

Arrowhead Regional Medical Center

Sewer System Management Plan

California State Resources Control Board

Prepared for:

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Acronyms and Abbreviations

Abbreviation	Acronym
ARMC	Arrowhead Regional Medical Center
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CSA	County Service Area
CWEA	California Water Environment Association
Department	San Bernardino County Special Districts Department
FOG	Fats, Oils, & Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GPS	Global Positioning System
I&I	Inflow & Infiltration
LRO	Legally Responsible Official
MGD	Million gallons per day
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OES	Office of Emergency Services (aka Cal OES)
Order	SWRCB Order No. 2022-0103-DWQ adopted December 6, 2022, and effective June 5, 2023
RWQCB	Regional Water Quality Control Board
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 (SSSWDR)
WWTP	Wastewater Treatment Plant
BMP	Best Management Practice
CCTV	Closed-Circuit Television

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Definitions

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

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

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

A Sewer System Management Plan (SSMP) is a living planning document that documents 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

This Sewer System Management Plan (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 provides a summary of the regulations that serve as the impetus for the development of this SSMP, an update schedule for ARMC's SSMP, and a brief overview of ARMC'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, Water and Sanitation Division (Department) has entered into a Memorandum of Understanding agreement which established the basis for the Department to provide services directly to Arrowhead Regional Medical Center (ARMC) in the operation, maintenance and management of the sanitary sewer system. The Department has implemented this SSMP in accordance with the requirements of the State Water Resources Control Board's General Order. ARMC's SSMP was written in 2021 and plans to obtain approval of this SSMP Update by the Department's Board of Supervisors in 2026. The SSMP was audited in 2025 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 ARMC's SSMP updates and audits can be found using ARMC's WDID (8SSO11753) at the following link: https://www.waterboards.ca.gov/water_issues/programs/ssso/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 California Integrated Water Quality System (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 ARMC 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 st annually
Update System Mapping	Annually	End of calendar year
System Cleaning	Entire system every five (5) years (or 20% a year)	5/2/2030 for entire system
CCTV Inspections	Entire system every five (5) years (or 20% a year)	5/2/2030 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	5/2/2028
Evaluate Spill Emergency Response Plan	3 years	5/2/2028
Evaluate Sewer Pipe Blockage Control Program	3 years	5/2/2028
CIP Development	Ongoing	Ongoing
Review SSMP and Update Change Log	Annually	5/2/2027

Table 1-1: SSMP Update Schedule

Milestones	Frequency	Due DATES
SSMP Audit	3 years	5/2/2028
Evaluate Communication Program	3 years	5/2/2028
SSMP Update	6 years	5/2/2032

1.3 Sewer System Asset Overview

Arrowhead Regional Medical Center (ARMC) is a medical center that collects and transports raw sewage to a force-main pipeline that is owned and operated by the City of Colton. The sewage collected by ARMC is processed, treated, and disposed of by Colton's Wastewater Treatment Plant (WWTP). ARMC is located in San Bernardino County and is approximately 55 miles East of downtown Los Angeles in Southern California. ARMC is accessible via Interstates I-10 and I-215 as well as State Highway CA-66. ARMC is located on approximately 72 acres of land on eight parcels in the City of Colton and serves a population of approximately 3,000.

The San Bernardino County Department of Public Works, Special Districts Water and Sanitation Division (Department) operates and maintains the sewer collection system within the ARMC service area. The ARMC service area provides sewer service to the entire Medical Center. **Table 1-2** documents ARMC's sewer system assets, and **Table 1-3** documents the number of service connections which connect into ARMC's sewer system. General maintenance of the sanitary sewer collection system is performed by Department contractors or the Department itself.

