CITY OF HURON

SEWER SYSTEM MANAGEMENT PLAN UPDATE

May 2018

Prepared by:

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ABBREVIATIONS

BMP	Best Management Practices
BOD	Biochemical Oxygen Demand
CIP	Capital Improvement Plan
CFR	Code of Federal Regulations
CAD	Computer Automated Drafting
City	City of Huon
CCTV	Closed-Circuit Television
EPA	Environmental Protection Agency
FOG	Fats, Oils and Grease
ft	Feet
FY	Fiscal Year
GPS	Global Positioning System
LF	Linear Feet
OERP	Overflow Emergency Response Plan
PCS	Permit Compliance Specialist
PCV	Polyvinyl Chloride
psi	Pounds per Square inch
POTW	Publicly Owned Treatment Works
HMC	Huron Municipal Code
SSMP	Sewer System Management Plan
SSO	Sewer System Overflow
SNC	Significant Noncompliance
SDR	Standard Dimension Ratio
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement
WWTP	Wastewater Treatment Plant

Executive Summary

The City of Huron (City) is located in the southwestern portion of the San Joaquin Valley in Fresno County. The City is approximately 10 miles north of the intersection of Interstate 5 (I-5) and State Route 269. Spanning an area of approximately 1.5 square miles, the City provides sewer service to approximately 6,941 residents.

The City owns and operates a sanitary sewer collection system which consists of approximately 12 miles of sewer mains, ranging in diameter from 4 to 12-inches. Three major tuck lines that run along "O" Street, 9th Street, and Palmer Avenue convey raw wastewater by gravity flow to the City's lift station, which then pumps wastewater to the City's Wastewater Treatment Plant (WWTP).

The City's WWTP is currently regulated by the Central Valley Regional Water Quality Control Board under the current WDR Order No. R5-2014-0163. The WWTP consists of a grinder, a duplex pump lift station, magnetic flow meter, an auger screen, four concrete-lined aerated treatment ponds, eleven percolation/evaporation disposal ponds, a clay-lined sludge drying bed and dry sludge storage area. In 2006, the WWTP's treatment capacity was increased to treat up to 1.0 million gallons per day (MGD). Current wastewater flows average approximately 0.43 MGD.

The City is required to comply with the State Water Resources Control Board (SWRCB), Order No. 2006-0003 DWQ, entitled "General Waste Discharge Requirements for Sanitary Sewer Systems" (General WDRs). AM Consulting Engineers has prepared this update to the City's Sewer System Management (SSMP) to comply with the WDR. The City's SSMP was originally adopted by the City of Huron City Council in January 2010.

Overview

This updated SSMP is organized according to the format indicated in the General WDRs, with eleven (11) structured Sections. Each Section provides essential information describing the procedures, methods, operations, and maintenance tools employed by City staff to provide required wastewater capacity and control Sanitary Sewer Overflows (SSOs). The information provided in these 11 Chapters is summarized below.

Section 1 – Goals: The General WDRs requires each participating agency to develop goals to properly fund, manage, operate, and maintain all parts of the sanitary sewer collection system owned and operated by the City in a manner that will lead to a reduction in SSOs.

The City's goal for the SSMP is as follows:

To maintain and improve the condition of the sewer collection system, minimize inflow and infiltration cost-effectively, provide adequate capacity for future growth, and minimize the number and impact of SSOs.

Section 2 – Organization: The General WDRs requires each participating agency to designate a responsible individual for their agency. It also requires having the names and telephone numbers for the management and administrative positions responsible for implementing specific measures of the SSMP documented.

Figure 2-1 displays the City of Huron's Organization Chart which identifies staff responsible for SSMP related activities. Table 2-1 contains the names, telephone numbers, and responsibilities of City staff

based on the requirements of the WDR. The City Manager serves as the Legally Responsible Official in charge of implementing the SSMP. The City Manager is assisted by the Public Works Director, the City Engineer, and the Chief Plant Operator in carrying out the day-to-day tasks required to properly implement the SSMP.

Figure 2-2 shows the chain of communication for responding to all SSOs that occur within the City's sewer collection system, including first receipt of notification that an SSO has occurred, field response, determination of the nature of the problem, formulation of appropriate steps to contain and rectify the SSO, reporting to proper authorities, safeguarding of the public health, and investigation of the cause of the SSO to reduce the risk of repeated events.

Section 3 – Legal Authority: The WDR requires that each public agency have the legal authority to implement the provisions of the SSMP. Section 3 cites each of the sections of the City of Huron Municipal Code that enables the City to:

- Prevent illicit discharges into the sanitary sewer system;
- Require proper design and construction of new and rehabilitated sewers and connections;
- Ensure access for maintenance, inspection, or repairs for all portions of lateral connections owned by the City;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages in the sanitary sewer system; and
- Enforce any violation of the City's sewer ordinances.

Section 4 – Operations and Maintenance: This Section of the SSMP discusses the City's documented performance measures and activities associated with the preventative maintenance performed on its sanitary sewer system. The following information is provided in Section 4:

- The City maintains a Computer Automated Drafting (CAD) map of the sanitary sewer collection system which includes manholes, sewer pipelines, and pipe size Copies of this map are available through the City Engineer.
- The City's preventative operation and maintenance program consists of routinely scheduled cleaning of potential problem areas. The City's Field Technicians performs hydro-flushing activities on the entire collection system every six months, while problem areas are hydro-cleaned every two months.
- There is one sewer pump station that assists in the conveyance of raw wastewater to the WWTP. This pump station is inspected by the City's Field Technicians on a daily basis.
- The City maintains an annual budget for the wastewater system. A copy of the 17/18 FY budget is presented in Appendix C.

Section 5 – Design and Performance Provisions: Proper design and installation of sewer system pipelines and appurtenances is one of the most important aspects in maintaining a functioning, problem-free sewer system. A properly designed and installed sewer system can minimize system deficiencies that could create or contribute to future overflows and reduce operation and maintenance requirements.

The City Engineer is responsible for preparing the Standard Specifications and Standard Drawings which govern all public works projects within the City limits. These standards were first adopted by the City Council in 1982.

Section 6 – Overflow Emergency Response Plan: All SSOs are reported on the State Water Resources Control Board (SWRCB) Sanitary Sewer Overflow eReporting Program (http://ciwqs.waterboards.ca.gov/) and are available to the general public. Section 6 details the City's Overflow Emergency Response Plan (OERP).

Included in Section 6 are detailed steps taken by the City in response to every SSO. A list of agencies that must be notified of an SSO, including phone numbers, is provided in Table 6-1.

Section 7 – FOG Control Program: Fats, oils, and grease (FOG) are discharged to sanitary sewer systems by residential users, food handling facilities, and other commercial and industrial establishments. Commonly, FOG can cause pipe blockages leading to SSOs. The SWRCB requires each wastewater collection system agency to develop a FOG control program as part of the SSMP. The FOG control program includes the following:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan for the disposal of FOG generated within the sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, Best Management Practices (BMPs) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as a problem.

Section 8 – System Evaluation and Capacity Assurance Plan: Currently, the City owns its own WWTP that operates at an average daily flow of approximately 0.43 MGD and a maximum daily flow of approximately 0.50 MGD. The City's service area consists of one sewer lift station and approximately 12 miles of sanitary sewer lines ranging in 4 to 12 inches in diameter.

Since the inception of the SWRCB SSO Reduction Program in 2007, the City has experienced and recorded four SSO incidents. On average, a collection system that is well maintained and operating in good condition will typically have between 1 and 4 SSO's annually per 100 miles of pipeline.

Section 9 – Monitoring, Measurements, and Program Modifications: In accordance with SWRCB requirements, each wastewater collection system agency shall monitor the effectiveness of the SSMP and update and modify SSMP chapters to keep them current, accurate, and available for audit, as appropriate.

The City has developed a program for monitoring plan that will allow the effectiveness of the SSMP in reducing SSOs to be measured. The KPI are identified in Section 9.

Section 10 - Program Audits: The SWRCB requirements state that each wastewater collection system agency shall conduct an audit of their SSMP at least every two years. The City has developed a program to audit the SSMP every year. Details of the auditing program are provided in Section 10.

Section 11 – Communication Program: The SWRCB requires that the City communicate, on a regular basis, with the public on the development, implementation, and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented.

The City will conduct public outreach and education for residents and businesses related to sanitary sewer overflows. The City will disseminate information, in meetings and/or by flyers, to land developers, and consulting engineers regarding the need and methods to reduce SSOs. Plumbers and sewer contractors will have access to all available City of Huron plans, specifications, and standard details to ensure that projects are properly designed and built to the City Standards.

Definitions, Acronyms, and Abbreviations

The following is a list of definitions, acronyms, and abbreviations that will be used throughout this SSMP:

- **Best Management Practices (BMP)** – Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into a garbage can and dry wiping dishes and utensils prior to washing.
- **Closed Circuit Television (CCTV)** – Refers to the process and equipment that is used to internally inspect the condition of gravity sewers.
- **Fats, Oils, and Grease (FOG)** – Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.
- **General Waste Discharge Requirements (GWDR)** – Refers to the State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated May 2, 2006.
- **Global Positioning System (GPS)** – Refers to the handheld unit that is recommended to determine the longitude and latitude of sanitary sewer overflows for use in meeting CIWQS reporting requirements.
- **Sanitary Sewer Overflows (SSOs)** – Refers to the overflow or discharge of any quantity of partially treated or untreated wastewater from the sanitary sewer system at any point upstream of the wastewater treatment plant. SSOs are typically caused by blockages, pipe failure, pump station failure, or capacity limitation.

SECTION 1 - GOALS

The City of Huron is required to comply with the State Water Resources Control Board (SWRCB), Order No. 2006-0003 DWQ, entitled "General Waste Discharge Requirements for Sanitary Sewer Systems" (General WDRs). In January 2010, the City prepared and adopted a Sewer System Management Plan (SSMP). This chapter describes the goals of the SSMP in light of this regulation. The purpose and goals of the SSMP have not changed since the General WDR was adopted.

1.1. Purpose

The purpose of the General WDRs is to:

- Provide a consistent and unified statewide approach for the reporting and tracking of SSOs.
- Establish consistent and uniform requirements for SSMP development and implementation.
- Facilitate consistent enforcement of the WDR regulation and violations.

The City shall properly fund, manage, and operate and maintain all parts of the sewer collection system owned and operated by the City. City staff and/or contractors responsible for the operation and maintenance of the sewer collection system shall possess the appropriate level of knowledge, skills, and abilities, verifiable through participation in a validated program at all times.

1.2. Goals

The City's goals for the SSMP remains to be as follows:

- Properly manage, operate, and maintain the sewer collection system.
- Minimize the occurrence of Sanitary Sewer Overflows (SSOs).
- Respond to sanitary sewer overflows quickly and mitigate the impact of the overflow in a timely manner.
- Maintain a Fats, Oil and Grease (FOG) program to limit the amount of fats, oil and grease and other debris from entering the wastewater collection system.
- Meet all applicable regulatory notification and reporting requirements.

As required by the WDR, a copy of this Updated SSMP will be available to the City's Engineering and Collection System Operation and Maintenance staff. The Updated SSMP document will be presented to the City Council for approval prior to its certification.

SECTION 2 - ORGANIZATION

This chapter describes the City's organization and chain of communication.

2.1. SWRCB Requirement

As required by the SWRCB, the SSMP must identify the following:

- The name of the responsible or authorized representative.
- The names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation
- The chain of communication for reporting SSO's, from receipt of a complaint or other information, including the person responsible for reporting SSO's to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State office of Emergency Services (OES)).

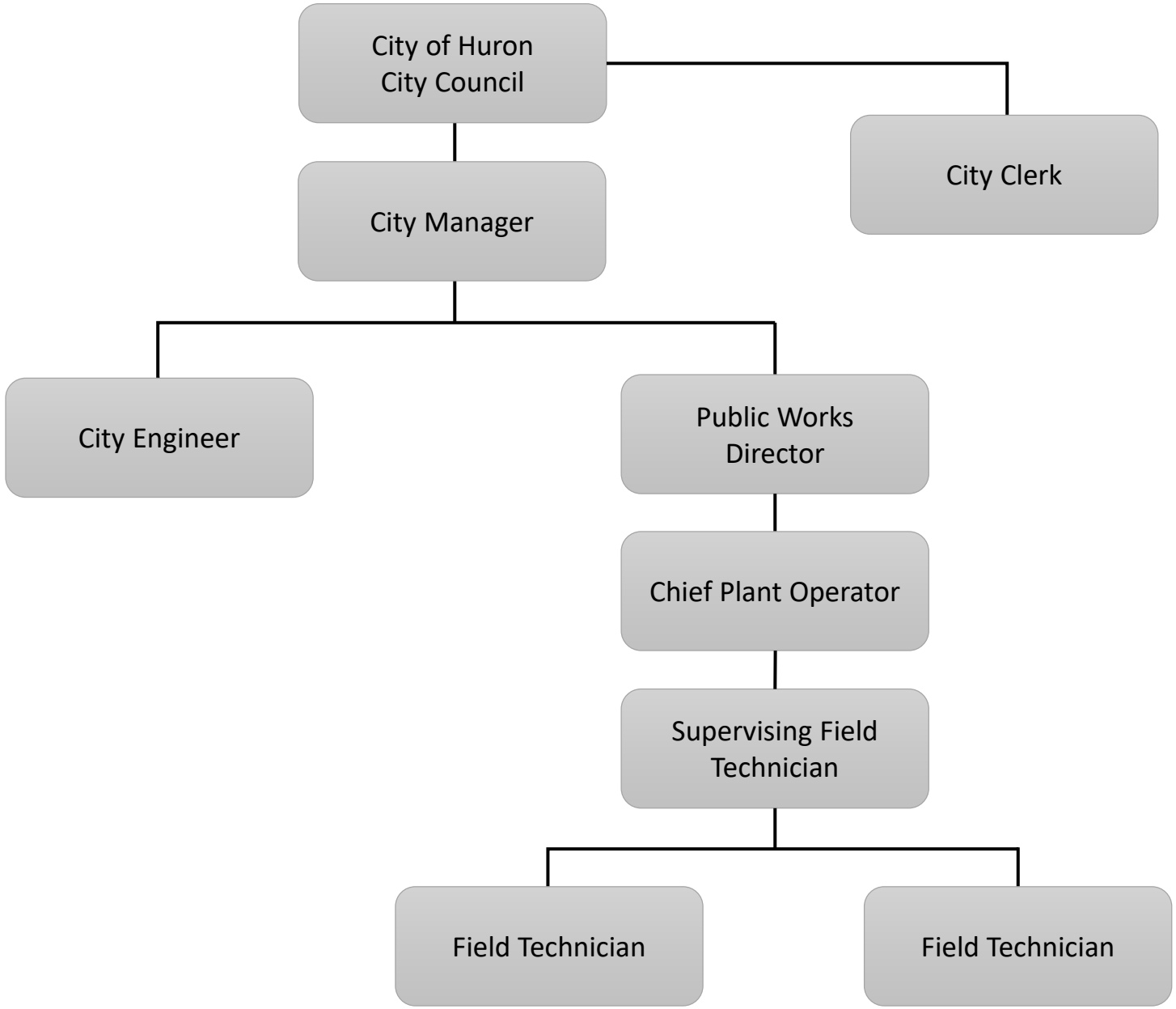
2.2. Department Organization

Figure 2-1 displays the City's updated organization chart, which identifies the authority of management, operations and maintenance of the City of Huron's sewer collection system. Table 2-1 contains the updated names, telephone numbers, and responsibilities of City staff based on the requirement of the WDR.

