

San Bernardino County  
Sheriff-Coroner Department  
Glen Helen Rehabilitation Center

# Sewer System Management Plan

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California State Resources Control Board

*Prepared for:*

San Bernardino County  
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Special Districts Water and Sanitation Division  
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April 2026

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# Acronyms and Abbreviations

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Abbreviation	Acronym
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
Department	San Bernardino County Department of Public Works - Special Districts
FOG	Fats, Oils, & Grease
GHRC	Glen Helen Rehabilitation Center
GIS	Geographic Information System
I/I	Infiltration & Inflow
LCNWRP	Lytle Creek North Wastewater Recycling Plant
LRO	Legally Responsible Official
MOU	Memorandum of Understanding
Order	SWRCB Order No. 2022-0103-DWQ adopted December 6, 2022, and effective June 5, 2023
SERP	Spill Emergency Response Plan
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WDID	Waste Discharge Identification Number
WDR	Waste Discharge Requirements, also referred to as the Sanitary Sewer Systems Waste Discharge Requirements (SSWDR)

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# Definitions

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**Annual Report** - A mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

**California Integrated Water Quality System (CIWQS)** - The statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

**Data Submitter** - An individual designated and authorized by the Enrollee's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. Data Submitters lack the authority of a Legally Responsible Official to certify reports within the CIWQS Sanitary Sewer System Database.

**Enrollee** - A public, private, or other non-governmental entity that has obtained approval for regulatory coverage under the General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under the Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under the Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

**Exfiltration** - The underground exiting of wastewater from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

**Governing Entity** - A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency.
- A Department or Division director of a federal or state agency that is not governed by a board.
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

**Lateral (including Lower and Upper Lateral)** - An underground segment of smaller diameter pipe that transports wastewater from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main pipeline in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership. A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations. An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

**Legally Responsible Official** - An official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by the General Order.

**Nuisance** - California Water Code Section 13050, subdivision (m), defines nuisance as anything which meets all the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
- Occurs during, or as a result of, the treatment or disposal of wastes.

**Potential to Discharge, Potential Discharge** - Any exiting of wastewater from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the wastewater spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

**Receiving Water** - A water of the State that receives a discharge of waste.

**Sanitary sewer system** - A system that is designed to convey wastewater, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of the Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

**Satellite Sewer System** - A portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the wastewater.

**Sewer System Management Plan** - A living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with the General Order.

**Wastewater** - Wastewater and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including wastewater sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

**Spill** - A discharge of wastewater from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of wastewater is not considered to be a spill under the General Order if the exfiltrated wastewater remains in the subsurface and does not reach a surface water of the State.

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

**Training** - In-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the General Order.

**Untreated or partially treated wastewater** - Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

**Waste** - As defined in Water Code section 13050(d), includes wastewater and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any

producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

**Waste Discharge Identification Number (WDID)** – Number which identifies each individual sanitary sewer system enrolled under the General Order. A WDID number is assigned to each enrolled system upon an Enrollee’s approved regulatory coverage.

**Waters of the State** - Surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

**Waters of the United States** - Surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

**Water Quality Objective** - The limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards’ Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

**WDR** – State Water Resources Control Board (SWRCB) Order No. 2022.0103-DWQ, known as the WASTE DISCHARGE REQUIREMENTS (WDR), which was adopted December 2, 2022, and became effective on June 5, 2023.

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# Purpose and Background

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In December 2022, the State of California's Water Resources Control Board (SWRCB) adopted Order Number WQ 2022-0103-DWQ that updated General WDRs for sanitary sewer systems designed to convey wastewater greater than one (1) mile in length. The order became effective on June 5, 2023. This order supersedes the previous Order Number 2006-0003-DWQ and all amendments thereafter (i.e., Order No. WQ 2013-0058-EXEC). The WDR requires that all enrolled agencies develop a Sewer System Management Plan (SSMP) that describes the activities of the enrollee in managing, operating, and maintaining their sanitary sewer collection system. The purpose of the Order is to prevent sanitary sewer spills and to provide a plan and schedule for measures to be implemented for spill prevention including measures to effectively clean up and report spills. The reissued 2022 WDR can be found on the SWRCB website here:

[https://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2022/wqo\\_2022-0103-dwq.pdf](https://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2022/wqo_2022-0103-dwq.pdf)

The reissued WDR includes directives for owners and operators of sanitary sewer systems to demonstrate adequate and efficient management, operation, and maintenance of the sanitary sewer system. Generally, the WDR requires that:

- (a.) In the event of a spill, all feasible steps are taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
- (b.) If a spill occurs, it must be reported to the SWRCB using the California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB.
- (c.) An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the sanitary sewer system. The SSMP must include provisions to provide proper and efficient management, operation, and maintenance of the sanitary sewer system.

Spills often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Spills may cause a public nuisance and/or a public health hazard particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. Spills may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), or excessive infiltration and inflow (I/I) which affect the likelihood of a spill. A proactive approach that requires agencies to ensure a system-wide operation, maintenance, and management plan is in place that will reduce the number and frequency of spills within the state. This approach will in turn decrease the risk to human health and the environment caused by spills.

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# Elements of a SSMP

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A Sewer System Management Plan (SSMP) is a living planning document that formalizes ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This SSMP may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making.
- Local government ordinances.
- Updated operations and maintenance activities and procedures.
- Implementation of capital improvements.
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee’s development, update, and implementation of a SSMP addressing the pertinent requirements is an enforceable component of the General Order. As specified in the General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee’s efforts in implementing an effective SSMP to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of the General Order.

The eleven (11) required SSMP Elements that must be included in an SSMP are as follows:

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

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# 1 SSMP Goal and Introduction

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This SSMP has been prepared in compliance with the requirements of the State Water Resources Control Board's Order Number WQ 2022-0103-DWQ. This chapter includes a summary of the regulations that serve as the impetus for the development of this SSMP, the SSMP update schedule for Glen Helen Rehabilitation Center (GHRC)'s SSMP, and a brief overview of GHRC's service area and sanitary sewer system.

## Requirements:

D.1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION: The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur. The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context: The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule: The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview: The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of the General Order's Attachment D.

## 1.1 Regulatory Context

The San Bernardino County Department of Public Works - Special Districts (Department) has implemented this SSMP in accordance with the requirements of the State Water Resources Control Board's General Order. Glen Helen Rehabilitation Center (GHRC)'s SSMP was written in 2017 and plans to obtain approval of this SSMP Update by the Department's Board of Supervisors in 2026. The SSMP was audited in 2026 in compliance with the State Water Resources Control Board's regulations.

The WDR requires that the SSMP be updated and approved by the agency's elected governing body every six (6) years following the due date of the previous Plan Update. In addition, the Department must conduct an internal audit of the SSMP every three (3) years to evaluate its progress in meeting the goals, objectives, and requirements outlined in the Plan. The due dates for GHRC's SSMP updates and audits can be found using GHRC's WDID (8SSO10611) at the following link: [https://www.waterboards.ca.gov/water\\_issues/programs/sso/lookup/](https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/).

The SSMP along with all references in the document, self-audits, and the adoption documents approved by the Department will be kept on file at Department offices, the Department's website, and an entry will be made in the CIWQS database when SSMP updates and audits are completed.

The Department's goal is to effectively implement the SSMP by ensuring that cleaning, CCTV inspection, condition assessment, and rehabilitation activities are performed regularly to maintain the sewer system in proper working condition.

## 1.2 Sewer System Management Plan Update Schedule

**Table 1-1** shows important milestones and dates for GHRC to comply with the General Order in order to incorporate activities that prevent sewer spills.

**Table 1-1: SSMP Update Schedule**

Milestones	Frequency	Due Dates
Submit Annual Report	Annually	April 1 <sup>st</sup> annually
Update System Mapping	Annually	End of calendar year
System Cleaning	Entire system at least every seven (7) years (or 14% a year)	8/2/2032 for entire system
CCTV Inspections	Entire system at least every seven (7) years (or 14% a year)	8/2/2032 for entire system
SSMP Focused Training	Annually	End of calendar year
Update Equipment Inventory	Annually	End of calendar year
Evaluate Design Criteria and Construction Standards and Specifications	3 years	8/2/2028
Evaluate Spill Emergency Response Plan	3 years	8/2/2028
Evaluate Sewer Pipe Blockage Control Program	3 years	8/2/2028

**Table 1-1: SSMP Update Schedule**

Milestones	Frequency	Due Dates
CIP Development	Ongoing	Ongoing
Review SSMP and Update Change Log	Annually	8/2/2027
SSMP Audit	3 years	8/2/2028
Evaluate Communication Program	3 years	8/2/2028
SSMP Update	6 years	8/2/2032

### 1.3 Sewer System Asset Overview

GHRC's sanitary sewer system is maintained and operated by the Department. The GHRC system collects wastewater from the GHRC service area and transports it to the Lytle Creek North Wastewater Recycling Plant for treatment and final disposal. GHRC is located in San Bernardino County in Southern California, at the foothills of the San Bernardino Mountains, and includes an area of approximately 9 acres. The area is accessible via Interstates 15 and 215 and surrounded by the cities/communities of Devore, Fontana, and Rialto. GHRC is the County's primary facility for housing male and female inmates serving County commitments and regularly serves an approximate population of 1,350 people based on the number of Sheriff's personnel and average daily inmate population. The GHRC facility includes three Minimum Security Housing Units and two Maximum Security Housing Units to house the male and female inmate population. The Male Facility at GHRC has an average daily population of 1,020 and maximum capacity of 1,024 inmates. The Female Facility at GHRC has an average daily population of 240 and maximum capacity of 326 inmates. The GHRC also houses the Inmate Services Unit, which provides classes and services to roughly 5,000 inmates housed in San Bernardino County's five outlying jails and four primary custody facilities. Currently, the GHRC is vacant. There are no lift stations owned or operated by the Department within the system.

The San Bernardino County owns and operates the sewer collection system for the GHRC facility, providing sewer service to the entire rehabilitation center. **Table 1-2** documents GHRC's sewer system assets, and **Table 1-3** documents the number of service connections which connect into GHRC's sewer system. General maintenance of the sanitary sewer collection system is performed by Department staff.

The Department is in the process of updating its sewer geographical information system (GIS) database. Once the GIS database is fully developed, the Department will maintain an up-to-date map of GHRC's sanitary sewer and storm drain systems. These maps will display gravity line segments, manholes, pumping facilities, and applicable stormwater conveyance features within the sewer service area boundaries. Additional details regarding these maps are provided in Section 4.1 (Updated Map of Sanitary Sewer System).

**Table 1-2: Sewer System Assets**

Glen Helen Rehabilitation Center (GHRC) Assets	Value
Total Length	1.5 miles
Length of Gravity Mainlines	1.5 miles
Length of Pressure Force Mains	0 miles
Number of Lift Stations	0
Number of Siphons	0
Structures Diverting Stormwater to the Sewer System	0
Data Management Systems	GIS geodatabase

**Table 1-2: Sewer System Assets**

<b>Glen Helen Rehabilitation Center (GHRC) Assets</b>	<b>Value</b>
Sewer System Ownership and Operation Responsibilities between Enrollee and Private Entities for Upper and Lower Sewer Laterals	Enrollee is responsible for the sewer main line and any sewer saddle/connection point. Property owner is responsible for sewer lateral from home to the sewer main line which includes the section of the lateral in the public right of way.
Estimated Number or Percent of Residential, Commercial, and Industrial Service Connections	See Table 1-3
Unique Service Boundary Conditions and Challenge(s)	None

**Table 1-3: Number of Service Connections**

<b>Land Use Type</b>	<b>Service Connections</b>
Institutional	2
<b>Total Active Connections</b>	<b>2</b>

# 2 Organization

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This chapter describes the Department's organizational staffing responsible and integral for implementing the local Sewer System Management Plan.