The Department is in the process of updating their geographic information systems (GIS) data for ARMC's collection system. Once the GIS database is fully developed, the Department will maintain an up-to-date map of ARMC's sanitary sewer and storm drain systems. These maps will display gravity line segments, manholes, 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

Arrowhead Regional Medical Center (ARMC) Assets	Value
Total Length	11,000 LF
Length of Gravity Mainlines	11,000 LF
Length of Pressure Force Mains	0 LF
Number of Lift Stations	0
Number of Siphons	0
Structures Diverting Stormwater to the Sewer System	0
Data Management Systems	Geographic Information System (GIS) Computerized Maintenance Management System (CMMS)
Sewer System Ownership and Operation Responsibilities between Enrollee and Private Entities for Upper and Lower Sewer Laterals	Enrollee responsible for the lateral within the public ROW. Property owner is responsible for lateral within property line.
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

Land Use Type	Service Connections
Institution	1
Total Active Connections	1

2 Organization

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.)

2.1 Name of Legally Responsible Official

David Doublet and Darren Meeka, the Assistant Director and the Deputy Director, are the Department's Legally Responsible Officials and have responsibility over management of ARMC's entire sanitary sewer system. Their contact information is provided in **Table 2-1**.

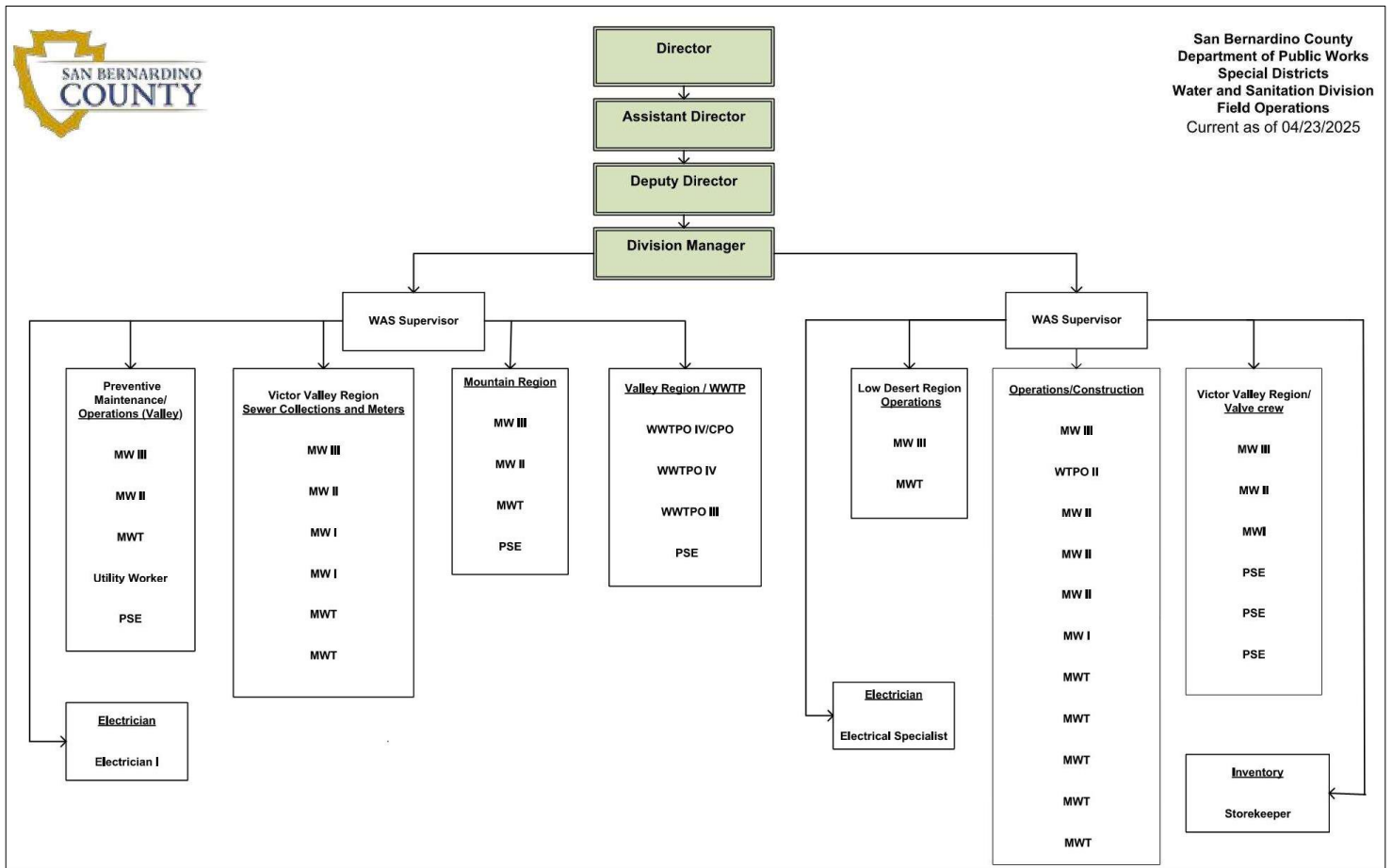
The Department has multiple authorized representatives for all wastewater system matters at ARMC. The Water and Sanitation Supervisors, Lisa Green and Chris Bishop, are authorized to certify electronic spill reports submitted to the SWRCB. Their contact information is provided in **Table 2-1**. In most circumstances, the Supervisors will certify all electronic reports.