Table 2-1 SSMP Contact Information

WDR Position Responsibility	City Title	Name	Telephone Number
City Manager	City Manager	Jack Castro	559-945-2241
Oversee SSMP	Public Works Director	Dennis Longhofer	775-781-6758
City Engineer	City Engineer	Alfonso Manrique	559-473-7166
Collection System Manager	Chief Plant Operator	Dennis Longhofer	775-781-6758
Permit Compliance Specialist & FOG Program Administrator	Chief Plant Operator	Dennis Longhofer	775-781-6758
Inspector & Environmental Compliance Officer	Chief Plant Operator	Dennis Longhofer	775-781-6758
Design Standards	City Engineer	Alfonso Manrique	559-473-7166
Field Crew/Operators	Supervising Field Technician	Nick Escandon	559-804-9287
City Clerk	City Clerk	Juanita Veliz	559-945-2241

Figure 2-1 City of Huron Organization Chart



2.2.1. Description of General Responsibilities

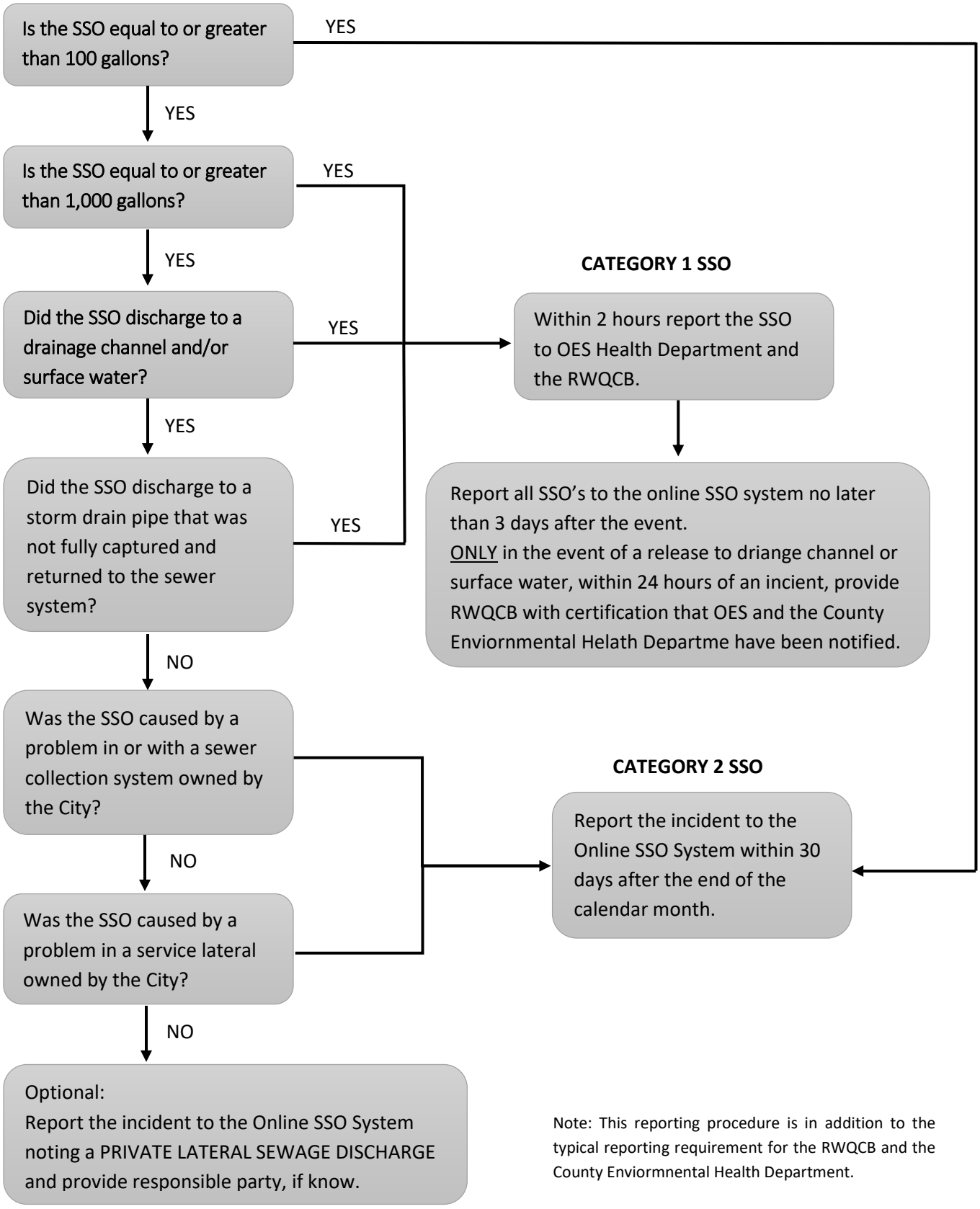
The following are the roles and responsibilities of the City of Huron staff for compliance with the current WDR:

- City Manager - Enforces policy, plans strategy; leads staff; allocates resources, delegates responsibilities; authorizes outside contracts to perform services; serves as a departmental public information officer.
- Public Works Director - The Public Works Director oversee water and wastewater operations and maintenance departments for the City. With regards to the SSMP, the City Manager is responsible for inspections and for overseeing the development, implementation, and enforcement of the SSMP.
- City Engineer – Oversees wastewater collection system planning documents, the Capital Improvement Plan (CIP) delivery system, documents new and rehabilitated assets, and helps coordinate development and implementation of the SSMP. The City Engineer works with the City Manager and Wastewater Treatment System Supervisor to develop the collection system design standards. The City Engineer's responsibilities also include: periodically updating the City's SSMP, assisting with the annual SSMP audit, and assisting with the SSMP communication and public outreach program.
- Collection System Manager – Manages field operations and maintenance activities; provides relevant information to agency management; prepares and implements contingency plans; leads emergency response; investigates and reports SSOs; trains field crews. The City has designated its Wastewater System Supervisor as the Collection System Manager.
- Permit Compliance Specialist (PCS) & FOG Program Administrator – Provides relevant information to the Board of Directors and interacts with them regularly; works closely with the permits, laws and regulations; provides support to all parts of the operation and oversees enforcement action. The City has designated its City Manager as the PCS and FOG Program Administrator for the collection system.
- Inspector and Environmental Compliance Officer – Ensures that new and rehabilitated assets meet agency standards, works with field crews to handle emergencies when contractors are involved, provides verbal reports to City Engineer and implements enforcement action. The City has designated its Public Works Director as the Inspector for the Collection Systems.
- Field Crew/Operator – Staff that conduct preventive and corrective maintenance activities; mobilize and respond to notification of stoppages and SSOs. The City has three full time operators who are supervised by the Wastewater System Supervisor.
- City Clerk – Provides information updates to the City Council and arranges meetings. The City has a City Clerk.

2.2.2. Chain of Communication

The flowchart depicted in Figure 2-2 displays the chain of communication for responding to and reporting SSO's to the appropriate regulatory agencies. The SSO reporting procedure is describe in more detail in Section 6 of this SSMP.

Figure 2-2 Sanitary Sewer Overflow Reporting Process



Note: This reporting procedure is in addition to the typical reporting requirement for the RWQCB and the County Enviormnental Health Department.

SECTION 3 - LEGAL AUTHORITY

3.1. Requirements

This Section describes the legal authority of the City of Huron, through sewer use ordinances, service agreements or other legally binding procedures, to implement the provisions of the SSMP to:

- Prevent illicit discharges into its sanitary sewer system;
- Require proper design and construction of new and rehabilitated sewers and connections;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral connections owned by the City;
- Limit the discharge of fats, oils and grease and other debris that may cause blockages in the sanitary sewer system, and;
- Enforce any violation of its sewer ordinances.

3.2. Responsible Party

Applicable ordinances pertinent to the City's sanitary sewer collection system are outline in the Huron Municipal Code. According to the Municipal Code, the City Administrator is responsible for administering, implementing, and enforcing the provisions outlined in the Municipal Code which are applicable to the sewer system. The responsibilities designated to the City Administrator in the Municipal Code are currently being carried out by the City Manager, as well as the City's Chief Plant Operator and Supervising Field Technician. The Chief Plant Operator and Supervising Field Technician are responsible for overseeing the activities related to the sewer collection system, wastewater treatment plant and the SSMP.

3.3. Provisions

Chapter 13.12 of Huron Municipal Code applies to public services and includes sections on sewer connections, sewer charges, and restrictions and prohibitions of discharges to the sewer system. Chapter 13.12 of the Municipal Code outlines the specific requirements for users of the City's publicly owned treatment works (POTW) and provides the City with the authority to comply with and enforce all applicable State and Federal laws.

An electronic copy of the entire Huron Municipal Code is available through the City's website (www.cityofhuron.com). The following sections contain excerpts from Chapter 13.12 of the Municipal Code and are applicable to the SSMP.

3.3.1. Sanitary Sewer Connections

Sections 13.12.020 and 13.12.030 of the Municipal Code discuss the requirements to connect to the City of Huron's Sanitary Sewer Collection System. According to Section 13.12.020, Hookup to City's Sewer System Required, it is unlawful for any person or business to construct, maintain, use or allow any privy or cesspool to exist within the City of Huron. This Section also states that it is unlawful for any person or business to construct, maintain, use or allow any septic tank to exist within the City. However, if a septic system currently exists, the system must be connected to the City's sewer system upon the earliest occurrence of the following:

- Five years for the effective date of Ordinance 269, adopted in 1991;

- Sale of property;
- Any substantial construction requiring the issuance of a building permit.

Section 13.12.030, Connection-City Rights-Infiltration/Inflow Limit, states that the City of Huron has the exclusive right to make connections with the City's public sewer system and laterals. The infiltration/inflow limit for all connections to the City's public sewer system shall be a maximum of two hundred gallons per inch diameter per mile. Applicant shall perform tests as required by the City to guarantee that inflow/filtration does not exceed the limit.

3.3.2. Connection Permit

Sections 13.12.040, Connection-Permit Required, states that no connection shall be made to City's public sewer system until a permit has been obtained from the City Administrator (City Manager) or the Administrator's designee. According to Section 13.12.050, the application for permits required by Chapter 13.12 of the Municipal Code shall be made to the City Administrator (City Manager) or the Administrator's designee by the owner of the premises seeking sewer service or his/her duly authorized agent. The applicant must state the location of the premises by lot and block or other accurate description, the character of the building with which the connection is desired, and the place where the public sewer is laid with which he/she desires to make such connection.

3.3.3. Connection Fees and Schedule

According to Section 13.12.060 of the Code, no permit shall be issued by the City of Huron unless the following charges, when applicable, have been paid:

- Oversize Sewer Charge: an oversize sewer charge shall be required for all lots sought to be connected to the City's sewer system. This charge shall be either the minimum charge per lot, or the applicable rate per gross or net acre designated by resolution, whichever is greater. Area calculations shall be based upon the following:
    - Gross acreage shall be calculated to include the street right-of-way, and shall include one-half of the right-of-way on boundary streets. Areas dedicated or condemned for public street and alley purposes shall be excluded in calculating net acreage.
    - Property which has wholly or proportionately paid the cost of sewer mains, when such fact has been or can be established to the satisfaction of the City, need pay only the oversize sewer charge applicable to the portion of the property for which the charge has not been paid.
    - When only a portion of a lot is developed, and the remaining is to continue undeveloped or is to be used solely for the growing of agricultural crops, or for public recreation uses not enclosed in a building, the city administrator may require the payment of the oversize sewer charge applicable only to that portion of the lot developed or to be provided that the parcel for which such fees are charged shall have an area of not less than twelve thousand five hundred (12,500) square feet or one-fourth (¼) of the lot, whichever is greater. When the balance of the lot is developed, the oversize sewer charge shall be paid regardless of whether or not additional sewer service is required. The city administrator shall fix the portion of the lot which is to be considered as developed.
- Connection Charge: For each connection to the City sewer system there shall be a charge as set forth by resolution. Where connection is to an existing building sewer for which a connection

charge has been previously paid, a credit equal to the previous connection classification be made in determining the applicable connection charge. Industrial classifications will be reviewed by the city engineer to determine what credit, if any, is applicable. All such credits will be on a current rate basis.