## Requirements:

D.2. ORGANIZATION: The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of the General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

**(SEE SSMP VOLUME II)**

# 3 Legal Authority

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This chapter describes the legal authority required to implement the SSMP plans and procedures.

## Requirements:

D.3. LEGAL AUTHORITY: The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

## 3.1 Compliance Documents

Supporting information for Element 3 is included in **Appendix A** and on the Department's website. These sources include the following documents:

1. *Wastewater Ordinance Regulating the Use and Construction of Public Wastewater Facilities* (Wastewater Ordinance), Dec 1980 (Appendix A)
2. *2012 San Bernardino County Special Districts Department's Standards for Sanitary Sewers* (<https://specialdistricts.sbcounty.gov/project-management/water-sewer-standards/>)

### 3.1.1 Department Ordinance

The SWRCB requires the Department to have the legal authority necessary to manage and operate the GHRC sewer system as part of the SSMP. This legal authority is established through the Memorandum of Understanding (MOU) between the Department and GHRC, which authorizes the Department to operate and maintain GHRC's sanitary sewer collection system.

## 3.2 Compliance Summary

The WDR requires that the Department have legal authority in the areas shown in **Table 3-1**.

**Table 3-1: WDR Requirements**

Legal Authority Order Requirements	Applicable Sections of the Ordinances
<p>a. Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&amp;I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages</p>	<p><u>1980 Wastewater Ordinance</u></p> <ul style="list-style-type: none"> <li>• Section 1.8.08 prohibits illegal connections of roof downspouts, drains, and other sources of surface runoff or groundwater to prevent the discharge of rainwater, storm water, or ground water into the sewer system.</li> <li>• Section 1.10.01 addresses the illicit discharge of grease, oil, sand, and swimming pool discharges.</li> </ul> <p>The Department is currently in the process of developing and updating its sewer use ordinance to include the illicit discharge of fats, rags, debris, chemical dumping, and root intrusion.</p>
<p>b. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure</p>	<p>The Department is currently in the process of developing and updating its sewer use ordinance to include collaboration with storm sewer agencies to address and fully comply with the requirements of the WDR.</p>
<p>c. Require that sewer system components and connections be properly designed and constructed</p>	<p><u>1980 Wastewater Ordinance</u></p> <ul style="list-style-type: none"> <li>• Section 1.8.01 requires a permit from the Department before making a connection with the public sewer system.</li> <li>• Section 1.8.10 requires that any sewer connections shall be made only by an insured contractor.</li> <li>• Section 1.9.01 requires written approval from the Department before construction or extension of the public sewer.</li> <li>• Section 1.9.09 requires that any applicants who propose construction of a public sewer must prepare plans and specifications for all wastewater facilities in accordance with the Department's design criteria and technical specifications, <i>Standards for Sanitary Sewer</i>. The entire document outlines how sewer facilities must be designed for approval by the Department.</li> <li>• Sections 1.9.09 through 1.9.11 lists plan check and construction requirements to obtain approval by the Department.</li> <li>• Section 1.10.01 requires the installation of grease and sand interceptors per the Uniform Plumbing Code.</li> </ul> <p><u>2012 Design Standards</u></p> <p>The Specifications and Drawings included in the 2012 <i>San Bernardino County Special Districts Department's Standards for Sanitary Sewers</i> provide explicit direction for</p>

**Table 3-1: WDR Requirements**

Legal Authority Order Requirements	Applicable Sections of the Ordinances
	proper design and construction of sewer system components.
d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee	<u>1980 Wastewater Ordinance</u> <ul style="list-style-type: none"> <li>• Section 1.8.02 applies to the inspection of a building sewer and the requirement of approval.</li> <li>• Section 1.9.12 details that all construction work shall be inspected by an inspector.</li> <li>• Section 1.12.03 allows that any authorized employee and District representative shall be permitted to enter the buildings for inspection, observation, and sampling.</li> </ul>
e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures	<u>1980 Wastewater Ordinance</u> <ul style="list-style-type: none"> <li>• Section 1.12.01 details the implications of a violation of an Ordinance.</li> <li>• Section 1.12.04 details violation penalties and processes.</li> <li>• Section 1.13 details the violation penalties and legal language required to ensure ability to enforce the Ordinances.</li> </ul>
f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	<u>1980 Wastewater Ordinance</u> <ul style="list-style-type: none"> <li>• Section 1.9.14 lists instructions for preparing easement documents.</li> </ul> <u>2012 Design Standards</u> <ul style="list-style-type: none"> <li>• Section 1.1.04 details that permanent legal access must be provided to the sewer by way of easement</li> </ul> <p>The Department is currently updating its sewer use ordinance to incorporate requirements for easement accessibility agreements.</p>

### 3.2.1 Prevention of Illicit Discharges

All measures prohibiting illicit discharges are included in Section 1.8.08 and 1.10.01 of the Department's Wastewater Ordinance. The specific purpose of these sections is to prevent the discharge of any pollutant into the sewers that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment.

- **Stormwater and I/I** – Section 1.8.08 of the Wastewater Ordinance prohibits the illicit discharge of rainwater, storm water, ground water, etc. into a sanitary sewer through direct or indirect connection.
- **Unauthorized Debris; Roots; Fats, Oils, and Grease; and Trash** - Section 1.10.01 of the Wastewater Ordinance restricts discharge into a sewer connection of specified wastes such as grease, oil, and sand.

As noted in the table above, the Department is currently in the process of developing and updating its sewer use ordinance to include the illicit discharge of fats, rags, debris, chemical dumping, and root intrusion.

### 3.2.2 Storm Water Agency Collaboration

The Department will strengthen interagency communication with County and/or City staff regarding storm drain systems located within its service area. By incorporating GIS layers obtained from these agencies, the Department will ensure that staff are familiar with stormwater collection facilities situated near sewer infrastructure. This collaborative effort will enhance spill response, reduce cross-contamination risks, and support the development of effective containment and prevention strategies.

Coordinated planning of sewer and stormwater facility installations is essential to preventing unintentional cross-connections. To support this, the Department will maintain detailed records of sanitary sewer system alignments and construction schedules, as well as those of storm drain agencies, to ensure that the two systems remain fully separated. The Department will update its Ordinance to incorporate this requirement.

### 3.2.3 Proper Design and Construction of Sewers and Connections

Regulations pertaining to the design, construction, and inspection of private sewer systems, building sewers, and connections are included in Sections 1.8, 1.9, and 1.10 of the Department's Wastewater Ordinance. Design Criteria and Plan Preparation, General Conditions, Technical Specifications and Standard drawings for design and construction of sewers and connections are provided in the *2012 San Bernardino County Special Districts Department's Standards for Sanitary Sewers*.

**Permit Required** - A permit is required prior to the construction of any private wastewater disposal system. A permit is also required prior to constructing a building or lateral sewer or connecting to a public sewer as discussed in Section 1.8.01 of the Wastewater Ordinance. The permit application may include review of plans and specifications by the Department.

### 3.2.4 Lateral Maintenance Access

Section 1.8.02 of the Wastewater Ordinance applies to the inspection of a building sewer and related approval requirements. Section 1.9.12 details that all construction work shall be inspected by an inspector, and Section 1.12.03 permits any authorized employee or District representative to enter buildings connected to the sewer system for inspection, observation, and sampling.

### 3.2.5 Enforcement Measures

Section 1.13 of the Wastewater Ordinance authorizes the enforcement of sewer provisions. Written notice is issued to individuals in violation, along with a specified timeframe for corrective action. Additional enforcement measures may include declaring a public nuisance or disconnecting the property from the public sewer system. Individuals in violation are liable to the Department for any expenses, losses, or damages resulting from the violation. Section 1.12.01 outlines the implications of violating the Ordinance, and Section 1.12.04 defines the associated penalties and enforcement procedures.

### 3.2.6 Easement Accessibility Agreements

The Wastewater Ordinance does not currently include a formal easement accessibility agreement; however, the Department is working on updating the Ordinance to add easement accessibility requirements in order to comply with the latest WDR.

# 4 Operation and Maintenance Program

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This chapter describes the Department's ability to properly manage, operate, and maintain all parts of GHRC's sanitary sewer system, and that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.

## Requirements:

D.4. OPERATION AND MAINTENANCE PROGRAM: The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System: An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities: A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;
- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes. The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training: In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of the General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory: An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

## 4.1 Updated Map of Sanitary Sewer System

The Department is currently developing a comprehensive, customized, electronic-based GIS sewer collection system map, showing all pipeline segments and manholes within the Department's jurisdictional boundary using as-built information. GIS maps will be updated as needed, or as corrections are provided.

At the current time, hard copies of maps are available at Department offices and maintenance crew vehicles. Digital record drawings are available on the Department's server and are only accessible at Department offices. The Department's maintenance crew currently relies on hard copy maps to access sewer line information. As of January 2026, the Department has begun system setup for the implementation of OpenGov software. The program is currently being updated and configured and has not yet gone live; once fully implemented, it will allow crews to view maps digitally and document cleanings and CCTV inspections electronically.

The new GIS maps will include stormwater facility layers, as required by the WDR. The Department has contacted local stormwater agencies to obtain GIS data for their storm drain systems. This information will be incorporated into the updated sewer collection system map (**Appendix B**) and shared with State and Regional Water Board staff through annual CIWQS submissions and this SSMP Update.

## 4.2 Preventive Operation and Maintenance Activities

Preventive operation and maintenance of GHRC's sanitary sewer collection system, including routine cleaning and inspection, are performed by Department maintenance crews. Maintenance staff access service orders through an online portal for general maintenance related tasks. The Department directly handles customer complaint investigations. The protocol for customer complaints is provided in **Appendix C**.

### 4.2.1 Sewer Cleaning, CCTV Inspection, & Roots Maintenance

To proactively maintain its sanitary sewer collection system, the Department staff perform annual cleaning and inspections on a large portion of the network as part of a rotating 5- to 7-year cleaning and CCTV inspection schedule. The maintenance crew accesses service orders for required work through a dedicated portal. Preventive maintenance activities, such as routine cleaning and CCTV inspections, are not included in the portal but are assigned to the crew throughout the year.

The Department's maintenance crew consists of one team with two certified staff members. When issues are identified during CCTV inspections, minor defects are repaired immediately. Major defects requiring a Capital Improvement Program (CIP) project are documented by the Water & Sanitation Supervisor and forwarded to the Project Management Division, which is responsible for creating the CIP and allocating the necessary budget to the CIP.

The Department plans to continue a proactive cleaning and CCTV inspection schedule to achieve a complete system cleaning and assessment every 5 to 7 years, inspecting approximately 14-20% annually. Locations prone to failure or blockage receive more frequent CCTV inspections.

GHRC does not experience significant root intrusion; therefore, the Department's crew does not conduct preventive root maintenance. If roots are found during CCTV inspections, they are removed immediately using a rodder machine.

### 4.2.2 Odor Control

It is very uncommon for GHRC to receive odor complaints. Each complaint is thoroughly investigated, and the Department determines the most effective course of action, which may include flushing and cleaning the sewerline.

### 4.2.3 Corrosion Control

The Department has not observed any corrosion within the GHRC system and, as a result, has not needed corrosion treatment. Any corroded manhole lid discovered in the field is replaced immediately. If corrosion is identified elsewhere, the affected pipeline will be added to the CIP list for future sliplining.

## 4.3 Equipment Inventory

The Department maintains an equipment inventory, with all equipment and replacement parts stored at its two operational hubs: the Victor Valley Hub and the Valley Hub.

The Department is committed to ensuring equipment functionality and backup supply availability. All equipment is maintained in optimal condition.