The Water and Sanitation Division is responsible for implementing and maintaining all elements of this SSMP.

2.2 Department Organization

The organizational lines of authority for the Department are indicated in **Figure 2-1**.

Figure 2-1: Organizational Chart



2.3 Roles and Responsibilities

The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements are indicated in **Table 2-1**. The responsibilities for these roles are detailed in **Table 2-2**. The positions that implement the SSMP are detailed in **Table 2-3**.

Table 2-1: Key Staff Roles

Role	Name	Phone Number	Email Address
Deputy Director (LRO)	Darren Meeka	(760) 955-9885	Darren.Meeka@dpw.sbcounty.gov
Assistant Director (LRO)	David Doublet	(760) 955-9885	David.Doublet@dpw.sbcounty.gov
Division Manager	Greg Snyder	(760) 955-9885	Gregory.Snyder@sdd.sbcounty.gov
Water & Sanitation Supervisor/Data Submitter	Lisa Green	(909) 386-8883	Lisa.Green@sdd.sbcounty.gov
Water & Sanitation Supervisor/Data Submitter	Chris Bishop	(760) 261-6032	Chris.Bishop@sdd.sbcounty.gov
Staff Analyst II – Project Management Division	Thalia Hernandez	(909) 386-8819	Thalia.Hernandez@dpw.sbcounty.gov
Project Management Division	Noel Mondragon	(760) 955-9885	Noel.Mondragon@dpw.sbcounty.gov

Table 2-2: Department Roles & Responsibilities

Role	Responsibilities
Assistant Director and Deputy Director	The Directors (Assistant Director and Deputy Director) of the Special Districts Department oversee and manage all functions of San Bernardino County's Board-governed special districts, directing staff and consultants to ensure alignment with Board objectives. The role includes providing technical, administrative, and financial guidance; maintaining relationships with county, state, and regional agencies; and preparing clear presentations on departmental positions. The Directors manage financial operations, review budgets and new project studies, obtains Board approval for policy changes, and conducts performance audits to improve District effectiveness. Additionally, the Directors collaborate with advisory groups and engage with community members to address concerns and explain District policies.
Division Manager	The Division Manager oversees the administrative, financial, and operational functions of the Department's divisions, directing staff and ensuring compliance with local, state, and federal regulations. The role includes evaluating internal systems, contributing to policy and program development, managing budgets, preparing reports, and supporting the Director as needed. The manager supervises field and maintenance personnel, handles wastewater-related emergencies, coordinates contracts and construction projects, and leads operational monitoring and advisory meetings. They also conduct studies, develop fiscal procedures, recommend improvements, and create written processes to support effective and compliant district operations.