- When land is subdivided, or lots are split, the owner, prior to the time the final map or parcel map is approved, shall pay or cause to be paid all applicable sewer connection fees.
- Payment of charges and issuance of permits pursuant to this Section does not authorize the permittee to perform or cause to be performed work specified in this chapter to be performed by the City.

According to Section 13.12.070, the fee for making connections to the City's sewer system and laying laterals therefrom to the property line shall be as set forth by resolution by the Huron City Council.

3.3.4. Payment of Sewer Charges

Section 13.12.080 of the Code states that the amount of any sewer connection charges prescribed under the provisions of Chapter 13.12 shall be deemed as a debt owed to the City which, until paid, shall be a continuing obligation of the property owner of the connection of which the charge was incurred. Any person who makes a connection to the City's sewer system without having paid such charges in full, will be liable in an action in the name of the City in any court of competent jurisdiction for the amount of such charge. The conviction or punishment of any person for connecting to the City sewer system without obtaining a permit shall not relieve such person from paying the charge due and unpaid at the time of such conviction.

According to Section 13.12.090, all delinquent charges and penalties that have accrued for the sewer system, plant, works, facilities or undertaking for the collection, treatment or disposal of sewage or the obtaining, conserving, treating and supplying of water, at the election of the City, constitute a lien upon the real property served (except that no such lien shall be created against any publicly owned property) and such lien, properly recorded pursuant to California Government Code Section 54340 et seq. shall continue until the charge and all penalties thereon are fully paid or the property is sold therefore.

When a sewer main installed by a person is required to be constructed to a size larger than required solely for such persons application or when sewer mains are installed that benefit property other than the property making contributions to the construction; Section 13.12.090 states that the persons constructing such sewer mains or oversized sewer mains may request an agreement for reimbursement over a period not to exceed ten years from fees generated by connection of the noncontributing property. However, in no event shall the total refund exceed one hundred percent of the cost of oversizing or of constructing the sewer mains which do not front on contributing property. According to this section of the Code, the City may cause such agreement to be prepaid. The persons requesting such agreement shall provide to the City the cost information required to prepare such an agreement and deposit the amount established by the City Council to cover the cost of preparing said agreement.

3.3.5. Charges for Service

According to Section 13.12.190, the City will charge a monthly service charge to each connection that discharges wastewater to the public sewer system. This monthly service shall be charged to the person who actually uses such sewer connection. Charges for sewer service is for the purpose of paying the costs

of all phases of the City's sewer system, including the modification, repair, operation and maintenance of the sewer system collection system and treatment facilities.

Per Sections 13.12.200 and 13.12.210, when a building is occupied by more than one tenant using a common sewer service connection, the charge shall be made to the owner of the building or to such person who makes application for the service. Monthly sewer service charges under this article are fixed by resolution by the city council. For industrial users whose monthly sewer service charge are determined in accordance with the formula set forth by resolution shall, at his/her own cost or expense, install a sampler and a flow meter. Such equipment shall be installed in order that proper charges shall be assessed against the industrial discharger. The type, design and location of such equipment shall be approved by the City prior to installation.

3.3.6. Sanitary Sewer Design, Construction, and Inspection Standards

Sections 13.12.110 and 13.12.120 discuss design and construction standards for the City's sanitary sewer system. Section 13.12.240 goes on to discuss the rights to inspect the City's sanitary sewer system. inspection. According to Sections 13.12.110 and 13.12.120, connections made to the City's public sewer system and laterals shall be made in accordance with those standard specifications of the City as may be adopted from time to time by resolution of the Huron City Council. Any person who desires to make an addition to the City's sewer system to sever a property shall make a request in writing to the City for the preliminary investigation into the feasibility of such addition. If the City finds the addition requested feasible, such addition may be made to the City sewer system in accordance with the provisions of Chapter 13.12 of the Municipal Code. The City will require the installation of the connection to be inspected and will allow the final connection to the system only if it is found that the addition(s) conform in all respects with the standard specifications for sewer facilities of the City, with applicable health laws, and with the lines and grades designated by the City.

If a right-of-way is needed for an addition to the City's sewer system, the person constructing the addition shall obtain such right-of-way for the City, or pay the cost to the City of acquiring such right-of-way. If the City determines that a pump station is necessary to serve the property of the person installing the sewer, such person shall install a pump station which meets the specifications approved by the City and shall pay the full cost of such installation.

When new, enlarged or additional sewer service is required to serve a property, mains shall be installed across the full frontages of the property, unless the City determines that the mains are not required at that time across the full frontage to serve other properties or because an undeveloped portion of the property does not require sewer service. When a property has more than one frontage on which sewer main installation would be required, the City Council may require payment of frontage charges in lieu of main installation along such additional frontages. Frontage charges collected pursuant to this subsection shall be deemed as reimbursable pursuant to Section 13.12.100 of the Municipal Code. According to Section 13.12.120(D), specifications and plans for the installation of additions to the City sewer system shall be prepared by a registered civil engineer and shall be approved by the city engineer before a permit for doing the work may be issued.

When a sewer main has been installed in public streets or easements pursuant to the regulations of the City and has been accepted by the City, then the sewer shall become the property of the City and a part

of the City sewer system. House branch sewer, including their connection to sewer mains, shall not be considered as city property or become a part of the City's sewer system, and their maintenance and repair shall not be provided by the City.

Although the intent of Section 13.12.120 of the Municipal Code is to provide the necessary arrangements to install sewer mains required to serve properties of the persons desiring such service; however, an exception is necessary to facilitate minor additions to the system. The City may, upon written request of the applicant, take all steps necessary to complete the total installation subject to the following conditions:

Total of front footage for which lateral sewer charges would be payable of mains existing plus off-site main required is three hundred feet or less;

Applicant pays the oversize sewer charge, the major facilities sewer charge for his property, and the connection charge for his property as though sewer mains already existed on the property frontage;

Applicant pays to the City for each foot of main installed to cover the cost of design, surveying, inspection, and testing.

Finally, connections to sewer mains in other than dedicated and surfaced streets or alleys shall not be permitted where service can be rendered from dedicated and surfaced streets or alleys by extension or otherwise.

Per Section 13.12.240, the officers, employees and inspectors of the City Engineer, the Public Works Department, and building and inspection shall have the right to enter upon the premises of any person at reasonable hours to inspect and to determine whether this Chapter 13.12 of the Municipal Code is being violated. Notice and enforcement of such violations are discussed in more detail in the following sections.

3.3.7. Prohibited Wastes

Discharges into the public sanitary sewers of any waters or wastes having pollutant characteristics in excess of the "effluent limitation guidelines" published pursuant to Sections 301(b) and 304(b) of the Federal Water Pollution Control Act Amendments of 1972, or any of the limits set forth in Sections 13.12.140 through 13.12.180 shall be subject to the review and approval of the City. Where necessary in the opinion of the City, the owner shall provide, at his/her own expense, such preliminary treatment as may be necessary to reduce the strength below the most restrictive limits before admission to the City's sewer collection system. Plans and specifications for pretreatment works shall be prepared by a registered engineer and must be submitted to the City for approval.

According to Section 13.12.130, no person shall discharge, deposit or throw, or cause, allow or permit to be discharged into any public sewer or plumbing fixture connected to the sewer, any of the following described materials:

- Any solids, liquids or gases which, by themselves or by interaction with other substances, may cause fire or explosion hazards or in any other way be injurious to persons, property or the operation of the wastewater works;

- Any noxious or malodorous solids, liquids or gases which, either singly or by interaction with other substances, are capable of creating a public nuisance or hazard to life or preventing entry into sewers for their maintenance and repair;
- Any solids, greases, slurries or viscous material of such character or in such quantity that, in the opinion of the city engineer, may cause an obstruction to the flow in the sewer or otherwise interfere with the proper functioning of the wastewater works;
- Any toxic substances, chemical elements or compounds in quantities sufficient to impair the operation or efficiency of the wastewater works, or that will pass through the wastewater plant and cause the effluent thereof to exceed Regional Water Quality Control Board requirements for the receiving farm land;
- Any garbage, except properly ground with a mechanical garbage grinder;
- Any sand, earth, cement, broken glass, cinders, feathers, straw, metal, rags; tar, wood or meat-processing plant wastes such as animal skins, intestines, fleshings and paunch materials retained on a screen having eight meshes per inch each way, or any other solid or viscous substance capable of causing obstructions to the flow in sewers or other interference with proper operation or maintenance of the sewage system;
- Any septic tank or cesspool waste;
- Any radioactive wastes. In the event of an accidental spill of radioactive material into any public sewer, the person responsible shall:
    - Immediately notify the wastewater plant superintendent, and
    - Render such technical or other assistance to the City within his power, to prevent the wastewater works from becoming contaminated with radioactivity;
- Any slug discharges

The user shall provide grease, oil and sand interceptors when, in the opinion of the City, they are necessary for the proper handling of liquid wastes, sand and/or other harmful ingredients. All interceptors shall be of a type and capacity approved by the City and shall be located in an area that is readily and easily accessible for cleaning and inspection. Whenever the City finds that the user fails to adequately maintain such interceptor in a manner sufficient to conform to discharge requirements, the City may require the installation of a holding tank to accommodate overflow.

No person shall cause the discharge of slugs of water or wastes. Each person producing discharge of a slug into the City's sewer collection system shall construct and maintain, at his/her own expense, a suitable storage and flow-control facility to insure equalization of discharge over a twenty-four-hour period. This facility shall have a capacity of at least eighty percent of the total normal volume of a twenty-four-hour production period, and the outlet to the sewer shall be equipped with a rate discharge controller or other approved device, the regulation of which shall be directed by the City.

According to Section 13.12.170, it is unlawful to discharge into the City's sewer system any water defined as inflow, and to do so will be grounds for discontinuance of service. Swimming pool water shall not be drained or pumped into the sanitary sewer system except with prior approval, and acceptance of conditions imposed by the City.

No statement contained in Chapter 13.12 of the City of Huron's Municipal Code shall be interpreted as prohibiting any special agreement or arrangement between the City and any person whereby an industrial waste of unusual strength or character may be admitted to the wastewater treatment works, either before or after pretreatment; provided, that there is no impairment of the functioning of the wastewater treatment plant by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person.

3.3.8. Enforcement

Per Sections 13.12.220 and 13.12.230, the City Administrator, also known as the City Manager, or his/her authorized representative, shall enforce all ordinances of the City of Huron and all statutes of the State pertaining or relating to sewage and other tasks related to sewage control. The City Administrator or authorized representatives are authorized, by Section 13.12.220 of the Municipal Code, to make arrests for violations thereof in the manner provided by California Penal Code Section 836.5.

The City Administrator has the duty of enforcing all sections included in Chapter 13.12 of the City's Municipal Code. The provisions of Chapter 13.12 are applicable to any building, structure, or property connected to the City's sewer system, whether the same is owned, operated or controlled by a private party or by a public or quasi-public agency, corporation or association, other than the City of Huron.

Whenever the City Administrator finds that a discharge of sewage has been taking place in violation of any prohibitions or limitations prescribed in Chapter 13.12 of the Municipal Code, he/she may require the user to submit a detailed time schedule of specific actions which the user shall take in order to prevent or correct such violation for his/her approval. Any failure to comply with such approved time schedule shall likewise be deemed as a violation of Chapter 13.12 of the Huron Municipal Code.

Any person aggrieved by any decision or determination, made by the City Administrator, interpreting or implementing the provisions of this Chapter 13.12, including but not limited to charges required to be paid, may file a written request for reconsideration within ten days of such decision, action or determination with the City Administrator, setting forth in detail the facts supporting the request for reconsideration. If the ruling made by the City Administrator on such request for reconsideration is not satisfactory to the person requesting the same, he/she may, within ten days after written notification of the City Administrator's ruling, appeal to the Huron City Council by filing a written notice of appeal with the City Clerk. City Council shall hear the appeal within thirty days from the date of filing. After hearing the appeal of such person and giving consideration thereto, the City Council shall make its determination and notify the aggrieved party of such determination within ten days of the hearing. The appeal shall be based on the appellants' written request to the City Administrator and the City Administrator's ruling thereon. The ruling by City Council shall be final. The City Administrator's decision, action or determination shall remain in full force and effect during such periods of reconsideration and/or appeal.

3.3.9. Violations

Sections 13.12.250 through 13.12.310 prescribe the actions and penalties that will be enforced by the City if any provision of Chapter 13.12 of the Huron Municipal Code is violated. Per Section 13.12.250, any person who is found to be violating any provisions of Chapter 13.12 shall be served by the City or authorized representative with written notice stating the nature of the violation and providing a

reasonable time limit for the satisfactory correction thereof. The time limit shall not be less than two yet not more than seven business days. The offender shall, within the period stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for all acts of agents or employees done under the provisions of this Chapter 13.12. Upon being notified by the City of any defect arising in any sewer or any violation of Chapter 13.12, the person(s) having charge of such work shall immediately correct the same.

As an alternative method of enforcing the provisions of Chapter 13.12, the City shall have the power to disconnect the user of a subdivision sewerage system from the sewer mains of the City. Upon disconnection, the City shall estimate the cost of disconnection from and reconnection to the system, and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The City shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

Continued habitation of any building or continued operation of any industrial facility in violation of Chapter 13.12 shall be declared to be a public nuisance per Section 13.12.270 of the Municipal Code. The City may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation. During the period of such disconnection, habitation of such premises by human beings shall constitute as a public nuisance, whereupon the City shall cause proceedings to be brought for the abatement for the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, a reasonable attorney's fee shall be paid to the City and cost of suit arising in said action.

The City declares that the foregoing procedures set forth in Sections 13.12.250 through 13.12.280 are established as a means of enforcement of the terms and conditions of Chapter 13.12 of the Municipal Code and not as a penalty. Any person violating any of the provisions of Chapter 13.12 shall become liable to the City for any expense, loss or damage occasioned by the City by reason of such violation.

According to Section 13.12.310, no unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the City sewer collection and treatment system. Any person violating this provision shall be subject to the penalties provided by law.