To maintain adequate inventory, purchases are made as needed. Quarterly checks will be conducted on equipment and spare parts to ensure readiness for emergencies. In case of additional equipment or part requirements, the Department has established relationships with contractors and equipment rental companies.

**Appendix D** provides the Department's current equipment and replacement parts inventory.

### 4.3.1 Data Collection

Department staff record cleaning activities on hard-copy forms and document CCTV inspections digitally using the computers in each maintenance vehicle. The Department is committed to thorough documentation of all maintenance activities and plans to implement OpenGov software, which will provide a centralized database for recording and accessing both cleaning records and CCTV inspection data. This software is scheduled for implementation by December 2026. The Department will continue documenting and monitoring system deficiencies and recurring issues identified through customer complaints, field inspections, and CCTV inspection results.

## 4.4 Training

The Department maintains a staff training program, encompassing:

- **Technical Skills:** Internal instruction and external workshops (e.g., as offered by California Water Environment Association [CWEA])
- **Safety and Emergency Response:** biweekly safety tailgate meetings, confined space entry, traffic control, mock sewer spill drills, emergency bypass pumping drills, and spill volume estimation.
- **Operational Proficiency:** New staff training in lift station operations and maintenance.

The Department is committed to ensuring all Spill Emergency Response Plan (SERP) trainings are consistently documented and readily accessible. The Department will regularly review and update its program to meet system maintenance demands. Beginning in 2026, the Department will begin to conduct annual training on the SSMP, ensure annual training on the SERP, and continue regular training on CIWQS reporting.

All contractors engaged by the Department are qualified and maintain the required licenses and permits. The Department will provide contractors with copies of the SERP and SSMP and will require SERP and SSMP training for both current and future contractors.

# 5 Design and Performance Provisions

This chapter references the design and construction standards & specifications for new sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sewer systems. Also included are the procedures and standards for the inspection and testing of these facilities.

## Requirements:

D.5. DESIGN AND PERFORMANCE PROVISIONS: The Plan must include the following items as appropriate and applicable to the Enrollee's system:

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

5.2. Procedures and Standards: Procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

**(SEE SSMP VOLUME II)**

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# 6 Spill Emergency Response Plan

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This chapter provides an overview and summary of the Department's spill response, detection, mitigation, clean up, investigation, documentation, and reporting.

## Requirements:

D.6. SPILL EMERGENCY RESPONSE PLAN: The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of the General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove wastewater from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in the General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

**(SEE SSMP VOLUME II)**

# 7 Sewer Pipe Blockage Control Program

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This chapter discusses the Department's sewer pipe blockage control measures, including identification of problem areas, focused cleaning, and source control.

## Requirements:

D.7. SEWER PIPE BLOCKAGE CONTROL PROGRAM: The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

**(SEE SSMP VOLUME II)**

# 8 System Evaluation, Capacity Assurance, and Capital Improvements

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This chapter discusses the Department's capacity management measures, including the most recent list of recommended capacity improvement projects.

## Requirements:

D.8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS: The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

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

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
  - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of wastewater from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

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

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;

- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and aboveground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

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

8.4. Capital Improvement Plan: The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

## 8.1 System Evaluation and Condition Assessment

The Department regularly evaluates GHRC's sewer system through CCTV inspections, ensuring that any issues identified are tracked by maintenance crews and are either immediately fixed or promptly reported to the Water and Sanitation Supervisor to be added to the CIP list. Department staff follow a CCTV inspection schedule to achieve complete system cleaning and assessment every 5 to 7 years, inspecting approximately 14-20% of the system annually. Starting 2026, the Department will implement OpenGov software, which will allow the crew to document and view CCTV inspections electronically. Currently, CCTV inspections are documented in the computers of the crew's vehicles and cleanings are documented in hard copy format.

Any corroded manhole lid discovered in the field is replaced immediately. If corrosion is identified elsewhere, the affected pipeline will be added to the CIP list for future sliplining. The Department uses visual observation and CCTV inspection data to regularly assess the condition of sewer system facilities.

The Department assesses system assets for vulnerability to climate-related hazards. This includes evaluating exposure to erosion and flooding from increased storm frequency and intensity, steep or unstable terrain, and the potential for more frequent power disruptions. These factors are integrated into maintenance planning and asset management to ensure system reliability under evolving climate conditions.

Locations prone to failure or blockage receive more frequent inspections. GHRC does not currently face major challenges such as root intrusion or capacity limitations, though aging infrastructure remains a concern. The Department plans to address these issues and explore solutions in the next fiscal year alongside routine preventive maintenance.

## 8.2 Capacity Assessment and Design Criteria

Because GHRC's sewer system is fully built out, a hydraulic model is not currently required for capacity evaluation. This approach is supported by the lack of capacity-related spills to date. If capacity-related spills emerge in the future, the Department will reevaluate the necessity of a formal capacity assessment. Any identified capacity deficiencies will be incorporated into the CIP and prioritized in accordance with other capital improvement needs.

## 8.3 Prioritization of Corrective Action

The Department has historically evaluated recurring issues identified through CCTV inspections and prioritized them for project implementation. This practice is planned to continue. Defects found during CCTV inspection are incorporated into CIP projects and emergency defects are addressed immediately.

## 8.4 Capital Improvement Plan

The Department currently addresses rehabilitation and replacement projects as issues arise. Each year, potential infrastructure improvements are evaluated and incorporated into the Capital Improvement Program schedule, with pipelines or manholes requiring immediate attention addressed promptly.

Currently, there are no anticipated capital improvement projects scheduled for GHRC. Recent system evaluations and inspections have not identified significant defects requiring large-scale upgrades. The Department will continue to assess system conditions annually and incorporate projects into the Capital Improvement Program as future needs are identified.

Planning, design, and construction efforts involve ongoing coordination among Water and Sanitation Division staff, Project Management Division staff, and engineering consultants. Funding for capital improvement projects is allocated based on priority and need.

# 9 Monitoring, Measurement and Program Modifications

This section of the SSMP discusses parameters the Department tracks to monitor the success of GHRC’s SSMP and how the Department plans to keep the SSMP current.

## Requirements:

D.9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS: The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventative operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

The Department will enhance tracking of SSMP element performance beginning in 2026. The Department identifies and illustrates any spills trends, including spill frequency, locations and estimated volumes. Scheduled preventative maintenance, repair, and cleaning needs are prioritized based on criticality to the proper functioning of GHRC’s collection network, known line requirements, and “at-risk” issues. The Department uses this information to assess the success of the preventative maintenance program, and to prioritize SSMP activities. Currently, the Department is motivated to be proactive about spill prevention in GHRC and understands how tracking their SSMP elements will improve efficacy of this goal.

The Department intends to regularly track whether the SSMP elements are being performed and their effectiveness. The Department will develop a database, or similar tool, to maintain specific information related to the SSMP, as a central repository for changes to the SSMP and regularly track the success of SSMP elements. This would include the preventative maintenance activities noted above. The Department will evaluate whether SSMP elements have changed so that changes can be documented in a Change Log to include the specific change, the date of the change and the name of the person making the change. The Change Log is included in **Appendix E**. Procedures and activities will be updated based on these tracking and assessment methods described. **Table 9-1** details a schedule for evaluating the Monitoring, Measurement, and Program Modifications.

**Table 9-1: SSMP Update Schedule**

Milestones	Frequency	Due Dates
Evaluate whether SSMP elements have changed	Annually	8/2/2026 and annually thereafter
Track the Success of SSMP Elements	Annually	8/2/2026 and annually thereafter
Assess the Preventative Operation and Maintenance Activities	Annually	8/2/2026 and annually thereafter

The Department has a renewed commitment to improved tracking, and updating their procedures and activities as needed. SSMP Audit findings will also be tracked and used to determine any necessary SSMP modifications. **Table 9-2** describes the monitoring parameters for tracking the effectiveness of each Plan Element, which the Department will also review during GHRC's next SSMP Audit, in addition to the schedule depicted in Table 9-1.

**Table 9-2: SSMP Monitoring Parameters, by SSMP Element**

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
SSMP Goal and Introduction	Provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of GHRC's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur	<ul style="list-style-type: none"> <li>• GHRC is following the SSMP Update Schedule</li> <li>• Periodically review section</li> </ul>
Organization	Document Legally Responsible Officials (LROs), organization of Department staff, contact information, and chain of communication for spill response	<ul style="list-style-type: none"> <li>• Annually review section</li> <li>• Note changes in the Change Log</li> </ul>
Legal Authority	Ensure the Department has sufficient legal authority required to implement the SSMP plans and procedures	<ul style="list-style-type: none"> <li>• Annually review section</li> <li>• Note Changes in the Change Log</li> </ul>
Operations and Maintenance Program	Minimize blockages and spills; properly manage, operate, and maintain all parts of the sanitary sewer system; ensure system operators (including employees, contractors, or other agents) are adequately trained	<ul style="list-style-type: none"> <li>• Length and/or percentage of gravity pipelines cleaned</li> <li>• Length and/or percentage of pipelines inspected by televising</li> <li>• Number of manhole inspections</li> <li>• Number of lift station failures</li> <li>• Number of pipe failures</li> <li>• Regular training related to SSMP requirements</li> <li>• Equipment inventory tracked</li> <li>• Annually review section</li> <li>• Update Change Log</li> </ul>
Design and Performance Provisions	Maintain updated design and construction standards & specifications for new sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sewer systems.	<ul style="list-style-type: none"> <li>• Annually review section</li> <li>• Note changes in the Change Log</li> </ul>
Spill Emergency Response Plan	Provide timely and effective response, detection, mitigation, clean up, investigation, and documentation to spill emergencies; and comply with regulatory reporting requirements	<ul style="list-style-type: none"> <li>• Average and maximum response time</li> <li>• Percent of total overflow volume contained or returned to sewer</li> <li>• Compliance with notification, monitoring, and reporting requirements</li> <li>• Staff and contractors are implementing the Spill Emergency Response Plan</li> <li>• Perform regular training on the Spill Emergency Response Plan.</li> </ul>

Table 9-2: SSMP Monitoring Parameters, by SSMP Element

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
		<ul style="list-style-type: none"> <li>• Contain any spills and prevent/minimize discharge to waters of the State or any drainage conveyance system</li> <li>• Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State</li> <li>• Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters</li> <li>• Spill events are documented and reported as required in the General Order</li> <li>• Spill responses are assessed</li> <li>• Conduct annual review of Spill Emergency Response Plan</li> <li>• Note changes in the Change Log</li> <li>• Annually review section</li> </ul>
Sewer Pipe Blockage Control Plan	Incorporating sewer pipe blockage control measures, including identification of problem areas, focused cleaning, and source control.	<ul style="list-style-type: none"> <li>• Evaluate the need to initiate a Fats, Oils, &amp; Grease (FOG) Control Plan</li> <li>• Plan and schedule for a public education and outreach program</li> <li>• Note changes in the Change Log</li> <li>• Annually review section</li> </ul>
System Evaluation, Capacity Assurance, and Capital Improvements	Evaluate procedures and activities for: (1) routine evaluation and assessment of system conditions; (2) capacity assessment and design criteria; (3) prioritization of corrective actions; and (4) a capital improvement plan.	<ul style="list-style-type: none"> <li>• Number of spills due to capacity limitations or wet weather</li> <li>• Date of completion of most recent sewer master plan, including flow metering and/or hydraulic modeling, condition assessment and CIP development</li> <li>• 3-year backlog for capacity improvement projects</li> <li>• Utilize CCTV inspection and assessment and tracking system deficiencies</li> <li>• Prioritize projects based on their need for repair and replacement</li> <li>• Evaluate system deficiencies with recurrent issues and how these can be turned into rehabilitation or replacement projects.</li> <li>• Creation of a schedule to complete these projects</li> <li>• Document system evaluation and condition assessment inspections and activities</li> <li>• Determine solutions to address I/I, aging infrastructure, corrosion, and sags in the system due to unstable soil</li> <li>• Determine solutions to protect from heavy rains, earthquakes, and other impacts of climate change</li> </ul>