Table 2-2: Department Roles & Responsibilities

Role	Responsibilities
Water and Sanitation Supervisor	The Water and Sanitation Supervisor oversees the maintenance, operation, and repair of wastewater collection systems, sewer pipelines, lift stations, and treatment plant equipment, ensuring strict compliance with safety and regulatory standards. The role includes supervising staff, coordinating routine and emergency activities such as sanitary sewer overflows, managing preventive maintenance programs, and monitoring water quality testing. The supervisor maintains records and reporting, engages with the public and external agencies, coordinates construction projects, and ensures proper operation of wastewater facilities. Additional responsibilities include budgeting support, inventory management, procurement of supplies, adherence to operational procedures, and providing on-call emergency response, as well as temporary coverage for the Division Manager when needed.
Regulatory Compliance Specialist	The Regulatory Compliance Specialist oversees regulatory permitting and environmental compliance for wastewater collection systems and treatment plants, ensuring adherence to local, state, federal, and intergovernmental regulations. The role involves supervising staff, conducting field inspections and studies, coordinating permitting for current and future projects, and serving as the agency liaison with regulatory bodies. The specialist prepares technical reports, manages all documentation related to permits, oversees program budgets, and reviews new legislation impacting wastewater operations. Additionally, they collaborate with internal teams and external agencies to resolve permitting and compliance issues and ensure safety program goals are met.
<i>Operations and Maintenance Staff</i>	
Operator Grade IV	The Operator Grade IV oversees the operation, maintenance, and repair of wastewater collection systems, pipelines, lift stations, and treatment plant processes while ensuring full compliance with safety and regulatory standards. This role supervises staff, conducts system inspections, manages solids handling and treatment processes, responds to sanitary sewer overflows, and performs routine sampling, testing, and preventive maintenance. The operator maintains detailed records, coordinates with engineers and outside agencies, analyzes treatment plant operations for improvements, assists with budgeting and project planning, and manages equipment, inventory, and procurement needs. Additionally, the position requires maintaining public relations, overseeing staff training, participating in emergency on-call duties, and supporting the Water and Sanitation Supervisor with ongoing projects and priorities.
Maintenance Worker III/ Operator Grade III	The Maintenance Worker III/Operator Grade III supports and supervises the operation and maintenance of wastewater collection systems and treatment plants, ensuring safe, compliant, and efficient performance of equipment and processes. The role includes operating and inspecting wastewater systems, preparing technical procedures, training staff, performing sampling and reporting, and maintaining detailed operational records. This position also assists with emergency sanitary sewer overflow responses, routine preventive maintenance, and coordination with engineers on system design needs. Additional responsibilities include maintaining clean and orderly facilities, participating in on-call rotations, supporting

Table 2-2: Department Roles & Responsibilities

Role	Responsibilities
	evaluations of employee performance, and providing input on work schedules and operational improvements.
Electrical Specialist/Tech I	The Electrical Specialist/Tech I supports the operation and maintenance of wastewater collection systems and treatment plants by performing skilled electrical installation, repair, and troubleshooting on high-voltage and low-voltage systems, SCADA, telemetry, alarms, and monitoring equipment. The role includes maintaining detailed equipment records, monitoring mechanical systems for preventive maintenance, overseeing portable generators, and assisting or leading operations as needed. This position also inspects system components, prepares technical procedures, assists with sampling and reporting, supports emergency spill response and on-call duties, participates in engineering discussions regarding electrical and mechanical system design, and provides training, evaluations, and input on work schedules to ensure safe, reliable facility operations.
Maintenance Worker II/ Operator Grade II	The Maintenance Worker II/Operator Grade II assists in the safe and efficient operation and maintenance of wastewater collection systems and treatment plants, performing skilled labor, equipment operation, routine inspections, sampling, and reporting. The role includes making repairs and adjustments to system components; compiling data, records, and purchase information; operating pumps, blowers, scrubbers, and other treatment equipment; and maintaining facilities in clean, compliant condition. Additional responsibilities include supporting emergency spill response, participating in preventive maintenance activities, handling equipment cleaning, reading meters, regulating flows, and providing on-call support and vacation relief as needed. The position may also act as a lead operator in the absence of higher-level staff and contributes to public relations and training efforts.
Maintenance Worker I/ Operator Grade I	The Maintenance Worker I/Operator Grade I assists with the basic operation and maintenance of wastewater collection systems and treatment plants under close supervision, performing routine tasks such as equipment checks, minor repairs, system cleaning, sampling support, and maintaining operational records. The role includes operating pumps, blowers, valves, and other treatment equipment; cleaning tanks, manholes, and related infrastructure; reading meters and regulating flows; and supporting preventive maintenance activities. Additional responsibilities include assisting with emergency spill procedures, participating in on-call rotations as directed, maintaining public relations, and performing semi-skilled labor and clerical tasks to keep facilities safe, clean, and compliant.