Per Section 13.12.320, violation of discharge requirements by any user shall result in a monetary fine assessments equivalent to the actual cost for labor, material and supplies necessary to correct the discharge violation. Service charges specified in Chapter 13.12 of the Municipal Code and set by resolution by the Huron City Council are due and payable upon receipt of appropriate billings, and if not paid within thirty days after the first day of the ensuing month after such debt was incurred, a penalty fee of ten percent shall be assessed for each month of such delinquency.

SECTION 4 - OPERATION AND MAINTENANCE PROGRAM

4.1. Requirements

This Chapter of the SSMP discusses the City's documented performance measures and activities associated with the preventative maintenance performed on its sanitary sewer system. This Chapter fulfills the following requirements of both the Regional Water Quality Control Board and State Water Board:

- Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water pumping and piping facilities;
- Each wastewater collection system agency shall allocate adequate resources for the operation, maintenance, and repair of its collection system;
- Each wastewater collection system shall prioritize its preventative maintenance activities and establish a routine preventative operation and maintenance schedule. Describe routine preventative maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The preventative maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- Each wastewater collection system agency shall identify and prioritize structural deficiencies and implement a program of prioritized short-term and long-term actions to address them. The program should include regular visual and TV inspections of manholes and sewer pipes, and system for ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- Each wastewater collection system agency shall provide contingency equipment to handle emergencies and spare/replacement parts intended to minimize equipment/facility downtime. Each wastewater collection system agency shall provide training on a regular basis for its staff in collection system operation, maintenance, and monitoring;
- Implement an outreach program to educate commercial entities involved in sewer construction or maintenance about the proper practices for preventing blockages in private laterals. This requirement can be met by participating in a region-wide outreach program.

4.2. Collection System Maps and Description of Existing Facilities

The City of Huron's sanitary sewer collection system consist of approximately 12 miles of sewer pipe. The predominate pipe material is PVC pipe. Table 4-1 shows a breakdown of the pipe diameters and the approximate total length of pipe within the City's sewer collection system.

Table 4-1 Existing Sanitary Sewer Collection System Pipeline

Diameter (in)	Length	
	Feet	Miles
4	180	0.03
6	5,028	0.95
8	41,813	7.92
10	4,279	0.81
12	11,076	2.10
Total	**62,374**	**11.81**

The City's sanitary sewer system includes three major truck lines in "O" Street, 9th Street, and Palmer Avenue. The trunk lines range in 4 to 12-inches in diameter and extend from the urban area to the WWTP located northeast of the City. The City's sewer collection system drains by gravity to the 9th Street lift station.

Currently, the City maintains a map of the sewer collection system which includes manholes, force mains, gravity sewer pipelines, and pumping facilities. Copies of this map are available from the City's Administrative Department and at the WWTP. A copy of the map is provided in Appendix A of this SSMP. Corrections noted by field crews are submitted to the City Engineer for later correction to the map.

4.3. Preventative Operation and Maintenance

The elements of the City of Huron's Sewer System Operation and Maintenance (O&M) Program includes the following:

- Proactive, preventative, and corrective maintenance of the sanitary sewer collection system;
- Cleaning of the sanitary sewer system;
- Rehabilitation and replacement of sewer mains that are in poor condition;
- Periodic inspection and preventative maintenance of pump stations.

As part of their O&M Program, the City still proactively flushes its entire sanitary sewer system every six months and preventatively flushes areas of the sewer system with a history of problems every two months. Problems that are identified are repaired by the City's maintenance staff in a prioritized order. Repairs and replacement of the City's sewer collection system are coordinated with the City of Huron's street resurfacing program and water main replacement program.

If structural defects are identified within the collection system, maintenance staff works to repair these defects as soon as they are identified. The City's pump stations are inspected on a daily basis.

Maintenance of the City's sanitary sewer collection system is currently scheduled using the map described in the previous section. Complete maintenance records are logged by the City's maintenance staff on a daily basis. A copy of the City's standard operating procedures for cleaning the sanitary sewer system is provided in Appendix B.

4.4. Rehabilitation and Replacement Program

Repair and replacement projects are typically the result of observed deficiencies in the operation or capacity of the sanitary sewer system. As part of the Rehabilitation and Program, it is the City's goal to inspection the condition of the sewer collection system on a 10-year cycle. Information gather during the sewer system condition assessment is then used to select individual sewer mains for either repair, rehabilitation, or replacement.

The City of Huron plans projects for the rehabilitation and replacement of the existing sanitary sewer collection system. These projects are incorporated into the City's Capital Improvements Program (CIP), which is funded by both federal and state funds.

4.5. Wastewater System Budget

The City maintains an annual budget for the sanitary sewer system and WWTP. A copy of the FY 17/18 sewer fund budget is provided in Appendix C.

4.6. Wastewater Staff and Training

The City uses a combination of in-house training, on-site training, and other training opportunities to train the wastewater collection system staff. Training occurs on a quarterly basis.

4.7. Replacement Parts and Equipment

At the time this updated to the City's SSMP was being prepared, no critical replacement parts were necessary. The City of Huron has agreements with neighboring agencies for equipment support in the event the sewer maintenance equipment fails. In addition, the City owns the following equipment, dedicated to the operation and maintenance of the collection system:

- Jet trailer
- Portable pumps
- Standby generator
- Alarm on lift station

SECTION 5 - DESIGN AND PERFORMANCE PROVISIONS

5.1. Requirements

Proper design and installation of sewer system pipelines and appurtenances is one of the most important aspects in maintaining a functioning, problem-free sewer system. A properly designed and installed sewer system can minimize system deficiencies that could create or contribute to future overflows and reduce operation and maintenance requirements.

In accordance with WDR 2006-0003, each wastewater collection agency shall identify minimum design and construction standards and specifications for the installation of new sewers, pump stations, force mains, and other appurtenances, and for the rehabilitation and repair of existing sewer systems. In addition, procedures and standards for inspecting and testing the installation of new sewers, pump stations, and other appurtenances, shall be described in the SSMP.

This Section describes the City's method of utilizing design and construction standards, along with a routine inspection and testing program, to ensure that the quality of Huron sewer collection system is maintained.

5.2. Design and Construction Standards

The City Engineer is responsible for preparing the Standard Specifications and Standard Plans which govern all public works projects within the City limits. These standards, which were originally prepared Giersch and Gong-Guy Civil Engineers and adopted by the City of Huron City Council in 1982, are available through the City's Administration Department. The installation and rehabilitation of gravity and pressurized sewer mains, manholes, cleanouts, and other sewer appurtenances is addresses in Section 17 of the Standard Specifications. Section 17 also addresses material specifications, as well as design and construction criterial that will be used for new or rehabilitated sewer systems within the City's service area. Finally, Section 17 of the Standard Specifications provides payment guidelines for the construction of sewer pipelines, manholes and cleanouts. The City's Standard Plans provide detail for the construction of 48, 54, 60-inch diameter manholes and sewer clean outs. A copy of the City's Standard Specifications Table of Contents is provided in Appendix D for reference. The sewer design specifications shown below are summarized from Section 17 of the City's Standard Specifications.

Any installation, rehabilitation or repair projects for the City's sanitary sewer collection system will be constructed under contract to the City of Huron following accepted design practice and industry standards and would be included in the project specifications.

5.2.1. Sewer System Specifications

The City's Standard Specifications requires that all new gravity sewer mains shall be made of polyvinyl chloride (PVC), vitrified clay, cast iron, or reinforced concrete. Pressurized sewer mains shall be made up of either asbestos cement (Class 100 pressure sewer pipe), PVC (Ring Tight Pressure Rated 200 psi), or cast iron. Additional specifications pertain to the installation of sewer pipelines, pressure and leakage test, excavation and backfill, "Y" branches, and lateral connections.

5.2.2. Sewer Structures

Specification for the construction of manholes is provided in Section 17.09 of the Standard Specifications. The City's manhole standard includes a pre-cast concrete pipe manhole consisting of a poured-in-place concrete base section, a reinforced concrete pipe section, a reinforced concrete taper section, grade rings, and cast-iron frame and cover.

Specifications for additional sewer structures in the City's sewer system are provided in Section 19 of the Standard Specifications.

5.3. Inspection and Testing

As per Section 17.03 of the City's Standard Specifications, after the installation of gravity sewer line cleanouts and appurtenances, the Contractor shall test the main line for leakage by filling the pipe and cleanouts with water to a minimum head of four feet. The maximum internal pressure at the lowest end may not exceed 25 feet of head, or 10.8 pounds per square inch (psi). After the pipe and cleanouts have reached maximum absorption, typically four to eight hours, cleanouts shall be refilled to their original depth. After 30 minutes, the Contractor shall measure the difference in elevation of the water surface and convert into gallons. The maximum allowable seepage 50 gallons per inch (gal/inch) of inside diameter per mile of the pipe over a 24-hour period.

In lieu of this water test, the Contractor may, at their own expense, conduct a line acceptance test using low pressure air. This testing procedure involves inserting plugs in the pipeline openings at the manhole and raising the pressure within the sewer line to a minimum value while recording the pressure drop over a specific time period. The pipe reach being tested shall be considered as having passed the test when the time recorded for the pressure to decrease from 3.5 pounds per square inch gauge (psig) to 3 psig is not less than the time shown for the given type and diameter in Table 5-1:

Table 5-1 Pressure Testing Specifications for New Sewer Pipe

Pipe Diameter (in)	Min Time (min:sec)	Length for Min Time (ft)
4	1:53	597
6	2:50	398
8	3:47	298
10	4:43	239
12	5:40	199
15	7:05	159
18	8:30	133
21	9:55	114
24	11:20	99
27	12:45	88

SECTION 6 - OVERFLOW EMERGENCY RESPONSE PLAN

6.1. Requirements

This chapter describes the sanitary sewer Overflow Emergency Response Plan (OERP) for the City. The flow chart depicted in Figure 7-1 displays the chain of communication for responding and reporting sewer system overflows (SSO's) to the appropriate City personnel and regulatory agencies. SSO reporting procedures for both the City of Huron and regulatory agencies is described in more detail in the following sections.

The purpose of the OERP is to identify measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSO's in a timely manner;
- A program to ensure an appropriate response to all overflows
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSO's that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSO's shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR's or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
- A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSO's including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

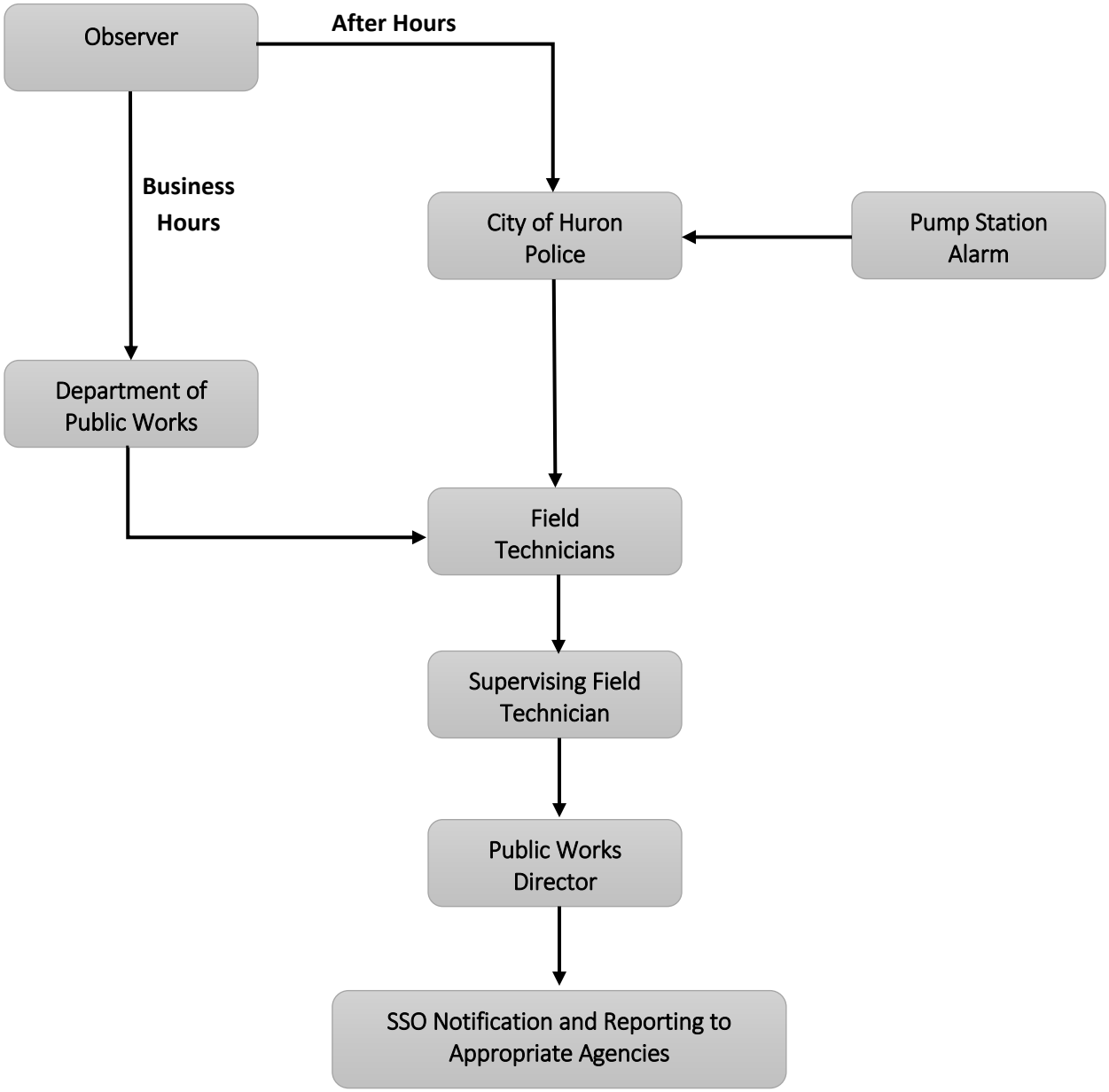
6.2. Internal Notification and Response Procedures

6.2.1. Receipt of a Potential SSO Event

This subsection provides the contact information and chain of communication for receiving overflow reports, including pump station failures, and a description of the formation that should be obtained regarding the overflow. Refer to Section 2 of this SSMP for a flowchart depicting the chain of communication. The list of contact numbers and chain of communication should be displayed at the Public Works Department Offices.