**Table 9-2: SSMP Monitoring Parameters, by SSMP Element**

SSMP Element	Summary of Element Purpose	Parameters for Tracking Effectiveness (Annual)
		<ul style="list-style-type: none"> <li>• Determine funding sources</li> <li>• Note changes in the Change Log</li> <li>• Annually review section</li> </ul>
Monitoring, Measurement and Program Modifications	Evaluate effectiveness of SSMP, keep SSMP up-to-date, and identify necessary changes	<ul style="list-style-type: none"> <li>• Document SSMP information</li> <li>• Follow schedule for reviewing SSMP information</li> <li>• Determine effectiveness of each Plan Element</li> <li>• Assess the success of preventive operation and maintenance activities;</li> <li>• Update Plan procedures and activities based on evaluation</li> <li>• Identify and illustrate spill trends</li> <li>• Note changes in the Change Log</li> <li>• Annually review section</li> </ul>
Internal Audits	Formally identify SSMP effectiveness, limitations, and necessary changes	<ul style="list-style-type: none"> <li>• Date of completion of last annual audit</li> <li>• Ensure audits are occurring during original audit cycle</li> <li>• Ensure audit is uploaded to CIWQS within 6 months of end of audit period</li> <li>• Confirm deficiencies found during the audit are addressed and corrected</li> <li>• Annually review section</li> </ul>
Communication Program	Communicate with the public and satellite agencies.	<ul style="list-style-type: none"> <li>• SSMP is uploaded/updated on GHRC's website &amp; CIWQS</li> <li>• Plan and schedule for a public education and outreach program</li> <li>• Notification program to the public for sewer system management and information on spills and discharges</li> <li>• Note changes in the Change Log</li> <li>• Annually review section</li> </ul>

The Department will use the specific monitoring parameters listed in Table 9-2 and documented on the tracking sheet included in **Appendix F** to assist in completion of the SSMP Audit described in Plan Element 10. The Department will also continue to collect data for all performance measures currently tracked. This additional information that the Department collects, such as length of pipe cleaned, will be used to assess and continuously improve the effectiveness of the SSMP and identify any limitations. To support this evaluation, the Department has established the following performance objectives:

- A minimum of 14% of the collection system cleaned each year
- A minimum of 14% of the collection system CCTV-inspected each year
- No overdue audits

The Department tracked scheduled preventative maintenance, repairs, and cleaning activities and is committed to improving on the consistency of this tracking, including beginning to track system deficiencies with recurrent issues to further support the success of the SSMP. The Department has consistently tracked the components listed in **Table 9-3** to quantitatively determine the effectiveness of preventive operation and maintenance activities. Using

this data and comparing it to spill data shown in **Table 9-4**, the current preventative operation and maintenance activities appear to be successful in reducing spills.

**Table 9-3 Preventive Operation and Maintenance Activities to Track**

Description of work event
Total length of gravity pipelines cleaned
Percentage of gravity pipelines cleaned
Total number of manhole inspections
Total length of pipelines inspected by televising
Percentage of pipelines inspected by televising

**Table 9-4** shows the spill trends for GHRC. If spills do occur in the future, the Department will include data related to spill frequency, locations, and estimated volumes.

**Table 9-4: Spill Trends from 2016 to 2025**

Year	No. of Spills				
	Category 1	Category 2	Category 3	Category 4 <sup>1</sup>	Total Spills
2016	0	0	0	N/A	0
2017	0	0	0	N/A	0
2018	0	0	0	N/A	0
2019	0	0	0	N/A	0
2020	0	0	0	N/A	0
2021	0	0	0	N/A	0
2022	0	0	0	N/A	0
2023	0	0	0	0	0
2024	0	0	0	0	0
2025	0	0	0	0	0

**Note:**

<sup>1</sup> Category 4 spills will be reported in 2023 and beyond.

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# 10 Internal Audits

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This chapter discusses the Department's SSMP auditing program.

## Requirements:

D.10. INTERNAL AUDITS: The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of the General Order.

The reissued State Water Resources Control Board's Order Number WQ 2022-0103-DWQ requires that the Department conduct an internal audit of GHRC's SSMP at least once every three (3) years. The audit is to evaluate how the Department has developed and implemented each of the eleven elements of the SSMP and how each element is functioning to assist in the prevention of sanitary sewer spills in GHRC. The audit report shall be kept on file at Department offices and uploaded to the online CIWQS database within 6 months after the end of the 3-year audit period. Any deficiencies found during the audit are addressed and corrected.

The due dates for GHRC's SSMP and SSMP audits can be found here using GHRC's WDID (8SSO10611):

[https://www.waterboards.ca.gov/water\\_issues/programs/sso/lookup/](https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/)

In 2025, the Department contracted with Dudek to work closely with Department staff to review and audit GHRC's SSMP, including its implementation, and the effectiveness of the Department's efforts in reducing spills. This audit was completed in March 2026.

The Department plans to complete audit requirements and due dates corresponding to the original audit cycle. GHRC's next SSMP audit is to be completed by 2/2/2029, six months after the end of the audit period. During this next audit, the Department will review the progress of SSMP elements and their success, areas of improvement in implementing the SSMP and preventing spills, evaluate whether they are tracking monitoring, measurement, and program modifications under Element 9, provide a description of system improvements from the previous year, and provide a description and schedule of system improvements for the upcoming year. Audit findings and recommendations will be incorporated into future SSMP Updates.

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# 11 Communication Program

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This section of the SSMP discusses the Department's communications with the public.

## Requirements:

D.11. COMMUNICATION PROGRAM: The Plan must include the following items as appropriate and applicable to the Enrollee's system:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

**(SEE SSMP VOLUME II)**

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# 12 Supporting Documentation

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# Appendix A

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## Wastewater Ordinance Regulating the Use and Construction of Public Wastewater Facilities, Dec 1980

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AN ORDINANCE

REGULATING THE USE AND CONSTRUCTION  
OF PUBLIC WASTEWATER FACILITIES

December 31, 1980

SPECIAL DISTRICTS DEPARTMENT  
SAN BERNARDINO COUNTY

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ORDINANCE

REGULATING THE USE AND CONSTRUCTION  
OF PUBLIC WASTEWATER FACILITIES

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ORDINANCE NO. SD 80-9

AN ORDINANCE OF NAMED SPECIAL DISTRICTS AND COUNTY SERVICE  
AREAS REGULATING THE CONSTRUCTION AND USE OF PUBLIC  
WASTEWATER FACILITIES

The Board of Supervisors of the County of San Bernardino, State of California, acting in its capacity as the governing body of the special districts and county service areas named in Section 1.1 of this ordinance, all of which are located entirely within the boundaries of the County of San Bernardino, does ordain as follows:

SECTION 1.0  
GENERAL PROVISIONS

1.1 - ORDINANCE IN FORCE - From and after the effective date of this ordinance, it shall be in full force and effect within the following sanitation districts and county service areas, including all improvement areas and zones therein:

Lake Arrowhead Sanitation District  
Crestline Sanitation District  
County Service Area 42  
County Service Area 48  
County Service Area 53  
County Service Area 56  
County Service Area 63  
County Service Area 64  
County Service Area 70  
County Service Area 72  
County Service Area 79  
County Service Area 82

1.2 - AUTHORITY - The county service areas named in Section 1.1 hereof were formed and presently exist pursuant to the provisions of the County Service Area Law, being Chapter 2.2 of Part 2 of Division 2 of Title 3 of the California Government Code, commencing with Section 25210.1 thereof. The sanitation districts named in Section 1.1 hereof were formed and presently exist pursuant to the provisions of the county sanitation district act, being Chapter 3 of Part 3 of Division 5 of the California Health and Safety Code, commencing with Section 4700 thereof.

1.3 - GENERAL STATEMENT OF POLICY - The general policy of the District is to acquire, maintain and operate adequate Wastewater Systems to serve the present needs of the District and to provide for future needs.

1.3.1 - ANNEXATIONS - Territory may be annexed to the District subject to such proceedings and conditions as may be imposed or permitted by applicable laws. Conditions to annexation may require the payment of fees and the transfer of facilities to the District or to other agencies.

1.3.2 - FEES - The Board may impose and collect fees and charges for services which the District renders or makes available.

1.3.3 - SALE OF BY-PRODUCTS - The District may sell or otherwise dispose of water, treated or reclaimed wastewater or any other by-product of District operations to private individuals, corporations, or public entities.

1.3.4 - NO LIABILITY - The District and its officers, agents and employees shall, to the extent permitted by law, incur no liability for actions taken to enforce any of the provisions of this ordinance.

1.4 - SCOPE - This is an ordinance regulating within the District boundaries the use and construction of public wastewater facilities, the installation and connection of building sewers, and the discharge of wastes into the public wastewater systems, and providing penalties for violation thereof, as ordained and enacted by the Board.

This ordinance supercedes and replaces all prior and existing ordinances, rules, resolutions, and schedules regulating the use and construction of public wastewater facilities and their appurtenances within the District to which this ordinance is applicable. Except as provided in Section 5.0 hereof, all such ordinances, rules, resolutions and schedules shall be, and the same are, hereby repealed and rescinded and made of no further force or effect.

1.5 - DEFINITIONS - The meaning of terms used in this ordinance shall be as defined in the Uniform Plumbing Code except as specifically modified herein, or as inconsistent with the definitions contained herein or with the context thereof. The following definitions shall prevail in the event of any inconsistency with or omission from the Uniform Plumbing Code definitions:

1.5.01 - APPLICANT - The person making application hereunder, who shall be the owner of the premises involved or his agent authorized as such in writing, or a plumber or contractor licensed as such by the State of California.

1.5.02 - BOARD - The Board of Supervisors of the County of San Bernardino, State of California, acting in its capacity as the governing body of the District.

1.5.03 - BUILDING SEWER - That portion of sewer from the building sewer drain to the Public Sewer, including the sewer lateral and the cleanout.

1.5.04 - COMMISSION - An Advisory Commission of the District appointed by the Board in accordance with its policies.

1.5.05 - CONTRACTOR - An individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit, contract or agreement.

1.5.06 - COST - The cost of labor, material, transportation, supervision, engineering, and all other necessary overhead expenses.

1.5.07 - COUNTY - The County of San Bernardino, State of California.

1.5.08 - DISTRICT - Any county service area, improvement zone, or sanitation district which has adopted this ordinance and for which the Board is the governing body. Also, textual reference to "The District", shall mean the county service area, improvement zone or sanitation district which is administering or enforcing this ordinance.

1.5.09 - DISTRICT ENGINEER - The Engineer appointed by the Board to support the District.

1.5.10 - DISTRICT MANAGER - The person employed or appointed to act as manager for the District.

1.5.11 - EQUIVALENT DWELLING UNITS (EDU) - The number of Equivalent Dwelling Units fixed and established for all the various classifications of types and uses of property by the Rules and Regulations of the District, as such classifications may be duly revised from time to time.

1.5.12 - FIXTURE UNIT EQUIVALENTS - The fixture unit equivalent prescribed by the Uniform Plumbing Code or substantially equivalent provisions in subsequent plumbing codes adopted by the Board.

1.5.13 - GARBAGE - Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.

1.5.14 - INSPECTOR - An authorized District representative who performs inspection duties.

1.5.15 - OWNER - The person or persons in whose name the legal title to property appears by deed duly recorded in the County Recorder's Office. Also, a person holding property pursuant to a Term Special Use or other permit issued by a governmental entity.

1.5.16 - PERMIT - Any written authorization required pursuant to this ordinance or any other rule or regulation of the Board.