Table 2-3: Positions that Implement ARMC's SSMP

WDR ATTACHMENT D	Position(s)
Legally Responsible Official (LRO) or Duly Authorized Representative [Section 5.1]	Assistant Director & Deputy Director
Goals	Assistant Director & Deputy Director

Table 2-3: Positions that Implement ARMC's SSMP

WDR ATTACHMENT D	Position(s)
[SSSWDR D.1]	
Organization [SSSWDR D.2]	Assistant Director & Deputy Director
Legal Authority [SSSWDR D.3]	Board of Supervisors
Operation and Maintenance Program [SSSWDR D.4]	Division Manager
Design and Performance Provisions [SSSWDR D.5]	Department of Public Works, Project Management Division
Spill Emergency Response Program [SSSWDR D.6]	Division Manager
Sewer Pipe Blockage Control Program [SSSWDR D.7]	City of Colton
System Evaluation, Capacity Assurance and Capital Improvements [SSSWDR D.8]	Department of Public Works, Project Management Division
Monitoring, Measurement, and Program Modifications [SSSWDR D.9]	Division Manager
SSMP Internal Audits [SSSWDR D.10]	Water & Sanitation Supervisor
Communication Program [SSSWDR D.11]	Division Manager
Funding [SSSWDR D.8.4]	Assistant Director & Deputy Director

2.4 Chain of Communication

The Order requires the 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. **Table 2-4** provides contact phone numbers for all parties in the communication chain. The spill response flow chart is also provided in the Spill Emergency Response Plan (SERP) which can be found in **Appendix H** of this document.

Table 2-4: Contact Numbers for Chain of Communication

Contact	Telephone Number
San Bernardino County Department of Public Works – Special Districts Office	(909) 386-8800
LRO – Deputy Director	(760) 955-9885
Water & Sanitation Supervisors	(909) 386-8883 (760) 261-6032

3 Legal Authority

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, Appendix B, Appendix C**, and on the Department's website. These sources include the following documents:

1. *County Service Area 70 Memorandum of Understanding*, June 2020 (**Appendix A**)
2. *Wastewater Ordinance Regulating the Use and Construction of Public Wastewater Facilities*, Dec 1980 (**Appendix B**)
3. *City of Colton Municipal Code, Chapter 13.8 (Wastewater System)*, Oct 2025 (**Appendix C**)
4. *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 Department entered into a MOU agreement on June 23, 2020 that establishes the basis for the Department to provide services directly to ARMC in the operation, maintenance, and management of the sanitary sewer system. The Department's legal authority to operate and maintain ARMC's sanitary sewer collection system is within the MOU agreement.

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 Wastewater Ordinance
<p>a. 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</p>	<p><u>1980 Wastewater Ordinance</u></p> <ul style="list-style-type: none"> • 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. • Section 1.10.01 addresses the illicit discharge of grease, oil, sand, and swimming pool discharges. <p><u>Colton Municipal Code</u></p> <ul style="list-style-type: none"> • Section 13.8.211 prohibits the illegal discharge of chemical debris, unauthorized debris, and any sewer pipe-blocking substances, including fats, oils, grease, and rags.
<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"> • Section 1.8.01 requires a permit from the Department before making a connection with the public sewer system. • Section 1.8.10 requires that any sewer connections shall be made only by an insured contractor. • Section 1.9.01 requires written approval from the Department before construction or extension of the public sewer. • 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. • Sections 1.9.09 thru 1.9.11 lists plan check and construction requirements to obtain approval by the Department. • Section 1.10.01 requires the installation of grease and sand interceptors per the Uniform Plumbing Code. <p><u>Colton Municipal Code</u></p> <ul style="list-style-type: none"> • Section 13.8.211 requires the installation of gravity separation interceptors and requires approval of the design of interceptors for interceptors 750 gallons or larger.