The City of Huron's Public Works Department is comprised of certified operators and operators in training (OITs), who operate and maintain the WWTP and entire sanitary sewer collection system. It is the City of Huron's responsibility to route all potential overflow information to the Public Works Department, so the

Figure 6-1 Chain of Communication for Responding and Reporting SSO's



information can be transmitted to the Public Works Director or the Supervising Field Technician. It is also the responsibility of City personnel or the response crew to gather all relevant response data in regard to the potential SSO event and communicate this data back to either the Public Works Director or the Supervising Field Technician as soon as possible. Until field conformation is made, the report of a possible SSO will be referred to as a "Field Inspection" not as an SSO.

The following emergency response shall be available 24 hours a day.

6.2.1.2. Telephone Calls

During business hours, all telephone calls from the general public, City employees and officials, plumbers, contractors and other public and private agencies regarding suspected sewer overflows are forwarded to the Public Works Department at (559)-945-2241. For reports that occur after hours or on weekends the Huron Police Department should be contacted at (559) 945-2046.

The following relevant information regarding the sewer overflow event shall be obtained:

- Date and time the call was received;
- Location of reported event (address, street name, cross streets);
- Descriptions of problem
    - Type of overflow (eg. Fresh water, storm water, street drainage, sewage, etc.);
    - Severity of overflow;
- Date and time the overflow was first detected by caller;
- Caller's name and phone number.

If the caller is uncertain regarding the type of potential overflow, the following should be observed:

- Color, consistency, odor and other characteristics;
- Precise location relative to streets, alleys, or off-road areas;
- Type of structure (e.g. manhole, gate valve, meter box).

6.2.2. Sewer Pump Station Alarms

Failures associated with the pump station are monitored by the Public Works Department and the Police Department during work hours. The Field Technician on duty shall convey all information regarding the alarms to the Public Works Director or Supervising Field Technician to initiate field inspection. If an incident occurs after hours, the City of Huron's Police Department shall notify the Public Works Director or Supervising Field Technician by phone upon the receipt of an alarm event.

6.2.3. Dispatch of Response Crew for Field Inspection of Potential SSO

The occurrence of a potential SSO triggers an emergency response to immediately conduct a field inspection of the reported event. If an SSO has occurred, a response crew must isolate and mitigate the failure of any element within the City of Huron's owned and operated sanitary sewer collection system. This subsection details protocols for dispatching a response crew and necessary equipment for a field inspection of a reported SSO event.

Upon receipt of the reported SSO, the response crew will be notified by mobile radio or telephone and provided with all information needed for a field inspection. The response crew will proceed to the City's maintenance facility where they will gather all necessary equipment and resources before arriving at the site of the field inspection/SSO. A response crew leader will be designated and will report all findings of the field inspection, including possible damage to public and private property, if possible to the Public Works Department and the Supervising Field Technician. If the Public Works Department have not received a report from the response crew leader within an appropriate time frame, the Public Works Department should contact the response crew leader to determine the status of the field inspection. If needed, the response crew leader should request additional personnel, supplies and equipment from the Public Works Department at the time of inspection.

Response crews should use caution when assisting property owners or occupants affected by an SSO, as the City could face increased liability for any further damages to private property during such assistance. If possible, photographs and/or video footage should be taken of the area of the SSO and impacted area, providing adequate and thorough documentation of the nature and extent of the impact. All photographs and/or video should be provided to the Public Works Department for filing with the inspection/overflow report.

6.2.4. Overflow Correction, Containment and Cleanup

Despite prevention efforts, SSO's may occur from time to time. These overflows may be a result of blocked sewers, pipe failures, or mechanical malfunctions among other natural or manmade causes. This Section describes the specific responsibilities and action to be performed by the first personnel to arrive at the site of a potential sewer overflow. The objectives of these actions are to:

- Determine the cause of the overflow, for example, whether the cause lies in the publicly-owned sewer of a private lateral, pump station, mechanical or electrical system failure/malfunction, etc.
- Protect public health, the environment and property by minimizing SSO impacts as soon as possible.
- Establish perimeters and control with appropriate traffic barricades using vehicles or natural topography (e.g. hills, berms, etc.)
- Communicate preliminary overflow information and potential impact as soon as practical to the regulatory agency.
- Contain the SSO to the maximum extent possible including preventing the discharge of sanitary sewage into surface waters.
- Minimize the City's exposure to any regulatory agency penalties and fines.

Circumstances may arise when the City could benefit from the support of private sector construction assistance. This may be true in the rare event of a large diameter pipe which is buried to depths requiring sheet piling and dewatering should excavation be required. The City may also choose to use private contractors for open excavation operation that might exceed one day to complete.

6.2.5. Responsibilities of Response Crew Upon Arrival

It is the responsibility of City personnel to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible and restore surrounding area back to normal as soon as possible. Upon arrival of the potential overflow site, the response crew should do the following:

- Determine the cause of the overflow, then stop and contain the SSO.
- Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.
- Quantify the SSO.
- Determine if the SSO is a Category 1, 2, or 3 overflow and if private property is impacted. The City should inform the Fresno County Division of Environmental Health Department, in accordance with California Health and Safety Code Section 5410 et seq., and the State Office of Emergency Services (OES), in accordance with California Code Section 13271. Reporting SSO's to these regulatory agencies are discussed in more detail in the following sections.

The response crew should initiate measures to contain the SSO and recover, where possible, the discharged sewage, therefore minimizing the impact to public health and the environment. When containing and recovering the overflow, the response crew should do the following:

- Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek, etc.
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available
- Take immediate action to contain the overflow, e.g. block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

6.2.6. Additional Measures for Prolonged Overflow Conditions

In the unlikely event of a prolonged sewer line blockage or a sewer line collapse, a portable bypass pumping operation around the obstruction will be set up. During this type of operation, the response crew should do the following:

- Determine the proper size and number of required pumps to effectively and efficiently handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

6.2.7. Cleanup

Sewer overflow sites are to be promptly cleaned to the highest degree possible after an overflow event. It is the responsibility of the City of Huron to minimize, to the greatest extent possible, all identifiable residue created by the SSO event. The SSO site to be isolated throughout the use of barricades, cones, etc. to prevent public accessibility to the impacted area. Once the area has been thoroughly cleaned, all barriers will be removed.

Where practical, the area is to be thoroughly flushed and cleaned of any sewage or washdown water. Solids and debris are to be collected, removed, and transported to an appropriate disposal site for final disposal. Where appropriate the overflow site is to be properly disinfected. Ponds formed by the SSO event will be pumped dry and the remaining disposed of properly.

6.2.8. Overflow Report

An overflow report shall be completed by the response personnel, who shall promptly notify the Public Works Director when the overflow is eliminated. To properly complete an overflow report, the following must be provided:

- Determine if the SSO impacted surface waters.
- Characterize the SSO by evaluating the following:
    - Sewage overflows to stormwater system.
    - Preplanned or emergency maintenance jobs involving bypass pumping.
    - Overflows where observation or onsite evidence clearly indicates all sanitary sewage was retained on land and did not reach surface water and where cleanup occurs.
    - Any other pertinent information relating to each individual SSO.
- Use one of the following criteria to estimate the start date/time of the SSO:
    - Information reported to the City and later substantiated by a sewer investigation or response crew.
- Use one of the following criteria to estimate the end date/time of the SSO:
    - When the blockage is cleared, or flow is controlled or contained.
    - The arrival time of the field inspector or response crew if the overflow stopped between the time it was reported and the time of arrival.
- Estimate the flow rate of the SSO in gallons per minute by direct observations of the overflow or estimated measurement of actual overflow.
- Estimate the volume of the sanitary sewer overflow when rate of overflow is known by multiplying the duration of the overflow event by the overflow rate.
- Photograph the event if possible.
- Describe any damage to the exterior areas of public/private property.

Refer to the California Water Environment Association (CWEA) SSMP resource center website for guidance tables on estimating sewer overflow volumes and flow rates.

6.3. Public Notification

The following paragraphs describe the actions the City will implement, in cooperation with the Supervising Field Technician and/or Public Works Director, to limit public access to areas potentially impacted by unauthorized discharges of pollutants to surface water bodies from wastewater collection system.

6.3.1. Temporary Signage

The City has the responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do

not necessarily prohibit use of recreational areas, unless posted otherwise, but provide warning of potential public health risks due to sewage contamination.

6.3.2. Other Public Notices

Should the posting of surface water bodies or ground surfaces subjected to sewer overflow be deemed necessary by the Field Services Manager/ Public Works Director, he/she also determines the need for further public notification though the use of prescribed notices made available to the printed or electronic news media for immediate publication or airing, or by other measures (e.g. front door hangers).

6.4. Regulatory Notification and Reporting

All SSOs are reported on the State of California Water Resource Control Board's Sanitary Sewer Overflow Reporting Program (http://ciwqs.waterboards.ca.gov/). The following is the latest notification and reporting requirements based on the State Water Resources Control Board Order No. WQ 2013-0058-EXEC, Adopted Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. This report replaces the previous Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2008-0002-DWQ. The notification procedures are as follows:

- For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the Discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.
- As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

The following table summarizes the time frame, specific agency and agency contacts required for notification of an SSO.

Table 6-1 SSO Notification and Reporting

Communication Type	Agency Being Contacted	Time Requirements	Method of Contact
Initial Notification	Office of Emergency Services	As soon as possible, but not later than 2 hours after becoming aware of the SSO	800-852-7550
	Fresno County Health Department	As soon as possible, but not later than 2 hours after becoming aware of the SSO	559-600-5956

Table 6-1 SSO Notification and Reporting

Communication Type	Agency Being Contacted	Time Requirements	Method of Contact
	Region 5 Water Board	As soon as possible, but not later than 2 hours after becoming aware of the SSO	559-445-5116
Notification	Region 5 Water Board	As soon as possible, but not later than 2 hours after becoming aware of the SSO	ciwqs@waterboards.ca.gov
State Reporting	State Water Board	Category 1 • Initial Report within 3 business days (Category 1). • Final Report within 15 calendar days after response activities are completed. Category 2 • Report online within 30 days after the end of the calendar month in which the SSO occurs.	ciwqs@waterboards.ca.gov

6.4.1. SSO Categories

The State Water Resources Control Board (SWRCB) Order No. WQ- 2013-0058-EXEC updated the SSO Categories based on the quantity of sewage spilled and/or the location that the spill occurred. The following are the newly defined SSO Categories:

- Category 1 – All discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
    - Reach surface water and/or reach a drainage channel tributary to a surface water; or
    - Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- Category 2 – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3 - All other discharges of untreated or partially treated wastewater of sewage resulting from a failure in the Enrollee's sanitary sewer system.
- Private Lateral Sewage Discharges – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee

becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

6.4.2. SSO Notification Requirements

Per Order No. WQ 2013-0058-EXEC, the following are notification requirements that must be adhered to for each SSO Category:

- 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 enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee 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.
- To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
    - Name of person notifying Cal OES and direct return phone number.
    - Estimated SSO volume discharged (gallons).
    - If ongoing, estimated SSO discharge rate (gallons per minute).
    - SSO Incident Description:
        - Brief narrative.
        - On-scene point of contact for additional information (name and cell phone number).
        - Date and time enrollee became aware of the SSO.
        - Name of sanitary sewer system agency causing the SSO.
        - SSO cause (if known).
    - Indication of whether the SSO has been contained.
    - Indication of whether surface water is impacted.
    - Name of surface water impacted by the SSO, if applicable.
    - Indication of whether a drinking water supply is or may be impacted by the SSO.
    - Any other known SSO impacts.
    - SSO incident location (address, city, state, and zip code).
- Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to CalOES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
- PLSDs: The enrollee 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 another private sewer asset(s) if the enrollee becomes aware of the PLSD.

6.4.3. SSO Reporting Timelines

The City must use the CIWQS Online SSO Database account to report SSOs. For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee 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.

The following are the reporting timeframes listed in WQ-2013-0058-EXEC:

- Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
    - 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 enrollee becoming aware of the SSO.
    - 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.
- 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).
- "No Spill" Certification – If there are no SSOs during the calendar month, the enrollee 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 enrollee reported a PLSD, the enrollee shall still certify a "No Spill" certification statement for that month.
- Amended SSO Reports – The enrollee 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 enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

6.4.4. Reporting Documentation

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

- 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 enrollee 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 enrollee 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.

- 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 required for a Draft Report (see above):
    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.

- 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 for Draft Category 1 SSO.
- 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 for Draft Category 1 SSO and Items 1-9, and 17 for Certified Category 1 SSO.
- 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 for Draft Category 1 SSO and Items 1-5, and 17 for Certified Category 1 SSO.

6.4.5. Monthly No-Spill Reporting Procedures

The State Department of Water Resources requires that monthly reports shall be filed online to document that no sewer overflow events occurred during that specific month. The website for filing the monthly no-spill report is: https://ciwqs.waterboards.ca.gov/. The City's procedure for filing a monthly no-spill report is as follows:

1. Log on to CIWQS webpage (https://ciwqs.waterboards.ca.gov)
2. Go to SSO Monthly
3. Log onto system with appropriate username and password
4. Click SSO
5. Click "Generate No Spill Certification"
6. Enter Month and Year of Report
7. Click "Certify"
8. Print report and save in a binder at the City's Wastewater Treatment Plant.
9. SSO Standard Operating Procedure

6.5. Record Keeping

Individual SSO records shall be maintained at the City's Public Works Department for a minimum of five years from the date of the SSO event. This period may be extended when requested by a RWQCB officer. All records shall be made available for review upon State of Regional Water Quality Control Board Staff's

request. The Public Works Department shall retain records of all SSO's such as but not limited to and when applicable:

- Record of certified report, as submitted to the online SSO database.
- All original recordings for continuous monitoring instrumentation.
- Service call records and complaint logs of calls received by the enrollee.
- SSO calls.
- SSO records.
- Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
- Work orders, work completed and any other maintenance records from the previous 5 years that are associated with the responses and investigations of system problems related to SSO's.
- A list and description of complaints from customers or others from the previous 5 years.
- Documentation of performance and implementation measures for the previous 5 years.