1.5.17 - PERSON - One or more individuals of either sex, or a company or other legal entity, including the heirs, assigns and successors in interest thereof.

1.5.18 - PUBLIC SEWER - That portion of a sewer which is a common sewer owned or directly controlled by the District. It does not include any portion of a building sewer.

1.5.19 - SEWAGE - Any liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

1.5.20 - SEWER SYSTEM - Integrated facilities for collecting, transporting, pumping, treating and disposing of sewage, which are owned or directly controlled by the District.

1.5.21 - SEWER - A pipe or conduit for carrying sewage.

1.5.22 - SPECIAL DISTRICTS DEPARTMENT - The department authorized by the Board to provide extended services to special districts functioning in the County.

1.5.23 - SPECIAL DISTRICTS DIRECTOR - The person appointed by the Board to act as Director for the Special Districts Department.

1.5.24 - UNIFORM PLUMBING CODE - The Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials and as adopted by the County as its plumbing code.

1.5.25 - USER - The person or persons owning or controlling property or improvements to which the sewer facilities of the District are connected or available.

1.5.26 - WASTEWATER FACILITIES - Any facility for the transportation, treatment, or disposal of sewage.

## 1.6 - PUBLIC SEWER REQUIREMENTS

1.6.1 - USE OF PUBLIC SEWERS - Use of public sewers shall be as specified in General Regulations of the Uniform Plumbing Code and in the provisions of this Ordinance and the rules and regulations adopted pursuant hereto.

1.6.2 - OCCUPANCY PROHIBITED - No building, industrial facility or other structure which is within District boundaries shall be occupied until the Owner has complied with the provisions of this Ordinance, all rules and regulations of the District, the Uniform Plumbing Code, and all other applicable County, State, or Federal Requirements.

1.6.3 - SEWER CONNECTION REQUIRED - The Owner of each house, building, or property within the District in which plumbing fixtures are installed and which abuts a street or easement in which there is located a Public Sewer, is required at the Owner's expense to connect said house, building or property with said sewer, in accordance with the provisions of this Ordinance and within the time specified in an official notice to connect, served on or provided to the Owner by the District. This provision shall apply unless the nearest building of the affected property is more than two hundred (200) feet from said sewer.

1.6.4 - EXEMPTIONS - Notwithstanding Section 1.6.3 hereof, no connection to a sewer system shall be required where a waiver or exemption from such connection has been duly granted by the Special Districts Director pursuant to Section 1.12.10 of this Ordinance or by the executive officer or governing body of a regional water quality control board of the State of California pursuant to applicable law.

1.7 - PRIVATE SEWAGE DISPOSAL SYSTEM REQUIREMENTS - Where a public sewer is not available, or where connection to a Public Sewer is not required under the provisions of Section 1.6 hereof, the Building Sewer of each house, building or property within the District in which plumbing fixtures are installed shall be connected to a private sewage disposal system complying with the design policies and codes of the Department of Environmental Health Services, the provisions of the Uniform Plumbing Code and with all applicable County, State or Federal policies, procedures and requirements.

## 1.8 - BUILDING SEWER AND CONNECTION REQUIREMENTS

1.8.01 - PERMIT - No person shall make a connection to any Public Sewer without first obtaining a written Permit therefor from the District and paying all fees connected therewith. Application for a Permit shall be made on a form furnished by the District. The Permit application shall be accompanied or supplemented by such plans, specifications, and other pertinent information as may be required by the District Manager.

1.8.02 - INSPECTION - The Building Sewer and its connection to an existing sewer shall be inspected by the Inspector and if he finds it to be satisfactory, he shall affix an approval tag to the connection.

1.8.03 - RULES AND REGULATIONS - The Board may adopt rules and regulations with respect to Building Sewers and to sewer system connections, including but not limited to: permit, connection and inspection fees; procedures for installation; notices; testing; and other related matters.

1.8.04 - INDEPENDENT SYSTEMS - The sewage drainage system of each new building and of new work installed in any existing building shall be separate and independent from that of any other building and when feasible, every building shall have an independent connection with a public or private sewer.

1.8.05 - EXISTING BUILDING SEWERS - Existing Building Sewers may be used to connect new buildings to the Sewer System only when they are found by the District to satisfy the District's then current specifications and construction methods. If an existing Building Sewer is not to be used after demolition of a building, the Building Sewer must be disconnected at the property line and the Building Sewer remaining between the property line and the Public Sewer must be capped at the property line. Disconnection and capping after demolition is subject to inspection and approval by the District.

1.8.06 - BACKWATER VALVE REQUIRED - The District may require the installation of an approved backwater valve as specified in the Uniform Plumbing Code or as deemed necessary by the District to protect the Owner's property.

1.8.07 - GRAVITY FLOW NOT POSSIBLE - In all buildings in which any building sewer drain is too low to permit gravity flow to the Public Sewer, sewage carried by such building drain shall be discharged to the Sewer System only by a means approved by the District and at the Owner's expense.

1.8.08 - ILLEGAL CONNECTIONS - No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or groundwater to a Building Sewer or building sewer drain which in turn is connected directly or indirectly to a Public Sewer.

1.8.09 - SPECIAL CONNECTIONS - Swimming pools, spas and therapy pools may connect to the Public Sewer only pursuant to a special Permit issued by the District. Building and Safety shall notify the District and assure that the Owner has obtained a Permit from the District prior to issuing a construction permit for the pool or spa. All such connections shall be inspected and approved by the District prior to use. Discharge into the Public Sewer from such facilities shall be made only at such times as may be specified by the special connection Permit.

1.8.10 - AUTHORIZATION FOR CONNECTION - The connection of the building sewer to the Public Sewer shall conform to the requirements of the District, shall be under District jurisdiction, and shall be made only by an insured Contractor or by the Owner or by the Owner's duly authorized agent.

If a sewer lateral is not available to the property, the District shall install a 'we' or 'tee' and the Contractor or Owner shall then connect the building sewer to the 'we' or 'tee'. The District may charge a fee for the installation of the 'we' or 'tee'.

1.8.11 - BUILDING SEWER MAINTENANCE - The user shall bear the burden and all expenses related to maintenance and repair or replacement of the Building Sewer.

## 1.9 - PUBLIC SEWER CONSTRUCTION REQUIREMENTS

1.9.01 - APPROVAL - No person shall construct or extend a Public Sewer without first obtaining written approval from the District and paying all fees connected therewith. This provision does not apply to the construction of sewers and appurtenances under contracts entered into with the District and on its account. Design and construction of a Public Sewer system or any portion thereof shall be in accordance with the Design Criteria and Technical Specifications of the District.

1.9.02 - BONDING OF IMPROVEMENTS - A Faithful Performance Bond, or a cash deposit, when required by Section 1.902.1 hereof or by other applicable law, shall be furnished by the Owner to the District. The bond or deposit shall be for not less than one hundred ten (110) percent of the construction estimates as approved by the District Engineer and the District Manager and shall guarantee the completion of construction of those sewerage facilities proposed. The bond or deposit shall be accompanied by and shall secure the performance of an agreement to the same effect between the Owner and the District. The bond and agreement shall bear the same date.

1.9.02.1 - WHEN REQUIRED - A performance bond or cash deposit will be required when any of the following conditions exist:

- a. The Owner or developer has requested a letter to be sent to the State Real Estate Commission for issuance of final Real Estate report.
- b. Future improvements to the Sewer System will be dependent on portions of the System for which the construction permit application has been made.
- c. Completion of the proposed facilities is necessary to comply with or to avoid the violation of a law, regulation or order of a governmental agency of competent jurisdiction.

1.9.02.2 - BOND AND AGREEMENT FORMS -- The bond and the agreement shall be in a form approved by the County Counsel.

1.9.03 - LIABILITY - The District and its officers, agents, independent contractors, consultants, and employees shall not be answerable for any liability or injury or death to any person, or damage to any property arising during, or growing out of the performance of any work or construction by any Applicant, Contractor or Owner. The Applicant shall hold District and its officers, agents, independent contractors, consultants, and employees harmless from any liability imposed by law upon District or its officers, agents, independent contractors, consultants, or employees, including all costs, expenses, fees, and interest incurred in defending same, or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work, or any failure or damage which may develop therein.

1.9.04 - FEASIBILITY OF SUBDIVISION SERVICE - An Applicant or developer wishing to determine if sewer service is available and feasible for a subdivision within the District, shall furnish to the Special Districts Department tentative maps showing lot sizes, street layout, and elevations based upon USGS datum, proposed points of connection to the District's sewers, proposed pump stations and flow data based upon the design criteria of the District. Upon receipt of the appropriate fee as prescribed by the District rules and regulations, the District Engineer and Manager will review the map and the Special Districts Department will inform the applicant or developer by letter if sewer service is available and feasible and under what conditions, such as oversizing, buy in cost or modification of District facilities.

1.9.05 - PUBLIC SEWER EXTENSIONS - Public sewer extensions to serve one or more parcels of land may be made by and at the expense of the Owner or Owners of said land. The Owner or his Engineer shall follow the same procedure for public sewer extensions as are outlined in Section 1.9.04 hereof.

1.9.06 - PRIOR EXTENSION CONTRIBUTION - When an Owner makes an application for sewer service to a lot, parcel, tract, or subdivision to which Public Sewers are already available, he shall pay to the District his proportionate share of the cost of said Public Sewer, to the extent that such payment has not already been made. Proportionate share shall be computed by the District from the actual cost to the District or other person making the original Public Sewer extension on the basis of front footage benefit accruing to the newly served property.

1.9.07 - COST OF OVERSIZED MAINS - The developer or Applicant shall bear the cost of any oversizing of the main sewer lines for his property which may be deemed necessary by the District to serve present or future developments.

1.9.08 - REFUNDS - When Public Sewer extensions are made and paid for by a developer or Applicant and such sewer extension may be of benefit to another person in the future, said developer or Applicant may enter into a refund agreement with the District. Said refund agreement shall provide for refund payment from Public Sewer connection charges collected by the District from the new developer or Applicant. The refund shall be computed on the basis of actual cost to the person making the original Public Sewer extension per front foot benefited or equivalent assessment as determined by the District. All refund agreements shall become null and void ten years from the date first written.

1.9.09 - PLANS AND SPECIFICATIONS - The Applicant, his engineer or other Person proposing the construction of a Public Sewer within the District, will prepare plans and specifications for construction of said Sewer in accordance with the District's Design Criteria and Technical Specifications. Four (4) sets of plans and specifications, a subdivision map indicating sewer easements, and water system plans, where applicable, shall be submitted to the Special Districts Department for approval. This submittal will not relieve the Applicant or other Person constructing Public Sewer facilities from compliance with all other requirements imposed by Federal, State, County, or Local agencies.

1.9.10 - PLAN CHECK - The Special Districts Department will send two copies of the plans to the District Engineer and one copy to the District Manager. After consultation with the District Manager, the District Engineer will review the sewer plans for compliance with the District's requirements. The Special Districts Department will approve such plans provided the following conditions have been met:

1. The District Engineer has signed the plans certifying that they comply with District Rules and Regulations and/or Standards for Design Criteria or both if applicable, and are in conformance with master sewerage plans for the area.
2. The District Manager has signed the plans certifying that he has reviewed the plans and agrees that the District can maintain the proposed system.
3. The Applicant has paid the appropriate plan checking fee prescribed by the District Rules and Regulations.

1.9.11 - CONSTRUCTION - The Applicant will construct facilities in accordance with the approved plans and specifications and construction methods as set forth by the District Rules and Regulations. After approval of construction plans and specifications, a five (5) working day advance notice to the District Engineer is required prior to the start of construction. All construction shall be performed by a Contractor.