Table 3-1: WDR Requirements

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

3.2.1 Prevention of Illicit Discharges

All measures prohibiting illicit discharges are included in Sections 1.8.08, 1.10.01 of the Department’s Wastewater Ordinance, and Section 13.8.211 of the City of Colton’s Municipal Code. The specific purpose of the chapter 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 prohibits the illicit discharge of rainwater, storm water, ground water, etc. into a sanitary sewer through direct or indirect connection. Section 13.8.211.L of the Municipal Code prohibits the illicit discharge of stormwater, groundwater, well water, street drainage, sub-surface drainage, roof drainage, yard drainage, water from yard fountains, ponds, lawn sprinklers, or any type of surface water or unpolluted water.
- **Industrial Waste** – Section 13.8.211 prohibits the discharge of waste such as hazardous substances or toxic pollutants, dyes, waste with excessive temperatures, waste with corrosive properties, etc. that may originate from industrial facilities. Section 13.8.335 requires that all industrial users shall provide spill containment for protection against the unauthorized discharge of prohibited materials.
- **Chemical Dumping** – Section 13.8.211 restricts discharge of chemicals into a sewer connection.
- **Medical Waste** – Section 13.8.243 prohibits the discharge of medical waste without prior written authorization.
- **Unauthorized Debris; Roots; Fats, Oils, and Grease; and Trash** - Section 1.10.01 restricts discharge into a sewer connection of specified wastes such as grease, oil and sand. Section 13.8.211 prohibits the illegal

discharge of chemical debris, unauthorized debris, oils, fats, grease and any sewer pipe-blocking substances into ARMC's sewer system.

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 avoid unintentional cross-connections. To support this, the Department will maintain detailed records of sanitary sewer system alignments and construction timelines, as well as those of member agencies' storm drain systems, to ensure that the two systems remain fully separated. The Department will update its Ordinance to include 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 1.6, 1.8, 1.9, 1.10, and 2.0 of the Department's Wastewater Ordinance. Regulations pertaining to design and installation of interceptors are included in Section 13.8.211 of the Colton Municipal Code.

Permit Required - A permit is required prior to connection with any Public Sewer. 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. The permit application may include review of plans and specifications by the Department.

3.2.4 Lateral Maintenance Access

ARMC's system does not include any laterals.

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

This chapter describes the Department's ability to properly manage, operate, and maintain all parts of the sanitary sewer system maintained and operated by the Department on behalf of ARMC, 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 Geographic Information System (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 is only accessible at Department offices. The Department's maintenance crew currently rely on hard copy maps to access sewer line information. As of January 2026, the Department has begun system setup for the implementation of Cartograph 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 D**) 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 ARMC'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 E**.

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 five-to-seven-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 Project (CIP) are documented by the Water & Sanitation Supervisor and forwarded to the Project Management Division, who are 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 five years to seven years, inspecting 14-20% annually. Locations prone to failure or blockage receive more frequent CCTV inspections.

ARMC 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 ARMC 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 ARMC 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.

4.2.4 Data Collection

Department staff document their cleanings on hard copy format and CCTV inspections in digital format on the computers in each maintenance vehicle. The Department is committed to continuing thorough documentation of all maintenance activities and plans to implement the Cartograph software, which, once completed, will allow a central database where both cleanings and CCTV inspections can be documented and can be more easily accessed. This software will come into effect by December 2026. The Department plans to continue documenting and monitoring system deficiencies with recurrent issues based on complaints, field inspections, and CCTV inspection results.

4.3 Training

The Department maintains a staff training program, encompassing:

- **Technical Skills:** Internal instruction and external workshops (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.

While all SERP trainings historically were not always adequately documented, the Department is committed to ensuring that all trainings are fully documented and readily accessible moving forward. 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, reinstate annual training on the SERP, and continue 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.

