Public Works Director-

Mike Kirn

Spill Notification Procedures Contact Information

(Outside Agencies)

State Office of Emergency Services (OES)

State	1(800) 852-7550 (24-hour)
Local	565-1152
FAX	565-1172

Regional Water Quality Control Board (RWQCB) - North Coast Region

General #	576-2220
Kathryn Goodwin	576-2687 (Sewer overflows)
Mona Dougherty	570-3761 (Storm water)
After-hours pager	323-4945
Fax	523-0135

Sonoma County Environmental Health Division

Local #	565-6565
After hours	568-5992 (REDCOM)

CA Department of Fish and Game

Local	944-5500
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Department of Public Health – Office of Drinking Water, Santa Rosa District

Office	576-2145
Marianne Watada	576-2076

Sonoma County Water Agency

Operations	523-1070
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Town of Windsor

Operations	838-1000 (24-hours)
Mike Cave, Water Systems Sup.	217-8623 (cell) 838-5329 (desk)
Richard Bartlett, PW Manager	301-0838 (cell) 838-5309 (desk)

Redwood Empire Municipal Insurance Fund (REMIF)

<u>Main office -</u>	938-2388
Dan Abbott (cell)	292-1898
Dan Abbott (office)	539-7017
Dan Abott (home)	433-6329
Fax	539-7691
Dan Abbot email:	Cnorth1436@aol.com
Ed Chascho (cell)	548-2165
Ed Chascho (home)	584-7990

Healdsburg Fire Department	431-3360
Healdsburg Police Department	431-3377

Table 1: Spill Reporting Fact Sheet

Required Communication	Agency to Contact (all are required)	Time Requirements	Contact Method
1. Notification	Office of Emergency Services (OES)	As soon as possible, but not later than 2-hours after becoming aware of the unauthorized discharge	Telephone- (800) 852-7550 OES will provide a control number for future reference to the spill
	Sonoma County Environmental Health Division	As soon as possible, but not later than 2-hours after becoming aware of the unauthorized discharge	Telephone – 707-565-6565 Environmental Health After hours – REDCOM 568-5992
	Regional Water Quality Control Board	As soon as possible, but not later than 2-hours after becoming aware of the unauthorized discharge	RWQCB Kathryn Goodwin Office: 576-2687 After hours: 323 -4945 or Mona Dougherty Office: 570-3761 After hours: 323 -4945
2. Certification	Regional Water Quality Control Board	As soon as possible, but not later than 24-hours after becoming aware of the unauthorized discharge	RWQCB Kathryn Goodwin Office: 576-2687 After hours: 323 -4945 or Mona Dougherty Office: 570-3761 After hours: 323 -4945
3. Reporting	Regional Water Quality Control Board	Within 5 business days, submit a written report to your Regional Board	Fax or hand deliver Hand delivery & date stamp a copy for our files or Fax: 523-0135. Keep fax confirmation & fall up with a phone call 576-2220