If water quality samples are required by the Fresno County Environmental Health Department or other regulatory agencies, or if voluntary monitoring is conducted by the City or its agent(s), as a result of any SSO, records of monitoring information shall include:

- The date, exact location and time of sampling or measurement.
- The individuals (s) performing the sampling or measurements.
- The date(s) analyses were performed.
- The individual(s) who performed the analyses.
- The analytical technique or method used.
- The results of such analyses.

SECTION 7 - FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

7.1. Requirements

Fats, oils, and grease (FOG) are discharged to sanitary sewer systems by residential users, food handling facilities, and other commercial and industrial establishments. Commonly, FOG can cause pipe blockages leading to sanitary sewer overflows (SSO). The State Water Resources Control Board (SWRCB) requires each wastewater collection system agency to evaluate its service area to determine whether a FOG control program is needed to reduce the risk of SSO. If so, a FOG control program shall be developed as part of the SSMP. The FOG control program shall include the following:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, Best Management Practices (BMPs) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City of Huron has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as a problem.

Although the City has only experienced one SSO's caused by FOG, the City has determined that a FOG control program will be beneficial. There are several food service facilities located within the City limits that discharged into the City's sanitary sewer system which contribute to FOG buildup within the system. This Section of the SSMP outlines the City's procedure for minimizing and monitoring FOG in their collection system, fulfilling the requirements of both the SWRCB and the Regional Water Board.

The City's FOG control program consists of focused cleaning and maintenance as well as source control. The following subsection discussed identification and cleaning of grease-prone areas, legal authority to prohibit grease discharge and public outreach.

7.2. FOG Control Program Goals

The City plans to work towards developing a more stringent Fog Control Program by focusing on the following key areas:

- Implementing a plan and schedule for a public education outreach program that promotes proper disposal of FOG. To increase public awareness regarding the disposal of FOG, informational brochures are currently distributed with customer's utility bills.
- Review the City's current ordinances to include violations and penalties. The City should include in the Municipal Code a section regarding the violations of the Sewer Use Ordnance and penalties and enforcement actions that may result from violations.
- Authority to inspect grease-producing facilities and enforce compliance with City ordinances. The City will need to evaluate if additional staff will be required to adequately inspect and enforce the program with respect to assuring that the grease removal facilities are properly cleaned and maintained. The implementation of an effective inspection and enforcement program will require more engineering and inspection time.

7.3. Public Outreach

The City has not implemented a public education outreach program; however, the City is currently providing public awareness of FOG rules and regulations through utility billing inserts and brochures that are mailed to City residents twice a year. The notice provides guidelines as to what is allowed and not allowed for discharge into the sanitary sewer system and list locations where customers can dispose of their FOG's safely. A copy of the notice is provided in Appendix E.

The City is planning to provide more focused public awareness to restaurants and food service establishments that will stress the importance of frequently cleaning existing grease traps and/or preventing discharge of FOG into the sanitary sewer system. These businesses will be informed that in the future that the City may perform surprise inspections of their establishment and will cite violations for noncompliance of the Municipal Code.

7.4. Legal Authority

The City has the responsibility to minimize the amount of FOG that enters the sanitary and storm sewer systems from residential, commercial, and industrial sources. Chapters 13.12140 and 13.12.150 of the City of Huron Municipal Code give the City the authority to prohibit the discharge of oils and grease into the sanitary sewer system.

7.5. Identification and Sewer Cleaning

The City's operation and maintenance program includes routine cleaning of pipes that are known to have problems due to grease accumulation. These problem areas, know to the City's Public Works Department as "hot spots", are cleaned on a 90-day rotation schedule.

FOG related blockages are known to occur in sewer lines located near restaurants, gas stations and front-end eateries within the City. However, there are a few locations in residential areas that have FOG blockages as well. The Public Works Department will continue to monitor and record any FOG related SSO occurrences and will modify the map to maintain a current record of the location of potential problem areas.

As a control measure, the City conducts scheduled cleaning and maintenance on its sanitary sewer lines and lift station to reduce potential FOG related blockages. The City performs hydro-flushing activities on the entire collection system every six months, while problem areas are hydro-flushed every two months. Frequency of cleaning and/or flushing of the sanitary sewer collection system may be modified in the future depending upon the success of this maintenance program.

SECTION 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The requirements for the System Evaluation and Capacity Assurance Plan (SECAP) section of the SSMP are as follows:

- Each wastewater collection system agency shall establish a process to assess the current and future capacity requirements for the collection system facilities.
- Each wastewater collection system agency shall prepare and implement a capital improvement plan to provide hydraulic capacity of key sewer system elements under peak flow conditions.

This Section evaluates the sanitary sewer system's existing capacity under both dry and wet weather conditions, and determines future capacity, and identifies related system deficiencies and improvement priorities, based on anticipated population growth. The following sections describe the City's current procedure for evaluating their sewer system to ensure adequate capacity for proper function of their sewer system facilities.

8.1. Service Area

The service area of the Huron sanitary sewer collection system is essentially the incorporated limits of the City. An update to the City of Huron's 2020 General Plan was completed in April 2005. According to the General Plan Update Background Report, the City's population was expected to increase at a rate of approximately 2.05 percent annually through the year 2020.

However, growth rates since the 2005 update of the City's 2020 General Plan have been lower than 2.05 percent. According to the 2010 U.S. Census, the population of the City was 6,754, which was up from 6,306 at the 2000 census, and up from 4,766 at the 1990 census. According to the U.S. Census, as of July 1, 2016, the population within the City was approximately 6,941. This represents an average annual growth rate of approximately 1.46 percent demonstrated from 1990 to 2016.

The City of Huron encompasses approximately 1.3 square miles. Currently the sanitary sewer collection system and WWTP provides collection, treatment, and disposal services to approximately 6,491 customers. Table 8-1 provides population projections through 2040 using the annual growth rate of 1.46 described above.

Table 8-1 City of Huron Population Projections

Years	2020[(2)]	2025[(2)]	2030[(2)]	2035[(2)]	2040[(2)]
Service Area Population[(1)]	7,461	8,020	8,621	9,267	9,962

Notes:
[(1)] Service area population is defined as the population served by the sanitary sewer system.
[(2)] Projected estimates are based on population growth from 1990 to 2016. An annual growth rate of 1.46 percent is used.

8.2. Wastewater Flows

Construction of the existing 1.0 MGD WWTP was completed in 2005. Prior to the design of the WWTP, the entire sanitary sewer system was evaluated. Giersch & Associates, INC. performed an in-depth analysis on the sanitary sewer system and sized the WWTP to accommodate growth through the year 2020.

The City of Huron's WWTP currently receives an average daily flow of approximately 428,431 gallons per day (gpd) based on records from 2013 through 2016. Table 8-2 displays the annual total flows, average daily flows, and maximum daily from 2013 through 2016. The average maximum daily flow for the same period is approximately 503,586 gpd.

Table 8-2 Average and Maximum Daily Flows

Year	Total Annual Flow (MG)	Average Daily Flow (gpd)	Maximum Daily Flow (gpd)
2013	14.1	477,222	576,444
2014	13.4	441,500	538,233
2015	12.3	403,500	452,917
2016	11.9	391,500	446,750
Average	**12.9**	**428,431**	**503,586**

Using the annual growth rate of 1.46 described above, influent wastewater flows were projected through 2040. Based on the projections provided in Table 8-3, the 1.0 MGD WWTP appears to provide adequate capacity through 2040.

Table 8-3 Projected Wastewater Flows

	2020	2025	2030	2035	2040
Projected Average Daily Flows (gpd)	454,004	488,128	524,818	564,264	606,676
Projected Average Maximum Flows (gpd)	533,646	573,756	616,882	663,248	713,100

8.3. Design Criteria

The City does not have specific Standard Specifications and Details for new, replacement or repair of sewer pipelines. Each new, repair or replacement project will be evaluated individually to determine the best design to handle flow rates as specified per industry standards.

8.4. Capacity Evaluation

The sanitary sewer system has not had a formal evaluation conducted to determine if the system has adequate capacity to serve the City. However, there have been no reported SSO's caused by the system being over capacity.

SECTION 9 - MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

9.1. Requirements

In accordance with SWRCB requirements, each wastewater collection system agency shall monitor the effectiveness of the SSMP and update and modify SSMP Chapters to keep them current, accurate, and available for audit, as appropriate. The following describes the City's procedure for monitoring the effectiveness of the SSMP and the procedures used to minimize Sanitary Sewer Overflows.

9.2. Monitoring and Measurement

The City currently monitors the following items through regular monthly computer-generated reports:

- Number, cause and location of blockages
- Number and reason for customer complaints
- Date, length of pipe cleaned, and debris found

As required by the General WDRs, each agency must report all SSO's to the online SSO System, including no-spill events. Refer to Section 6 for reporting requirements and time constraints.

The City plans to continue with this monitoring plan. In addition, the following items will also be monitored and/or measured to determine the overall effectiveness of the SSMP, assess the success of the preventative maintenance program and FOG program, and update program elements as appropriate.

- Number and location of blockages due to FOG
- Number and location of SSO's due to FOG
- Total number of volume of SSO's
- Number of repeat SSO's
- Number of mainline blockages
- Number of pump station failures
- Length and location of pipe failures
- Length and location of pipe undergoing CCTV
- Identify SSO occurrence in either City-owned sewer facility or private facility

9.3. SSMP Modifications

As required by the General WDR, each element of this SSMP will be audited periodically to maintain current information and to review and/or modify the maintenance and monitoring practices currently in place. The Public Works Director will review the above listed information at least annually to assess the effectiveness of the various elements of the SSMP. Significant information such as a contact numbers, names, chain of communication, etc. will be updated as required. The annual assessments/audits will be utilized to determine whether additional changes need to be made to the SSMP.

SECTION 10 - PROGRAM AUDITS

10.1. Requirements

SWRCB requirements state that each wastewater collection system agency shall conduct periodic audits of their SSMP, with a minimum frequency of bi-annually. The periodic audits shall be at a level of detail commensurate with the size of the Enrollee and the number of SSOs experienced and shall identify any deficiencies in the current SSMP and describe the steps required to correct those deficiencies (if applicable). The program audit shall cover the period from the previous program audit to the current date. The Enrollee shall prepare a written report to be kept on file. The report must be made available to employees of the Regional Water Quality Control Board in the event of an investigation.

10.2. Audits

The City's Public Works Director will lead the audit of the SSMP on an annual basis. Calendar year 2018 was the first year audited. Each of the major sections of the SSMP were addressed during the audit.

The 2018 SSMP Audit is included in provided as Appendix F and it shows the categories evaluated. Where results of the evaluation indicate deficiencies, corrective measures were developed. The results of future audits will be included in an Annual Audit Report. A hardcopy of the Annual Audit Report will be printed and filed in the City's Public Works office.

SECTION 11 - COMMUNICATION PROGRAM

11.1. Requirements

The SWRCB requires that the City communicate, on a regular basis, with the public on the development, implementation, and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented.

This Section of the SSMP outlines the process involved in communicating with interested members of the public regarding development, implementation, and performance of this plan.

11.2. Plans for Communication

The City plans to communicate on a frequent basis with interested parties on the implementation and performance of this SSMP. The City plans to primarily communicate with the public through such methods as mailing stuffers included with utility bills, public City Council meetings, and on the City's website. Currently, the City's website is being updated and will include the following pertaining to FOG and the SSMP:

- Discussion for development of SSMP and FOG control program
- FOG tips for residents, restaurants and automotive sector
- Frequently Asked Questions
- Link to CalFOG (California Fats, Oils and Grease Workgroup)
- Information about ongoing implementation efforts

Flyers will be available at City Hall to provide general, educational and other important information regarding the City's sewer system. They will also be included in customers utility bills at least once a year. These mailers will list the CalFOG (California Fats, Oils and Grease Workgroup) websites address that City locals can use to obtain additional information and technical support in identifying and implementing actions for reduction of SSO's resulting for blockages caused by fats, oil and grease.

Other possible means of communication that are being considered and include:

- Ad in the City's weekly newsletter

SECTION 12 - PLAN CERTIFICAION

12.1. Requirement

The SWRCB requires that the SSMP and the City's program to implement the SSMP must be certified by the City to be in compliance with the requirements set forth above and must be presented to the City of Huron City Council for approval at a public meeting. The City shall certify that the SSMP, and subparts thereof, are in compliance with the General WDRs within the required time frame. The City's authorized representative must complete the certification portion in the on-line SSO database questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to the State Water Board.