4.4 Equipment Inventory

The Department maintains a comprehensive equipment inventory, with all equipment and replacement parts stored at their different 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 F provides the Department's current equipment and replacement parts inventory.

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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.

5.1 Updated Design Criteria and Construction Standards and Specifications

The construction of new sewer system facilities, as well as the rehabilitation and repair of existing facilities, shall be designed and constructed in accordance with the Department's *Standards for Sanitary Sewers*, updated in 2012. Section 1.2 (Sewers and Appurtenances) of these standards addresses hydraulic capacity requirements for sewer pipes. These design standards are available on the Department's website at the following link: (<https://specialdistricts.sbcounty.gov/wp-content/uploads/sites/54/2021/05/sewerdrawings.pdf?x18692>).

ARMC contracts with its own engineering firms for the design of construction and rehabilitation related projects.

5.2 Procedures and Standards

The Department and ARMC maintain that all ARMC sewer system pipelines, pumps, and other equipment and appurtenances are installed, tested, inspected, repaired, and rehabilitated according to industry standards.

The Department's inspection and testing standards for new sewers, including rehabilitation and repair projects, are outlined in the Department's *Standards for Sanitary Sewers*, Division D, Section 6, entitled "Cleaning and Testing".

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6 Spill Emergency Response Plan

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.

ARMC's sanitary sewer collection system is regulated and permitted under the General Order WQ 2022-0103-DWQ and identified by WDID 8SS011753. The Department will annually review and assess the effectiveness of the Spill Emergency Response Plan (SERP), which applies to all MOUs, and update it as necessary.

The most current SERP, updated in 2026, is included in **Appendix H** of this SSMP.

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Sewer Pipe Blockage Control Program

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.

The City of Colton implements a Sewer Pipe Blockage Control Program, which aims to prevent the discharge of fats, oils, grease, rags, and debris into the sanitary sewer and storm drain systems. The program also aims to prevent spills and illegal discharge into the storm drain, subsequently improving public health and safety and reducing sewer maintenance costs. Over the last 10 years (2015-2024), there have been zero (0) spills total, and therefore zero (0) spills have been attributed to fats, oils, grease, rags, and debris.

Ordinance No. 0-02-15 provides the legal authority for the City of Colton's approved Pretreatment Program, which includes inspections of a wide range of commercial and industrial facilities including food service operations; a database tracking system; public education and outreach; collection system cleaning and assessments; resolution of non-compliance; grease interceptor retrofits; and training.

The Department is responsible for performing sewer line cleanings and CCTV inspection of ARMC's system. The system is small and has no known FOG-prone locations, thus there are no identified Enhanced Maintenance Areas.

All designated food processing facilities, including restaurants, are required to install a gravity separation interceptor in accordance with City of Colton Municipal Code 13.08.235. The City enforces installation and maintenance requirements and provides businesses with a list of approved interceptor manufacturers, installers, and grease waste haulers upon request. Additionally, Sections 1.4.03.2 and 1.4.03.3 of the Department's *Standards for Sanitary Sewers* require grease interceptors be installed for any business having the potential to produce grease, oil, or sand waste. The size of these interceptors must be approved by the District Engineer.

The City's Environmental Compliance Director (ECD) is responsible for performing facility inspections. These inspections occur at least once per year, with many facilities inspected two to four times per year. All inspections and violations are regularly documented. During inspection, the City's ECD Inspector provides educational materials to FOG-producing facilities, covering topics such as pretreatment requirements, interceptor design, FOG management, and applicable laws and regulations. The inspector also distributes Best Management Practices (BMP) FOG posters to food service establishments and requires these posters to be displayed on-site.

The City also provides educational materials on proper FOG disposal on the Wastewater Information section of its website: (<https://www.coltonca.gov/654/fats-oils-and-grease>).

8 System Evaluation, Capacity Assurance, and Capital Improvements

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 ARMC's sewer system through CCTV inspections, ensuring that any identified issues are either immediately fixed or reported for rehabilitation and replacement to ARMC staff. Department staff follow a CCTV inspection schedule to achieve complete system cleaning and assessment every five to seven years, inspecting approximately 14-20% of the system annually. By end of 2026, the Department will implement Cartograph 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 the sewer system.