1.9.12 - INSPECTION - All construction work shall be inspected by an Inspector to insure compliance with all requirements of the District. No construction shall be covered at any point until it has been inspected and accepted by the District Engineer. The costs of such inspection shall be prepaid to the Special Districts Department by the Applicant in the form of inspection fees, the amount of which shall be prescribed by the Rules and Regulations of the District.

1.9.13 - ACCEPTANCE OF FACILITIES - Before the District will accept sewers and/or appurtenances into its maintained Sewer System, the Applicant shall provide to the District, at the Applicant's expense, the following documents:

1. Recorded Notice of Completion and evidence that the sewer work has been paid for and completed.
2. One set of reproducible "as-built" plans (mylar or linen), plus five (5) sets of prints, which show exact locations, depths and descriptions of all facilities.
3. Original recorded easement documents for Public Sewers not in public property, public right-of-way, or not dedicated to appropriate public use by a recorded subdivision or tract map.
4. Original Grant Deed transferring to the District title to those facilities which are to become part of the Public Sewer.
5. District Engineer's signature on the as-builts certifying that facilities were installed according to plans and specifications.
6. Two operation and maintenance manuals for each pump station and unit of mechanical equipment.

1.9.14 - EASEMENTS - Where it is necessary to cross private property to achieve construction, or to provide access for future sewers serving adjacent or upstream tributary land, the following procedure shall be used in the preparation, review and processing of the easements and easement documents.

1. Applicant shall prepare and obtain the execution of such documents conveying easements as may be needed for the construction and location of all Public Sewers which do not lie within public roads, are not shown on recorded tracts, land divisions, or are on private property. Required easements shall be delineated on the plans and the recorded data shall be shown on the "as-built" plans. The Applicant shall submit duly executed documents to the Special Districts Department for acceptance and recording. All District sewer easements shall be at least ten feet in width unless otherwise approved by the District.
2. The District Engineer and District Manager shall review easement documents with descriptions as part of the plan review.
3. No structures or improvements will be allowed upon an easement dedicated to the District. The District will not be responsible for any damage to any such unauthorized structures or improvements.

## 1.10 - DISTRICT RULES AND REGULATIONS

1.10.1 - PUBLIC SEWER SYSTEM USE - Rules and Regulations as adopted by the Board shall: govern the quantity and quality of permissible discharges to the Sewer System; provide limitations and prohibitions as to specified wastes such as grease, oil and sand; require Grease and Sand Interceptors and Separators as specified in Sections 708, 710, 711, and 712 of the Uniform Plumbing Code (or as modified and superseded by the District's Rules and Regulations); govern maintenance of flow equalizing systems; regulate swimming pool discharges; and prescribe tests. The determination as to whether a discharge is permissible may require an acceptable analysis or test of the discharge as evidence that the discharged waste will not adversely affect the Sewer System. The cost of any such analysis or test shall be borne by the User.

1.10.2 - SERVICE REFUSED - The District may refuse or terminate service for noncompliance with its Ordinance or Rules and Regulations, including the non-payment of fees.

## 1.11 - PERMIT AND FEE REQUIREMENTS

1.11.1 - PERMIT - No Person shall uncover, make any connection with or opening into, use, alter, or disturb any Public Sewer or perform any work on any Public Sewer without first obtaining a written permit or written authorization therefor from the District. This provision shall not apply to a duly authorized representative of the District.

1.11.2 - PERMIT PROCEDURE - The Board shall adopt procedures for application and approval of Permits. Such procedures shall be contained in the Rules and Regulations of the District. Each Permit shall specifically state the obligations, liabilities and responsibilities of the permittee, and the expiration date, if any, of the Permit.

1.11.3 - DURATION OF PERMIT - Permits issued pursuant to this Section shall expire at the time set by the Rules and Regulations of the District, not to exceed six (6) months, and shall then be of no further force or effect. Fees paid under any permit are not subject to refund or credit in the event that a permit expires without completion of its entitlement.

1.11.4 - STREET EXCAVATION PERMIT - A separate permit must be secured from the agency having jurisdiction over any public street or right-of-way in which an Owner or Contractor intends to make an alteration or excavation in carrying out any work authorized or required by the District.

1.11.5 - CONNECTION PERMIT - No sewer connection Permit will be issued by the District until all fees related thereto have been paid and until the County Transportation Department Excavation Permit or State Highway Encroachment Permit, or both as required, are issued. A Connection Permit is authorization only to uncover and connect to the sewer lateral or to the 'wye' or 'tee' installed by the District. It is not authorization to uncover, disturb, or otherwise alter any portion of the Public Sewer.

1.11.6 - FEES - The Board shall by resolution prescribe and modify fees and charges for Permits, construction, inspection, plan checking, feasibility studies, environmental reports, standby capacity, collection expenses, variances, connections, buy-in, use and availability of sewer facilities and for such other services as may be provided by the District. All annexations or new developments within the District shall pay all applicable fees as determined and prescribed by the District's Rules and Regulations. The fees and charges, as so prescribed and modified, are hereby deemed incorporated into the Rules and Regulations of the District.

## 1.12 - VIOLATION, ENFORCEMENT, AND POLICING

1.12.01 - VIOLATIONS UNLAWFUL - It is unlawful for any Person to connect, construct, install, provide, maintain, or use any other means of sewage disposal from any building in the area served by sewers of said District except as provided in this Ordinance. Any Person violating this provision shall be subject to the penalties provided by law.

1.12.02 - PROTECTION FROM DAMAGE - No 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 District Sewer System. Any Person violating this provision shall be subject to the penalties provided by law.

1.12.03 - INVESTIGATION POWERS - Each duly authorized employee and representative of the District shall carry evidence establishing his position as such and, upon exhibiting the proper credentials and identification, shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purpose of inspection, re-inspection, observation, easurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of this Ordinance and the Rules and Regulations of the District. If such entry is refused, the District shall have recourse to every remedy provided by law to secure entry. No person shall represent himself to be an employee or representative of the District except as authorized to do so by the District Manager.

1.12.04 - VIOLATION - Any Person found to be violating any provision of this or any other Ordinance, Rule, or Regulation of the District shall be served by the District with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. Whenever a violation creates an emergency or hazard, the notice of violation may be oral, followed by a written notice as soon as reasonably possible and may require immediate correction. Each Person shall be held strictly responsible under the provisions of this or any other Ordinance, Rule or Regulation of the District for his own acts and for any and all authorized acts of his agents or employees as well. Upon being notified by the District or authorized representative of any violation of this ordinance, the Person having charge of the property, facility or work causing the violation shall immediately cease and desist from such violation and shall cause the commencement of such measures and procedures as may be necessary to correct the violation within the time specified by the District. If the violation or hazard is not ceased during the length of time specified, the District may cause the violation or hazard to be corrected and collect from the owner the cost thereof.

1.12.05 - PUBLIC NUISANCE - Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this or any other Ordinance, Rule or Regulation of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.

1.12.06 - DISCONNECTION - As an alternative method of civil enforcement of the provisions of this or any other Ordinance, Rule or Regulation of the District, the District may disconnect the User from the Public Sewer. Upon disconnection, the District shall estimate the cost of disconnection from and reconnection to the Sewer. The User shall deposit that amount with the District plus the full amount of any delinquent fees and charges before such User is reconnected to the Sewer. The District shall refund or credit any part of such deposit remaining after payment of all costs of disconnection and reconnection and shall bill the User for any related costs in excess of the deposit. Notice of intent to disconnect shall be provided pursuant to Section 1.12.04 hereof, and neither the District or any of its employees or agents shall be held accountable for any damage which may occur to person or property during or because of disconnection.

1.12.07 - ABATEMENT - During any period of disconnection from an authorized sewage disposal system, habitation of affected premises by humans shall constitute a public nuisance, whereupon the District shall cause proceedings to be brought for the abatement of such nuisance. This provision shall not apply to any premises which are not required by this Ordinance to be connected to a sewage disposal system. In the event such proceedings are brought and as a condition to authorizing connection or reconnection, the Owner or User shall pay to the District reasonable attorney fees and the costs associated with said proceedings.

1.12.08 - LIABILITY FOR VIOLATION - Any Person violating any of the provisions of any Ordinance, Rule or Regulation of the District shall be liable to the District for all expense, loss and damage accruing to the District by reason of such violation. This provision may be enforced in addition to any other remedy provided by law to the District because of such violation.

1.12.09 - CIVIL ENFORCEMENT ONLY - The District hereby declares that the foregoing procedures are established as a means of civil enforcement of the terms and conditions of its Ordinances, Rules or Regulations, and not to effect a forfeiture.

1.12.10 - VARIANCE - When any Person, by reason of special circumstances, is of the opinion that a variance is necessary or that any provision of any Ordinance, Rule, or Regulation of the District is unjust or inequitable as applied to his facilities or property, and that such special circumstances make his facilities or property different from any other properties which are subject to the provision complained of, that Person may make written application to the Director, Special Districts Department, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his facilities or property. If the Special Districts Director makes findings in accord with the required allegations of the application, he may suspend or modify the provision complained of, as applied to such facilities or property, to be effective as of the date of the application and continuing to a specified date or during the period of the special circumstances, as limited by Section 1.12.12 hereof. All persons found to be in such special circumstances shall be treated equally upon application for a suspension or modification hereunder. Any affected Person may appeal the decision to the Administrator, Environmental Public Works Agency, and thence to the Board, if such Person is in disagreement with the decision of the Administrator. The decision of the Board shall be final for all purposes.

1.12.11 - RELIEF ON OWN MOTION - The Board may, on its own motion after making the requisite findings, determine that by reason of special circumstances a provision of a District Ordinance, Rule or Regulation should be suspended or modified as applied to a particular facility or property, and may by resolution so suspend or modify such provision for a specified period or during the period of special circumstances as limited by Section 1.12.12 hereof.

1.12.12 - VARIANCE LIMITATIONS - No variance granted pursuant to Sections 1.12.10 or 1.12.11 shall be valid for a period in excess of five years, nor shall any such variance modify a fee established by the District.

1.13 - PENALTIES AND USE OF CITATION

1.13.1 - GENERAL PENALTY FOR VIOLATION - Any Person violating any of the provisions of this Ordinance and failing to correct such violation within the time allowed therefor, shall be guilty of a misdemeanor. Any Person convicted of a violation of any provision of this Ordinance, unless otherwise specifically provided in this Ordinance, shall be punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment in the County Jail for a period of not more than six (6) months, or by both such fine and imprisonment.

1.13.2 - CONTINUING VIOLATIONS - Each Person who violates any provision of this Ordinance shall be guilty of a separate offense for each and every day during any portion of which such violation is committed, continued, or permitted by such Person and shall be punished accordingly.

1.13.3 - ACTS INCLUDING CAUSING, AIDING AND ABETTING - Whenever in this Ordinance any act or omission is made unlawful, it shall also be unlawful to cause, permit, aid or abet such act or omission, and shall be punishable in the same manner as is the principal act or omission.

1.13.4 - AUTHORIZATION TO ARREST - Pursuant to the provisions of Section 836.5 of the Penal Code, the District Manager and any Inspector are hereby authorized to arrest any Person who violates any provision of this Ordinance in the presence of such officer, and to issue notices to appear pursuant to Section 1.13.5 hereof in connection with any arrest authorized hereby.

1.13.5 - USE OF CITATION -

- a. If any Person is arrested for a violation of any provision of this Ordinance, the violation of which is herein declared to be punishable as a misdemeanor, and such Person is not immediately taken before a magistrate, as more fully set forth in the Penal Code of the State of California, the arresting officer shall prepare in duplicate a written notice to appear in Court, containing the name and address of such Person, the offense charged, and the time and place where and when such Person shall appear in Court.
- b. The time specified in the notice to appear must be at least five (5) days after such arrest.
- c. The place specified in the notice to appear shall be the court of a magistrate before whom the Person would be taken if the requirement of taking an arrested person before a magistrate were complied with, or shall be an officer authorized by such court to receive a deposit of bail.