Table 2: Spill Responsibilities Flow Chart

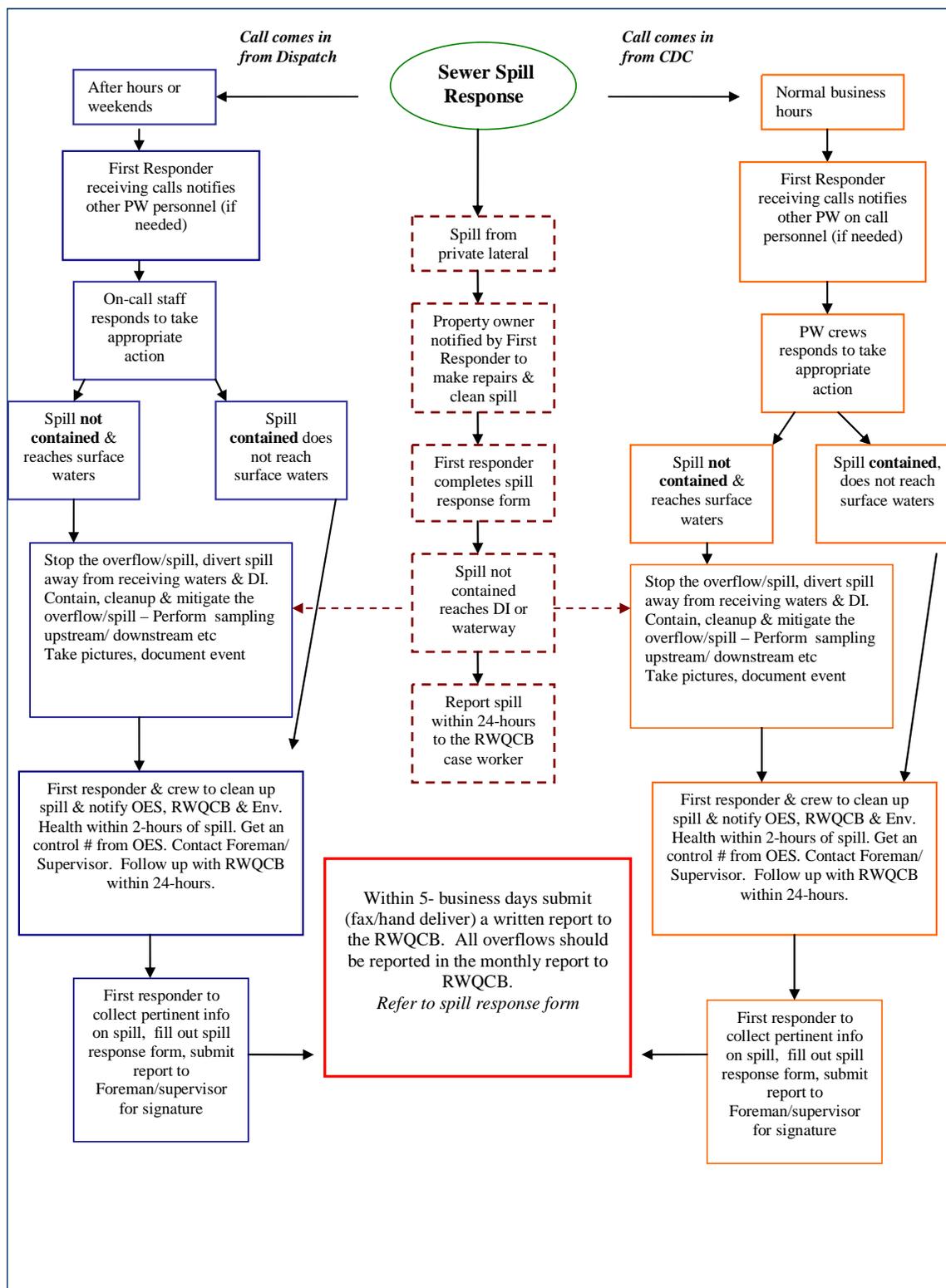


Table 3: Spill Response Form

SANITARY SEWER OVERFLOW REPORT FORM

First Responder:		Date:	Time Reported:
Time Arrived on Scene:		When was the spill first observed?	
Name of Reporting Party:		Contact Information (Phone Number):	
Specific Location of spill:			
Description (sewage, potable water, other):			
Estimated Volume in gallons:		Estimated Flow (if continuous):	
Downstream Impact (surface waters, storm drains, private property, etc):			
Estimated Amount of spill recovered and/or contained:			
Disposal of Contaminents (where):			
Were Samples Taken (Yes or No)?			
Notification within two hours (who & when):			
Office of Emergency Services: 800-852-7550		Name & Time	Control #
RWQCB 707-576-2220 or pager- 707-323-4945 - Name & Time			
County Environmental Health Division 707-565-6565 or REDCOM 707-568-5992 Name & Time:			
Additional Information, including corrective action taken			

Continued

SANITARY SEWER OVERFLOW REPORT FORM

ADDITIONAL IN-HOUSE CHECK LIST FOR REPORTING INFORMATION

Time called by dispatch	
Location of spill	
First unit on scene (i.e. Vac-con , Harben, HPD, HFD etc)	
Next unit on scene	
Blockage was cleared at what time?	
All contaminants were recovered at what time?	
Units released at what time?	
Disposal of contaminants?	
Picture documentation?	
CONTACTS	
<input type="checkbox"/> OES	Name: Control #
<input type="checkbox"/> Environmental Health	Name: Date/Time
<input type="checkbox"/> RWQCB	Name: Date/Time
<input type="checkbox"/> SCWA	Name: Date/Time
<input type="checkbox"/> Supervisor/Foreman	Name: Date/Time
<input type="checkbox"/> REMIF	Name: Date/Time
<input type="checkbox"/> Department of Fish & Game	Name: Date/Time