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 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 CCTV inspections.

8.2 Capacity Assessment and Design Criteria

Because ARMC's sewer system is fully built out, a hydraulic model is not currently required for capacity evaluation. The Department plans to develop a hydraulic model as part of the next SSMP update. Given that ARMC's system consists of 11,000 linear feet, includes only one institutional service connection, and has had no spills in the past ten years, a capacity assessment is not required at this time.

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 inspection and reported them to ARMC. Emergency defects found during CCTV are addressed immediately by the Department's crew.

8.4 Capital Improvement Plan

The Department is responsible only for routine operations and maintenance of ARMC's sewer system and does not develop or implement CIP projects. When a CIP project is required, ARMC retains a contractor to perform the necessary planning, design, and construction services.

Any coordination necessary between department staff, ARMC staff, and engineering consultants during planning, design, and construction of capital improvement projects will be outlined.

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9 Monitoring, Measurement and Program Modifications

This section of the SSMP discusses parameters the Department tracks to monitor the success of ARMC'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 preventive 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 in 2026. The Department updates SSMP program elements as needed. The Department identifies and illustrates any spills trends, including spill frequency, locations and estimated volumes. Scheduled preventative maintenance, repair, and cleaning needs will be performed regularly in order to clean and CCTV inspect the entire system on a five to seven year cycle. Currently, the Department is motivated to be more proactive about spill prevention in ARMC and understand 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, including 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 I**. 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	5/2/2026 and annually thereafter
Track the Success of SSMP Elements	Annually	5/2/2026 and annually thereafter

Table 9-1: SSMP Update Schedule

Milestones	Frequency	Due DATES
Assess the Preventative Operation and Maintenance Activities	Annually	5/2/2026 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 the 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 ARMC'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"> • ARMC is following SSMP Update Schedule • Annually review section
Organization	Document LRO(s), organization of Department staff, contact information, and chain of communication for spill response	<ul style="list-style-type: none"> • Annually review section
Legal Authority	Ensure the Department has sufficient legal authority required to implement the SSMP plans and procedures	<ul style="list-style-type: none"> • Annually review section
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"> • Percentage of gravity pipelines cleaned • Percentage of pipelines inspected by televising • Number of pipe failures • Regular training related to SSMP requirements • Equipment inventory tracked • Annually review section
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"> • Annually review section
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"> • Average and maximum response time • Percent of total overflow volume contained or returned to sewer • Compliance with notification, monitoring, and reporting requirements • Staff and contractors are implementing the Spill Emergency Response Plan • Perform regular training on the Spill Emergency Response Plan.

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"> • Contain any spills 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 • Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters • Spill events are documented and reported as required in the General Order • Spill responses are assessed • Conduct annual review of Spill Emergency Response Plan • Annually review section
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"> • Evaluate the need to initiate a FOG Control Plan • Plan and schedule for a public education and outreach program • Annually review section
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"> • Number of spills due to capacity limitations or wet weather • Date of completion of most recent sewer master plan, including flow metering and/or hydraulic modeling • 3-year backlog for capacity improvement projects • Utilize CCTV inspection and assessment and tracking system deficiencies • Prioritize projects based on their need for repair and replacement • Evaluate system deficiencies with recurrent issues and how these can be turned into rehabilitation or replacement projects. • Creation of a schedule to complete these projects • Document system evaluation and condition assessment inspections and activities • Determine solutions to address infiltration & inflow (I/I), aging infrastructure, corrosion due to sulfuric acid, and sags in the system due to unstable soil • Determine solutions to protect from heavy rains, earthquakes, and other impacts of climate change • Determine funding sources • Annually review section

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

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

The Department will use the specific monitoring parameters listed in **Table 9-2** and documented on the tracking sheet included in **Appendix J** 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 20% of the collection system cleaned each year
- A minimum of 20% 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 improve 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 the Department. 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 ¹	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:

¹ Category 4 spills will be reported in 2023 and beyond.