12.2. Completion and Approval

The completed SSMP was presented to the City Council for approval at public meeting on May 16, 2018. After the review period, the City Council approved and completed plan as fully implemented and in compliance with the terms of the general waste discharge requirements on May 16, 2018 by Resolution No. 2018-1994

12.3. Certification

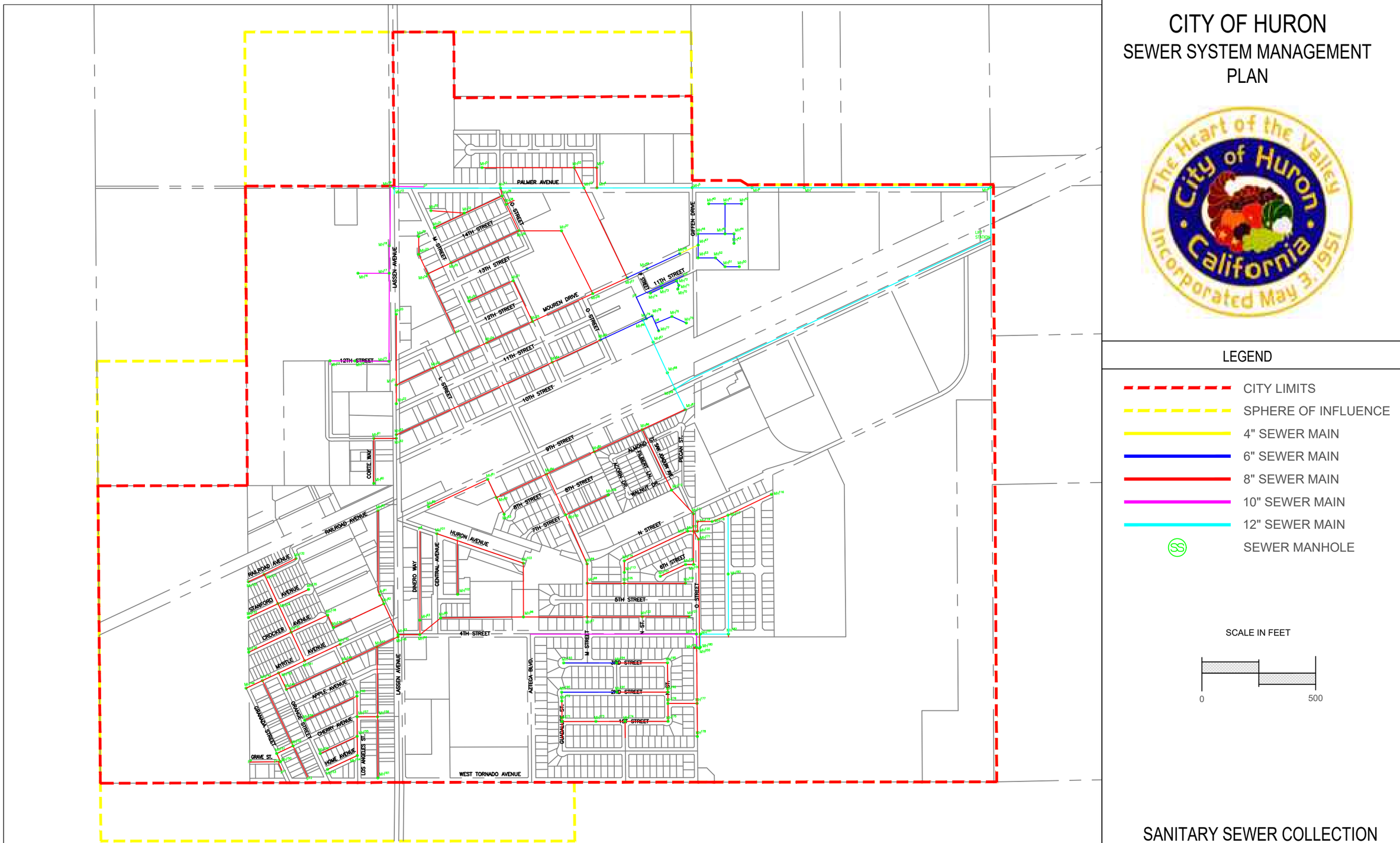
The SSMP was certified through the certification portion in the Online SSO Database Questionnaire. The form was then printed and signed by the authorized representative and mailed to the State Water Board.

APPENDIX A

SAITARY SEWER COLLECTION SYSTEM MAP

CITY OF HURON

SEWER SYSTEM MANAGEMENT PLAN



LEGEND

- CITY LIMITS
- SPHERE OF INFLUENCE
- 4" SEWER MAIN
- 6" SEWER MAIN
- 8" SEWER MAIN
- 10" SEWER MAIN
- 12" SEWER MAIN
- SEWER MANHOLE

SCALE IN FEET

0 500

SANITARY SEWER COLLECTION SYSTEM MAP

AM Consulting Engineers • 5150 N. Sixth Street Suite 124 • Fresno, California 93710 • (559) 473-1371

APPENDIX B

STANDARD OPERATING PROCEDURES

City of Huron
Sanitary Sewer Collection System

Standard Operating Procedures (SOP)

Lift Station

1. PURPOSE

The purpose of the Sanitary Sewer Lift Station is to ensure the proper sewer flow, to prevent sanitary sewer overflow in the collections system. It is important to ensure continued trouble free operation and to extend the service life of equipment.

Components of the Lift Station consists of:
Control Panel
Influent Lift Pumps - (2) Pumps, transducer level control, guide rails.
Comminutor
Diesel Generator

2. DAILY INSPECTIONS

Comminutor
Check on/off line, check blockages, trash and debris.
Lift Pumps
Check on/off line, record hour meters and check for blockages.
Diesel Generator
Check on/off line, check fuel level and record hour meter.

3. PREVENTIVE MAINTENANCE

MONTHLY

Lift Pumps
Test controls and wash pumps and wet well.

Transducer
Remove any trash or debris accumulated on the wire harness.

Comminutor
Lube motor and shaft bearings.

Diesel Generator
Exercise generator

SEMI ANNUALLY

Comminutor

Oil change
Check spacing of cutting blades.

Diesel Generator

Oil change
Clean air filter

4. RECORD KEEPING

Document all observations and results in the operations log and required paper logs.

City of Huron
Sanitary Sewer Collection System

Standard Operating Procedures (SOP)

Sanitary Sewer Cleaning

1. PURPOSE

The purpose of the Sanitary Sewer Cleaning is to ensure the proper sewer flow, by preventing or removing blockages in the sanitary sewer that will cause a sanitary sewer spill in the collection system. It is important to ensure continued trouble-free operation and to extend the service life of equipment.

2. STAGING THE HYDRO JETTER

Step 1. When staging the Hydro Jetter placing the clean out hose against the direction of flow.
Step 2. Set the hydro pressure no higher than 1000 psi.
Step 3. Clean the main line at 50 ft. increments until obstruction is cleared.
Step 4. Remove the cleanout hose to allow the flow to subside.
Step 5. Repeat step 3 and 4.
Step 6. Investigate upstream and down stream for standing water and flow.

3. REMOVLE OF DEBRIS

When Hydro Jetting the mainline catch and remove all debris (grease logs, roots and trash) place in trash bins to be sent to the landfill.

4. DETRMINE THE CAUSE OF THE BLOCKAGE

When removing the spoils of the blockage determine what was the cause of the blockage: grease, trash, roots or possible collapse line.

5. EQUIPMENT

Hydro Jetter
Gloves
Hearing protection
Eye protection
Manhole hook
Safety vest
Flashlight
Safety cones

6. RECORD KEEPING

Document all observations and results in the operations log and required paper logs.

City of Huron
Sanitary Sewer Collection System

Standard Operating Procedures (SOP)

Sanitary Sewer Inspection

1. PURPOSE

The purpose of the Sanitary Sewer Inspection is to ensure the proper sewer flow, to prevent blockages in the sanitary sewer that will cause a sanitary sewer spill in the collection system. It is important to ensure continued trouble-free operation and to extend the service life of equipment.

Components of the Sanitary Sewer System consists of:

Lift Station
Approximately (14) Miles of Mainlines ranging from 6” to 36”.
Approximately (90) 24” Manholes

2. WEEKLY INSPECTIONS

SEWER MAIN LINE INSPECTIONS

Check for possible blockages, rate of flow, direction of flow, standing water, trash and debris.

When investigating a possible blockage remove the manhole lid and check for standing water and low flow. If either one exists check upstream and down stream to determine were the blockage is located.

3. PREVENTIVE MAINTENANCE

MONTHLY

Hydro jet the main lines and wash down manholes.

4. EQUIPMENT

Gloves
Eye protection
Manhole hook
Safety vest
Flashlight

5. RECORD KEEPING

Document all observations and results in the operations log and required paper logs.

APPENDIX C

FISCAL YEAR 2017/18 SEWER BUDGET

CITY OF HURON
2017-18 BUDGET
EXPENDITURE
WATER FUND - (700)

ENTERPRISE	ACCOUNT NO.	ACTUAL EXPENSE 2014-15	ACTUAL EXPENSE 2015-16	BUDGET EXPENSE 2016-17	ESTIMATED EXPENSE 2016-17	PROPOSED EXPENSE 2017-18
Other Communication	7405	0	320	300	0	0
Utilities-Electricity	7410	122,410	124,894	100,000	109,476	110,000
Travel/Mileage/Meeting	7500	0	591	0	0	0
Recruiting	7600	0	0	0	0	0
Membership Dues	7900	1,249	4,176	0	750	750
Public Notices	7920	45	45	0	0	0
Other Expenses	7995	0	2,127	0	1,092	1,000
Transfers	7980	0	0	0	0	0
Equipment Lease/Rent	9300	3,129	3,130	2,775	3,114	3,200
Real Estate Lease	9320	6,244	6,432	6,500	6,625	6,600
Total Services & Supplies		**1,012,842**	**1,008,619**	**886,742**	**875,079**	**903,175**
Capital Outlay						
Capital Outlay - Equipment	8100	0	0	35,000	11,938	30,000
Capital Outlay - AMI Meter Reader	8400	0	0	0	0	60,000
Capital Outlay - Vehicle	8500	0	0	0	0	0
Total Capital Outlay		**0**	**0**	**35,000**	**11,937**	**90,000**
Debt Services						
Bureau Bond Interest	9120	36	0	100	100	100
Bureau Bond Principal	9220	1,939	915	2,000	2,000	2,000
1980 bond interest	9110	3,375	2,925	3,000	2,450	2,500
1980 bond Principal	9210	9,000	9,000	10,000	10,000	10,000
1991-1 interest	9214	22,151	21,076	18,350	19,951	20,000
1991-1 principal	9215	21,000	22,000	22,000	23,000	23,000
2001 USDA bond interest	9130	38,475	37,575	37,563	36,675	37,000
2001 USDA bond principal	9121	20,000	20,000	20,000	20,000	20,000
Total Debt Service		**115,976**	**113,491**	**113,012**	**114,176**	**114,600**
DEPARTMENT TOTAL		**1,184,335**	**1,216,692**	**1,129,784**	**1,090,907**	**1,202,775**

WASTEWATER
FUND ACTIVITY OVERVIEW
FUND (750)

FISCAL YEAR 15/16

6/30/2015	Invested in capital assets, net of related debt	2,811,864
Fund Balance Reserved/Unreserved		
Reserved for debt service		57,998
Unrestricted/(deficit)		1,300,919
Total Fund Balance at 6/30/16(Audited)		**4,170,781**

FISCAL YEAR 16/17

7/1/2016	Fund Balance * (Audited)	4,170,781
	Estimated 2016/17 Revenue	692,002
	Estimated 2016/17 Expenditure	752,845
6/30/2017	Fund Balance (Estimated)	**4,109,938**
Fund Balance Reserved/Unreserved		
Reserved for debt service		0
Unrestricted/(deficit)		4,109,938
Total Reserved/Unreserved at 6/30/17		**4,109,938**

FISCAL YEAR 17/18

7/1/2017	Fund Balance * (Estimated)	4,109,938
	Proposed 2017/18 Revenue	822,419
	Proposed 2017/18 Expenditure	653,350
	Transfer Out	0
6/30/2018	Fund Balance (Estimated)	**4,279,007**
Fund Balance Reserved/Unreserved		
Reserved for debt service		0
Unrestricted/(deficit)		0
Total Reserved/Unreserved at 6/30/18		**4,279,007**

2017 - 2018
WASTEWATER FUND EXPENDITURE BREAKDOWN

	BUDGET	%
Personnel Services	80,000	12.24%
Supplies & Services	493,800	75.58%
Capital Outlay	20,000	3.06%
Debt Service	59,550	9.11%
Total	653,351	100.00%

* Fund balance includes cash plus assets less liabilities. As a result, the actual cash on hand in a given fund is often less than the stated fund balance.