- d. The officer shall deliver one copy of the notice to appear to the arrested person, and the arrested person, in order to secure release, must give his written promise to appear in court by signing the duplicate notice which shall be retained by the officer. Thereupon, the arresting officer shall forthwith release the Person arrested from custody.
- e. The officer shall, as soon as practicable, file the duplicate notice with the magistrate specified therein. Thereupon the magistrate shall fix the amount of bail which in his judgement, in accordance with the provisions of Section 1275 of the Penal Code, will be reasonable and sufficient for the appearance of the defendant and shall endorse upon the notice of statement signed by him in the form set forth in Section 815a of the Penal Code. The defendant may, prior to the date upon which he promised to appear in court, deposit with the magistrate the amount of bail thus set. Thereafter, at the time when the case is called for arraignment before the magistrate, if the defendant shall not appear, either in person or by counsel, the magistrate may declare the bail forfeited, and may in his discretion order that no further proceeding shall be had in such case.

Upon the making of such order that no further proceedings be had, all sums deposited as bail shall forthwith be paid into the County Treasury for distribution pursuant to Section 1464 of the Penal Code.

- f. No warrant shall be issued on such charge for the arrest of a Person who has given such written promise to appear in court, unless and until he has violated such promise or has failed to deposit bail, or appear for arraignment, trial or judgement, or to comply with the terms and provisions of the judgement, as required by law.
- g. When a Person signs a written promise to appear at the time and place specified in the written promise to appear and has not posted bail as provided in Section 853.6 of the Penal Code, the magistrate shall issue and have delivered for execution a warrant for his arrest within twenty days after his failure to appear as promised.
- h. Nothing herein contained shall be deemed or construed to require any arresting officer to issue a citation instead of taking the Person arrested before a magistrate as otherwise provided by law.

SECTION 2.0  
CRITERIA FOR DESIGN OF  
SEWERS, SEWAGE LIFT STATIONS, AND APPURTENANCES

The necessary criteria, standard drawings, design criteria, and technical specifications for public sewers, sewage lift stations, and appurtenances shall be adopted by resolution of the Board of Supervisors from time to time as necessity dictates. A copy of each current resolution as adopted shall be on file in the office of the District and in the office of the Clerk of the Board and shall be available in each office for public inspection.

SECTION 3.0  
STANDARD FORMS AND DOCUMENTS

Standard forms and documents for use in the business and activity of the District may be approved by the Special Districts Department as necessity dictates, and a copy of each approved form and document shall be on file in the office of the District and at the Special Districts Department, and shall be available for public inspection.

SECTION 4.0  
VALIDITY

This Ordinance and the various parts, sentences, paragraphs, sections, and clauses hereof are hereby declared to be severable. If any such part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall not be affected thereby. The Board hereby declares that it would have passed this Ordinance and each part hereof regardless of the fact that one or more parts hereof might be declared unconstitutional or invalid.

SECTION 5.0  
INTERIM RULE VALIDITY

Notwithstanding, any express or implied provision of this Ordinance to the contrary, the Rules, resolutions, and schedules of fees and charges which are in effect in and for the District when this Ordinance becomes operative shall remain in full force and effect until specifically replaced or re-enacted by the Board. Insofar as practicable, where such existing rules, resolutions and schedules make reference to a provision of an ordinance, rule, resolution or schedule which has been superseded by this Ordinance, such reference shall be deemed to be made to the provision of this Ordinance which has substantial equivalency.

SECTION 6.0  
PUBLICATION

This Ordinance shall take effect thirty (30) days after the date of its adoption (and prior to the expiration of fifteen (15) days from its passage shall be published once in the San Bernardino Sun, a newspaper of general circulation, printed and published in the County of San Bernardino, State of California, together with the names of the members of the Board voting for and against the same.)

ATTEST:

ANDREE DISHAROON, Clerk  
of the Board of Supervisors

James L. Mayfield  
JAMES L. MAYFIELD, Chairman  
Board of Supervisors

Andree Disharoon

STATE OF CALIFORNIA                    )  
  )  
COUNTY OF SAN BERNARDINO            )

I, ANDREE DISHAROON, Clerk of the Board of Supervisors of the County of San Bernardino, State of California, hereby certify that at a regular meeting of the Board of Supervisors of said County and State, held on the 1st day of December, 1980, at which McElwain, Hansberger, Townsend, Hammock and McElwain were present and the following vote, to wit:

- AYES:     SUPERVISORS McElwain, Hansberger, Townsend, Hammock and Mayfield
- NOES:     SUPERVISORS None
- ABSENT:   SUPERVISORS None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Board of Supervisors this      1st day of December, 1980.

ANDREE DISHAROON, Clerk of the Board of Supervisors of the County of San Bernardino, State of California

Earlene Sprout  
Deputy

ORDINANCE

REGULATING THE USE AND CONSTRUCTION  
OF PUBLIC WASTEWATER FACILITIES

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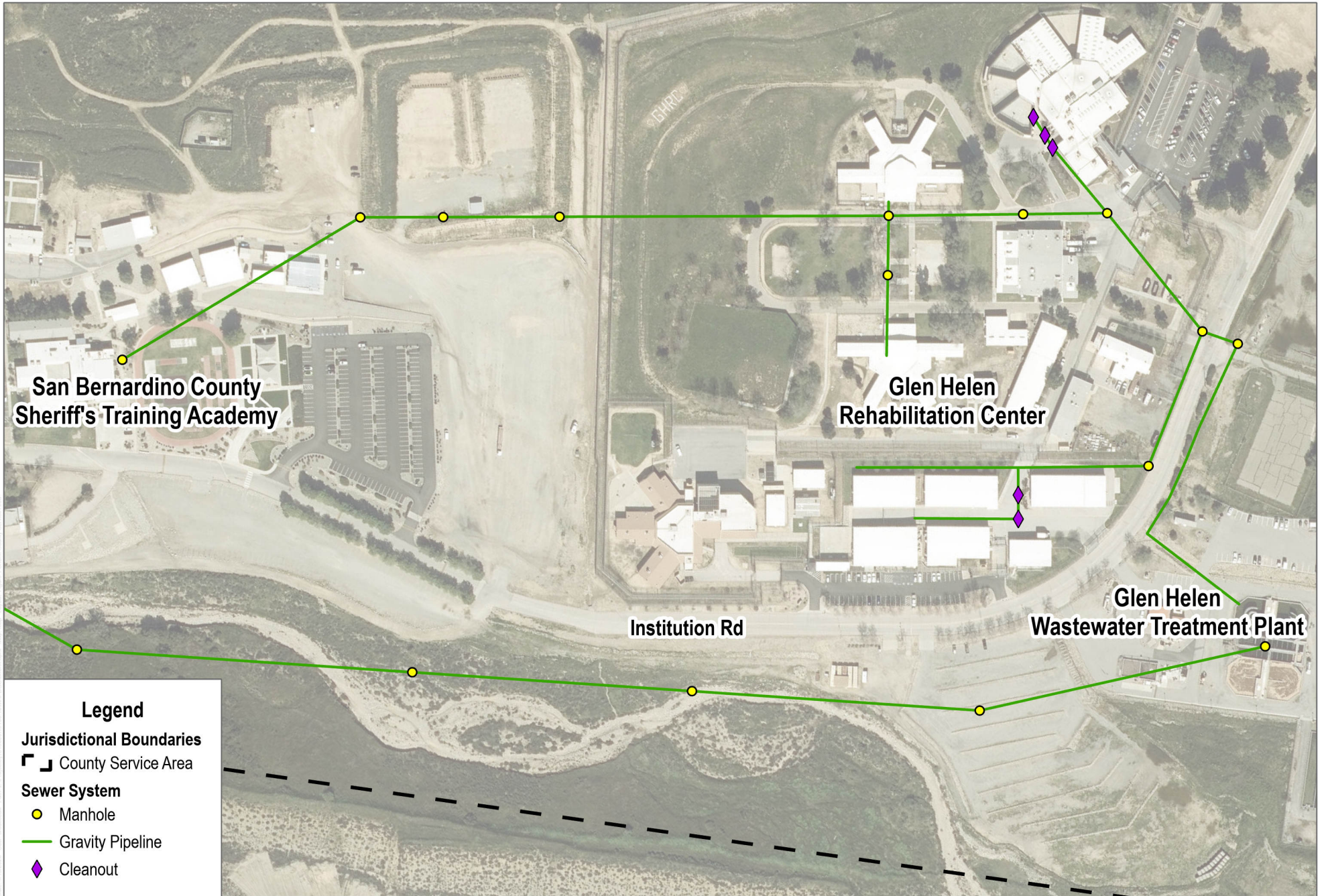
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# Appendix B

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## Updated Sewer Collection System Map

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SOURCE: San Bernardino County Water and Sanitation Division 2017



**FIGURE 1**  
**Sheriff County Service Area**  
 San Bernardino County Sewer System Management Plan

# Appendix C

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## Customer Complaint Protocol

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## Customer Complaint - Deposition Protocol

### Normal Business Hours (Monday – Friday, 0800 hrs to 1630 hrs)

#### Pertinent Information Gathering Procedures:

##### Receipt of general complaint:

1. Date and Time of the Complaint?
2. Full Name, Home & Business and/or Cell Phone Number(s), and Physical address of the complainant?
3. Location of the incident/emergency, all Cross Streets, Nearest Highway, Thomas Guide Page etc.?
4. Brief description of the Incident/Emergency : i.e.- SSO, M/H Cover off, Sewer Backup, Sewer Odor, etc..?
5. Ask what Time the caller observed and/or noticed the Incident/Emergency?
6. Would they like a Return Call of the Final Deposition of their Complaint?
7. Complete the required Service Order [S O] fields.

##### Deposition of general complaint:

- a) Contact the Field Crew by pager/cell/radio with the complaint information. Record the time of contact on the S O.  
“ Note” If the complaint has the potential and/or is an occurring SSO notify a W&S Supervisor or Operation’s Manger immediately.
- b) Place the S O in the inbox for local field crews, and if crew is not local FAX a copy to the crew hub location.
- c) Place a copy of all S O’s in the inbox of the Collection System Data Imputer.

##### Receipt of complaint from Facilities that W&S Provides Services too:

8. Full Name of Company/Division/Department and/or Region?
9. Full Name, Business and/or Cell Phone Number(s), Physical address of the complainant?
10. Location of the incident/emergency, all Cross Streets, Nearest Highway, Thomas Guide Page: i.e.- Prado Regional Park, Barstow Daggett Airport, San Bernardino Valley College, etc...?
11. Brief description of the incident/emergency: i.e.- SSO, Pump Station Failure, Sewer Backup, etc..?
12. Inform the requestor that they must submit an E-Mail authorizing the Special Districts Department to proceed with Emergency Incident Response, approving re-imburement for all costs i.e. labor, materials, equipment etc.
13. Notify a W&S Supervisor and/or Operation’s Manger immediately so they can complete the S O request.
14. Upon receiving authorization, the W&S Supervisor, Operation’s Manger or Designee will then contact the appropriate staff to respond.
15. Follow b) & c) above.

- ❑ **If there are any questions concerning an emergency or potential emergency, do not hesitate and call for a consultation with management.**

### After Business Hours (Monday–Friday, 1630 hrs to 0800 hrs including Weekends and Holidays)

#### Receipt of General & Facilities complaints to Apple Valley Answering Service (AVAS):

1. AVAS receives information for questions #1 through #6 above and/or #8 through #11.
2. AVAS then contacts the On-Call W&S Employee for the specific district that the complaint is within by pager/home phone/cell phone/2 way radio.
3. AVAS then provides all the pertinent information to the On-Call employee.
4. The On-Call W&S Employee will then respond to the complaint.
5. The On-Call W&S Employee will notify the On-Call W&S Supervisor immediately if the request is Facilities related and will standby for the approval to respond from W&S Management.
6. AVAS automatically forwards ALL complaint information to the Victorville Office on the next business day. This is a Quality Assurance measure to ensure that all Complaints have been handled and mitigated.