CITY OF HURON
2017-18 BUDGET
EXPENDITURE
WASTEWATER FUND - (750)

ENTERPRISE	ACCOUNT NO.	ACTUAL EXPENSE 2014-15	ACTUAL EXPENSE 2015-16	BUDGET EXPENSE 2016-17	ESTIMATED EXPENSE 2016-17	PROPOSED EXPENSE 2017-18
Personnel Services						
Salaries/Wages	5000	21,695	61,863	55,812	58,259	58,000
Overtime	5010	0	0	0	0	0
Benefits	5011-5400	12,394	22,548	21,712	21,778	22,000
Total Personnel Services		**34,088**	**84,410**	**77,524**	**80,037**	**80,000**
Services & Supplies						
Legal Fees	6100	1,154	0	1,500	6,211	5,000
Auditor Fees	6110	3,313	6,305	4,500	4,005	4,000
Engineering Consulting Fees	6120	0	0	0	0	0
Eng. Cons. Fees(Plant Mgmt Ctrt)	6130	4,101	135	0	0	0
Contract Services	6125	0	14,653	11,617	11,531	12,000
Contract Service-SVT/SUSP	6126	145,671	118,221	140,380	121,743	125,000
Other Consulting Fees	6140	808	125,122	243,000	192,904	50,000
Fees/Permits-State	7000	14,953	15,150	29,929	14,958	15,000
Fees/Permits-Other	7090	81	6,404	3,591	4,848	5,000
Insurance-Casuaty	7122	132	323	336	336	340
Insurance-Liability	7110	2,290	2,870	1,995	3,748	3,800
Insurance-Admin Cost	7120	601	396	368	368	370
Insurance-Property	7140	857	739	735	735	740
Insurance-Crime	7130	50	51	50	50	50
Depreciation	7205	134,241	126,483	130,000	130,000	130,000
Repair/Maint.-Building	7200	2,407	2,268	2,500	0	0
Repair/Maint.-Office Equip	7210	212	330	359	377	400
Repair/Maint.-Equipment	7211	890	3,050	607	1,481	4,000
Repair/Maint.-Vehicle	7215	2,335	4,786	2,533	4,172	5,000
Equipment	7216	545	3,431	3,000	1,793	5,000
Vehicle Fuel	7221	2,025	2,626	3,000	2,109	2,200
Vehicle Fuel-Diesel	7222	2,105	1,582	1,600	1,888	2,000
Ground Maintenance	7230	104	300	300	177	200
Field Operation Supplies	7340	824	3,074	16,231	11,460	12,000
Lab Test Fees	7365	1,443	653	398	730	750
Repair/Maint.-Software	7220	2,095	8,995	2,620	5,876	6,000
Supplies-Office	7310	519	960	602	679	700
Janitorial Supp	7320	354	804	593	595	600
Postage	7300	456	466	394	478	500
Publications/membership	7910	46	0	0	45	50
Utilities-Electricity	7410	67,872	82,015	58,195	69,109	70,000
Equipment Lease/Rent	9300	3,113	3,100	2,774	3,101	3,100
Cal-Pop	9242	57,497	0	0	0	0
Sludge		0	0	30,000	14,470	30,000
Total Services & Supplies		**453,091**	**535,290**	**693,705**	**609,977**	**493,800**

CITY OF HURON
2017-18 BUDGET
EXPENDITURE
WASTEWATER FUND - (750)

ENTERPRISE	ACCOUNT NO.	ACTUAL EXPENSE 2014-15	ACTUAL EXPENSE 2015-16	BUDGET EXPENSE 2016-17	ESTIMATED EXPENSE 2016-17	PROPOSED EXPENSE 2017-18
Capital Outlay						
Capital Outlay- Infra.	8400	13,146	0	15,000	0	15,000
Capital Outlay Equipment(Server)	8100	0	0	9,390	4,734	5,000
Total Capital Outlay		**13,146**	**0**	**24,390**	**4,734**	**20,000**
Debt Services						
1980 Bond Interest	9110	650	550	550	550	550
1980 Bond Principle	9210	3,825	2,000	2,000	2,000	2,000
2005 USDA Series A - Int.	9240	20,570	20,000	20,000	20,000	20,000
2005 USDA Series A - Prin.	9239	8,000	9,000	8,000	8,500	8,500
2005 USDA Series B - Int.	9240	19,380	19,270	20,000	18,548	20,000
2005 USDA Series B - Prin.	9239	8,000	8,000	8,000	8,500	8,500
Total Debt Services		**60,425**	**58,820**	**58,550**	**58,097**	**59,550**
DEPARTMENT TOTAL		**560,750**	**678,520**	**854,169**	**752,845**	**653,350**

APPENDIX D

PUBLIC OUTREACH NEWSLETTER

You Can Help Prevent Sewer Backups

Sewer backups are both destructive and unpleasant. As a customer you can do many things to prevent your line from backing up. Remember too, that the very same things can help prevent backups in the main sewer line as well.

If everyone would be careful about the ways they dispose of certain products our system would be more efficient, cause fewer backups, cost less money, and prevent the inconvenience to you.

Anything, which should not be in a sewer line, has the potential of causing a blockage. For example:

- Kitchen grease, disposable diapers, paper & cloth towels, sanitary napkins and even dental floss can accumulate and cause a blockage.

What Can I Do to Prevent Back-ups?

To protect your property follow these simple tips.

- DON'T put diapers, sanitary napkins or anything else in the toilet – even if it says "Flushable!" Only flush what you've eaten first and toilet paper.
- DON'T dispose of grease down the drain.
- DON'T plant trees near sewer lines
- DON'T connect any drains or sump pumps to the sewer system.

And, just in case...

- Locate and keep accessible the sewer cleanout in your front yard. If you do not have a cleanout, have one installed by a plumber. The cleanout is the property owner's responsibility
- Check your homeowner's insurance policy. If you are not covered for back-ups, call your agent for information on costs and coverage options
- If you experience a back-up, save all receipts related to any repair, cleaning, or damages

APPENDIX E

2018 AUDIT

Sewer System Management Plan Annual Audit Checklist

Table 1 Audit Checklist Summary

Name of agency	City of Huron
Date of audit	April 2018
Name of auditor	AM Consulting Engineers
System Overview	Sewer System
Miles of gravity sewer mains	11.21
Miles of force mains	0.60
Total Miles of all City sewer lines	11.81
Number of pump stations	1
Population served	6,941
Current average monthly single family residential sewer rate	$26.00

GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES / NO**
2. If you answered NO to question 1, describe content and schedule for updates, or provide additional comments for YES response.

ORGANIZATION

Reference Material

- Organization Chart
- Phone list

3. Is the SSMP up-to-date with agency organization and staffing contact information? **YES / NO**
4. If you answered NO to question 3, describe content and schedule for updates, or provide additional comments for YES response.

LEGAL AUTHORITY

Reference Material

- Municipal Code
- Enforcement actions

5. Does the SSMP contain up-to-date information about the City's legal authority? **YES / NO**
6. Does the City have sufficient legal authority to control sewer use and maintenance? **YES / NO**
7. If you answered NO to questions 5 or 6, describe content and schedule for necessary changes, or provide additional comments for a YES response.

OPERATIONS AND MAINTENANCE

Reference Material

- ❖ Collection system map
- ❖ Current Capital Improvement Plan (CIP)
- ❖ Current operating budget

8. Does the SSMP contain up-to-date information about the City's maps? **YES / NO**

9. Are the City's collection system maps complete, up-to-date, and sufficiently detailed? **YES / NO**

10. If you answered NO to questions 8 or 9, describe content and schedule for necessary changes, or provide additional comments for YES response.

11. Does the SSMP contain up-to-date information about the City's resources and budget? **YES / NO**

12. Are the City's resources and budget sufficient to support effective sewer system management? **YES / NO**

13. Do the City's planning efforts support long-term goals? **YES / NO**

14. If you answered NO to questions 11, 12, and/or 13, describe content and schedule for necessary changes, or provide additional comments for YES response.

PRIORITIZED PREVENTATIVE MAINTENANCE

Reference Material

- ❖ Cleaning schedules
- ❖ List or map of potential problem area
- ❖ Work orders
- ❖ Incident reports
- ❖ Customer feedback

Table 2 Annual Preventative Maintenance Activities

Maintenance Activity Description	2010	2011	2012	2013	2014	2015	2016	2017
Miles of Forced Mains & Other Pressure Systems	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Miles of Gravity Sewers	11.21	11.21	11.21	11.21	11.21	11.21	11.21	11.21
Number of Service Connections Inspected	0	0	0	0	0	0	0	0
Miles of total Gravity Sewer System Cleaning	11.81	11.81	11.81	11.81	11.81	11.81	11.81	11.81
Miles of total Gravity Sewer System Inspection	0	0	0	0	0	0	0	0

15. Does the SSMP contain up-to-date information about the City's **YES / NO**

preventative maintenance activities?

16. If you answered NO to question 15, describe content and schedule for necessary improvements to preventative maintenance activities.

SCHEDULED INSPECTIONS AND CONDITION ASSESSEMNT

Reference Material

- ❖ Inspection reports
- ❖ Infiltration and Inflow (I/I) monitoring studies and reports
- ❖ Pipe and manhole condition data

17. Does the SSMP contain up-to-date information about the City's inspection and condition assessment? **YES / NO**

18. Are the City's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies? **YES / NO**

19. If you answered NO to questions 17 and/or18, describe content and schedule for necessary changes or provide additional comments for YES.

CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

Reference Material

- ❖ Funds spent on equipment and materials
- ❖ Equipment and parts inventory

20. Does the SSMP contain up-to-date information about equipment and replacement inventories? **YES / NO**

21. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance? **YES / NO**

22. If you answered NO to questions 20 and/or 21, describe content and schedule for necessary arrangements, or provide additional comments for YES response.

TRAINING

Reference Material

- ❖ Employee training records

23. Does the SSMP contain up-to-date information about the City's training expectations and programs? **YES / NO**

24. Do supervisors believe that their staff is sufficiently trained? **YES / NO**

25. Are staff satisfied with the training opportunities and support offered to them? **YES / NO**

26. If you answered NO to questions 23, 24, and/or 25, describe

contend and schedule for necessary improvements, or provide additional comments for YES response.

OUTREACH TO BUILDING CONTRACTORS

Reference Material

- Fliers/mailings
- Mailing lists

27. Does the SSMP contain up-to-date information about the City's outreach to plumbers and building contractors? **YES / NO**

28. Has the City conducted or participated in any outreach activities to plumbers and building contractors? **YES / NO**

29. If you answered NO to questions 27 and/or 28, describe content and schedule for future activities, or provide additional comments for YES response.

DESIGN AND CONSTRUCTION STANDARDS

Reference Material

- Design and construction standards
- Ordinance

30. Does the SSMP contain up-to-date information about the City's design and construction standards? **YES / NO**

31. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date? **YES / NO**

32. If you answered NO to questions 30 and/or 31, describe content and schedule for necessary revisions, or provide additional comments.

OVERFLOW EMERGENCY RESPONSE PLAN

Reference Material

- Data submitted to CIWQS
- Service call data

Table 3 Annual SSO Statistics

Indicator	2010	2011	2012	2013	2014	2015	2016	2017
Number of SSOs (total)								
Wet season SSOs	0	0	0	0	0	0	0	0
Dry season SSOs	0	0	0	1	2	0	0	1
Private Lateral	0	0	0	0	0	0	0	0
Total Number of SSO's	0	0	0	1	2	0	0	1
Number of SSOs by volume (gallons)								

Table 3 Annual SSO Statistics

Indicator	2010	2011	2012	2013	2014	2015	2016	2017
<10	0	0	0	0	0	0	0	0
10 – 99	0	0	0	1	0	0	0	0
100 – 999	0	0	0	0	1	0	0	1
1000-9999	0	0	0	0	0	0	0	0
>10,000	0	0	0	0	1	0	0	0
Total SSO Volume (gallons)	0	0	0	10	142,756	0	0	300
Volume reaching waters of the State (gallons)	0	0	0	0	0	0	0	0
Volume not contained but not reaching waters of the State (gallons)	0	0	0	0	0	0	0	0
Volume recovered (gallons)	0	0	0	0	0	0	0	0
Net volume (total minus recovered)	0	0	0	10	142,756	0	0	300
Number of SSOs per 100 miles of sewer per year	0.00	0.00	0.00	0.01	0.02	0.00	0.00	0.01
Volume of SSOs per 100 miles of sewer per year	0.00	0.00	0.00	0.10	1,427.56	0.00	0.00	3.00
Number of SSOs (by Cause)								
Blockages:	0	0	0	0	0	0	0	0
Roots	0	0	0	0	0	0	0	0
Grease	0	0	0	1	0	0	0	0
Debris	0	0	0	0	0	0	0	0
Debris from Laterals	0	0	0	0	0	0	0	0
Animal Carcass	0	0	0	0	0	0	0	0
Construction Debris	0	0	0	0	0	0	0	0
Pump Failure	0	0	0	0	1	0	0	0
Multiple causes	0	0	0	0	0	0	0	0
Infrastructure failure	0	0	0	0	0	0	0	0
Inflow & Infiltration	0	0	0	0	0	0	0	0
Electrical Power Failure	0	0	0	0	0	0	0	0
Flow Capacity Deficiency	0	0	0	0	0	0	0	0
Natural Disaster	0	0	0	0	0	0	0	0
Bypass	0	0	0	0	0	0	0	0
Cause Unknown	0	0	0	0	1	0	0	1

33. Does the SSMP contain an up-to-date version of the City's Overflow Emergency Response Plan? **YES / NO**

34. Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's? **YES / NO**

35. If you answered No to questions 30 and/or 31, describe content and schedule for necessary revisions and implementation, or provide additional comments for YES response.

FATS, OILS, AND GREASE (FOG) CONTROL PLAN

Reference Material

- List or map of FOG sources in service area
- List or map of potential problem areas
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 4 FOG Control Statistics

	2010	2011	2012	2013	2014	2015	2016	2017
Number of SSOs caused by FOG	0	0	0	1	0	0	0	0
Number of FOG inspections completed	0	0	0	0	0	0	0	0

36. Does the SSMP contain up-to-date information about the City's FOG program? **YES / NO**

37. Considering the information in Table 4, is the FOG program effective in documenting and controlling FOG sources? **YES / NO**

38. If you answered NO to questions 33 and/or 34, describe content and schedule for necessary changes, or provide additional comments for YES response.

CAPACITY MANAGEMENT

Reference Material

- Capacity assessment reports
- CIP
- SSO data

Table 5 SSOs Caused by Hydraulic Limitations

	2010	2011	2012	2013	2014	2015
Number of SSOs caused by capacity limitations	0	0	0	0	0	0

39. Does the SSMP contain up-to-date information about the City's capacity assessment? **YES / NO**

40. Has the City completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? **YES / NO**

41. If you answered NO to questions 39 and/or 40, describe content and schedule for necessary activities, or provide additional comments for YES response.

MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

42. Does the SSMP contain up-to-date information about the City's **YES / NO**

data collection and organization?

43. Is the City's data collection and organization sufficient to evaluate the effectiveness of the SSMP? **YES / NO**

44. If you answered NO to questions 42 and 43, describe content and schedule for necessary improvements, or provide additional comments for a YES response.

SSMP AUDITS

45. Will this Audit be completed annually and filed with the SSMP report? **YES / NO**

COMMUNICATION PROGRAM

Reference Material

- Mailings and mailing lists
- Website
- Other communication records such as newspaper ads, site postings, or other outreach
- Customer feedback

46. Does the SSMP contain up-to-date information about the City's public outreach activities? **YES / NO**

47. Does the SSMP contain up-to-date information about the City's communications with satellite and tributary agencies? **YES / NO**

48. Has the City effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **YES / NO**

49. If you answered NO to questions 46, 47, or 48, describe content and schedule for necessary improvements, or provide additional comments for YES response.