# Appendix D

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## Equipment Inventory

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## VEHICLE INFORMATION

Equip#	Location:	License #	Vehicle Description
2301	LCN		24 Ford Escape 4x4
2700	64	1331383	09 Ford Escape
2703	64	1419522	14 Ford Explorer
2711	SDD	1419523	14 Ford Explorer
2763	SDD	1652813	23 Ford Explorer
2764	SDD	1652812	23 Ford Explorer
5164	LCN	1460065	15 Nissan Frontier 4x4
5169	64	1460062	15 Nissan Frontier 4x4
5170	64	1460063	15 Nissan Frontier 4x4
5172	64	1460064	15 Nissan Frontier 4x4
5175	64	1460061	15 Nissan Frontier 4x4
5207	64	1419519	14 Ford F150
5209	LCN	1245258	07 F150 4X PU
5481	LCN	1220588	06 F150 4X PU
5537	70J Office	1535615	18 Ford Explorer
5538	64	1535405	18 F350 4x Util
5539	CG	1535406	18 F350 4x Util
5547	64	1302631	08 F Ranger 4X
5851	CG	1076368	00 F250 4X Util
5880	LCN	1153742	03 Chev Sil 1T
5888	LCN	1553741	03 Chev Sil 3/4
5935	W3	1407316	13 F250 4X
5936	53B	1139093	03 F350 4X Sno
5940	W3	1407317	13 F250 4X
6079	64	1177001	04 GMC Envoy
6090	LCN	1177191	04 Explorer
6095	64	1220406	04 Explorer
7014	79	1185126	04 F350 4X Sno
7183	LCN	1139067	02 F750 Gang
8781	64	1220451	05 Freight Flat
15004	64	1460057	15 F550/ New Jetter
15013	64	1460017	16 Ford F550
15099	64	1521943	17 Ford F350
15107	64	1521944	17 Ford F550
15109	64	1521945	17 Ford F550
15110	64	1491094	16 Ford F550
15118	64	1419848	14 Ford F250
15133	64	1521979	17 F550/ Box Truck
15348	64	1387128	12 F250 4X
15350	LCN	1387129	12 F250 4X

15351	64	1387261	12 F250 4X
15533	64	1549738	19 Ford F150 4X
15515	64	1595333	20 Ford F150 4X
15516	64	1595337	20 Ford F150 4X
15550	LCN	1652824	23 Ford F150 4X
15551	64	1652823	23 Ford F150 4X
15552	64	1652831	23 Ford F150 4X
15712	CG	1549856	19 Ford F350 4X Utility
15800	LCN	1599333	20 Ford F350 4X Utility
15821	64	1652826	23 F350 4X Utility
15822	64	1652835	23 F350 4X Utility
15823	64	1652834	23 F350 4X Utility
15830	LCN	1672709	23 F350 4X Utility
15832	64	1672710	23 F350 4X Utility
15865	70J	1675500	23 F550 4X Crane
20015	64	1379033	12 Aries CCTV
20500	64	1153707	03 GMC Old TV Van
21930	LCN	1220452	06 Ster Pump
21932	LCN	49932	97 Ford Camel
28041	64	115571	04 Ster 10yd
28500	64	1257597	06 Freight.6yd
33961	LCN	SE567521	09 6" Global Pu
34019	LCN	1479122	16 Towmaster Trailer
34971	64	1225791	06 Zieman Trail
34976	64	124413	07 Roller Trail
34993	64	1153608	02 vac/press washer
34996	64	E322815	84 SECA Trail
34999	LCN	1153707	02 Jetter
35007	64	1387260	10 Twamco trailer
35093	64	1340224	Rodder Box
35121	64	952843	01 Zieman Trail
35122	64	110909	01 Enclosed Tra
35123	64	1153670	03 Zieman Trail
35202	64	1209348	05 Carson Trail
35203	LCN	SE545732	06 Godwin 4" Pump
35204	LCN	1460072	15 Godwin Pump
35206	64	1225799	07 Carson Trail
35207	64	SE566465	07 Lite Tower
35211	64	1354026	Flemming Trailer
35212	LCN	SE566466	07 Lite Tower
35214	64	1400276	12 Well CCTV
35217	64	1419858	13 Large Ditch Witch
35218	64	1420093	14 Valve trailer
35219	70J	1490892	17 Small Ditch Witch

35910	64	317696	80 Off. Trailer
38000	LCN	1378762	Water Buffalo
38211	64	1354026	Small White Trailer
49300	64	N/A	10 Excavator
49926	64	SE613389	02 CAT Bkhoe
49927	64	SE613501	05 JD Ldr/Scra
49928	64	SE545740	06 JD Bkhoe
49930	64	SE645560	2015 JCB Bkhoe
55024	64	SE452417	95 Essex Mixer
55026	64	020922Y	99 Whit. Mixer
55027	64	SE566494	07 Da Forklift
55028	LCN	SE566493	08 Da Forklift
57075	64	1333982	09 Int. Vactor
57448	W3	SE567520	09 CAT 450E
57915	64	1340213	09 Temco Sweeper
58098	LC TP	N/A	JD Skid Steer
58099	64	1353969	10 Freight Pump
68017	64	SE545715	06 Asph Roller
71208	64		25 Freightliner Xbroom
80000	64	1491174	Sulair tow behind
<b>Generators</b>		<b>License #</b>	
91004	64	1185188	04Cat 300kw
91010	64	1220428	05 Gen 150kw
91021	64	1321088	09 IR/150kw
91043	S3	N/A	09 Gen 125kw
91050	53B	N/A	07 Gen 100kw
91051	53B	N/A	03 Gen 60kw
91052	S3	N/A	03 Gen (Stat)
91054	CG	N/A	09 Gen (Stat)
91056	53B	N/A	05 Gen 135kw
91066	70J	N/A	12 Gen 500kw
91071	Prado	N/A	12 Kohler Gen
91092	64	N/A	08 Gen 40kw
91104	64	N/A	Cummins Gen
91248	64	N/A	Onan Gen
G091005	W3	1220429	05 Gen 200kw
G091006	64	1220426	05 Gen 30kw
G091252	LCN	N/A	05 Gen 600kw
G091253	64	N/A	01 Cat 300kw
G091254	64	N/A	05 Gen (Sta)
GO91248	B/D AP	N/A	99 Generac
No #	LCN	N/A	Arrowboard
No #	64	N/A	Arrowboard

## Sewer System Management Plan Change Log

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# Appendix F

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## SSMP Monitoring Parameters

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## Glen Helen Rehabilitation Center SSMP Monitoring Parameters

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of Plan Element Implementation and Effectiveness	Reviewed by
SSMP Goal and Introduction	<ul style="list-style-type: none"> <li>• Authority is following SSMP Update Schedule</li> <li>• Periodically review section</li> </ul>			
Organization	<ul style="list-style-type: none"> <li>• Periodically review section</li> <li>• Note changes in Change Log</li> </ul>			
Legal Authority	<ul style="list-style-type: none"> <li>• Periodically review section</li> <li>• Note changes in Change Log</li> </ul>			
Operations and Maintenance Program	<ul style="list-style-type: none"> <li>• Length and/or percentage of gravity pipelines cleaned</li> <li>• Length and/or percentage of pipelines inspected by televising</li> <li>• Number of manhole inspections</li> <li>• Number of lift station failures</li> <li>• Number of pipe failures</li> <li>• Regular training related to SSMP requirements</li> <li>• Equipment inventory tracked</li> <li>• Periodically review section</li> </ul>			
Design and Performance Provisions	<ul style="list-style-type: none"> <li>• Periodically review section</li> <li>• Note changes in Change Log</li> </ul>			
Spill Emergency Response Plan	<ul style="list-style-type: none"> <li>• Average and maximum response time</li> <li>• Percent of total overflow volume contained or returned to sewer</li> <li>• Compliance with notification, monitoring, and reporting requirements</li> <li>• Staff and contractors are implementing the Spill Emergency Response Plan</li> <li>• Perform regular training on the Spill Emergency Response Plan.</li> <li>• Contain any spills and prevent/minimize discharge to waters of the State or any drainage conveyance system</li> <li>• Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State</li> <li>• Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters</li> <li>• Spill events are documented and reported as required in the General Order</li> </ul>			

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of Plan Element Implementation and Effectiveness	Reviewed by
	<ul style="list-style-type: none"> <li>• Spill responses and assessed</li> <li>• Conduct annual review of Spill Emergency Response Plan</li> <li>• Note changes in the Change Log</li> <li>• Periodically review section</li> </ul>			
Sewer Pipe Blockage Control Plan	<ul style="list-style-type: none"> <li>• Number of blockages due to FOG, rags, debris, etc.</li> <li>• Number of overflows due to FOG, rags, debris, etc.</li> <li>• Number of FOG producing facilities inspected</li> <li>• Number of enforcement measures at FOG producing facilities</li> <li>• An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning schedule</li> <li>• Implementation of source control measures</li> <li>• Plan and schedule for a public education and outreach program</li> <li>• Note changes in the Change Log</li> <li>• Periodically review section</li> </ul>			
System Evaluation, Capacity Assurance, and Capital Improvements	<ul style="list-style-type: none"> <li>• Number of spills due to capacity limitations or wet weather</li> <li>• Date of completion of most recent sewer master plan, including flow metering and/or hydraulic modeling, condition assessment and CIP development</li> <li>• 3-year backlog for capacity improvement projects</li> <li>• Utilize CCTV inspection and assessment and tracking system deficiencies</li> <li>• Prioritize projects based on their need for repair and replacement</li> <li>• Evaluate system deficiencies with recurrent issues and how these can be turned into rehabilitation or replacement projects.</li> <li>• Creation of a schedule to complete these projects</li> <li>• Document system evaluation and condition assessment inspections and activities</li> <li>• Determine solutions to address infiltration &amp; inflow (I/I), aging infrastructure, corrosion, and sags in the system due to unstable soil</li> </ul>			

SSMP Element	Parameters for Tracking Effectiveness (Annual)	Date	Evaluation of Plan Element Implementation and Effectiveness	Reviewed by
	<ul style="list-style-type: none"> <li>• Determine solutions to protect from heavy rains, earthquakes, and other impacts of climate change</li> <li>• Determine funding sources</li> <li>• Periodically review section</li> </ul>			
Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> <li>• Document SSMP information</li> <li>• Follow schedule for reviewing SSMP information</li> <li>• Determine effectiveness of each Plan Element</li> <li>• Assess the success of preventive operation and maintenance activities;</li> <li>• Update Plan procedures and activities based on evaluation</li> <li>• Identify and illustrate spill trends</li> <li>• Note changes in the Change Log</li> <li>• Periodically review section</li> </ul>			
Internal Audits	<ul style="list-style-type: none"> <li>• Date of completion of last annual audit</li> <li>• Ensure audits are occurring consistent with the original audit cycle</li> <li>• Ensure audit is uploaded to CIWQS within 6 months of due date</li> <li>• Confirm deficiencies found during the audit are addressed and corrected</li> <li>• Periodically review section</li> </ul>			
Communication Program	<ul style="list-style-type: none"> <li>• SSMP is uploaded/updated on Authority's website &amp; CIWQS</li> <li>• Plan and schedule for a public education and outreach program</li> <li>• Notification program to the public for sewer system management and information on spills and discharges</li> <li>• Note changes in the Change Log</li> <li>• Periodically review section</li> </ul>			